



Employee Handbook

Effective

January 1, 2019

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Employment Policies & Procedures

OnBase: HR EMPL POLICY ACK – EMPLOYEE HANDBOOK

DISCLAIMER & RECEIPT OF EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

(For HR File)

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK (CURRENT ISSUE DATE SHOWN AT BOTTOM OF PAGE). I WILL READ THE ENTIRE HANDBOOK CAREFULLY, TO THE EXTENT THAT IF I HAVE QUESTIONS ABOUT THE VARIOUS PROVISIONS OF THE HANDBOOK, I WILL TAKE AN OPPORTUNITY TO ASK QUESTIONS OF THE COMPANY'S HUMAN RESOURCES REPRESENTATIVE. I UNDERSTAND THAT THE INFORMATION IN THIS EMPLOYEE HANDBOOK IS SUBJECT TO CHANGE AND DOES NOT CREATE ANY LEGAL RIGHTS, OBLIGATIONS, OR GUARANTEES, EXPRESS OR IMPLIED, ON THE PART OF THE EMPLOYEE OR THE COMPANY.

THIS EMPLOYEE HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT. THE COMPANY OFFERS EMPLOYMENT UNDER THE LEGAL TERMS OF THE DOCTRINE OF EMPLOYMENT AT WILL. EITHER THE EMPLOYEE OR THE COMPANY IS FREE TO END THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT CAUSE.

I ALSO UNDERSTAND THAT ANY OTHER POLICIES, PROCEDURES, OR SIMILAR DOCUMENTS ISSUED TO ME BY THE COMPANY ARE NOT A CONTRACT OF EMPLOYMENT AND DO NOT CHANGE MY STATUS AS AN AT-WILL EMPLOYEE.

I ALSO UNDERSTAND THAT THE ELECTRONIC RESOURCES OF THE COMPANY MAY BE PROVIDED TO ME, INCLUDING THE COMPUTER, ITS SOFTWARE, THE FILES THEREON, AND THE INFORMATION STORED THEREON (WHETHER CEASED BY ME OR THE COMPANY), THE SERVER, ALL E-MAIL (INCLUDING MY E-MAIL ACCOUNT), AND THE INTERNET ACCESS, ARE ALL PROPERTY OF THE COMPANY. I ACKNOWLEDGE THAT I HAVE NO PRIVACY INTEREST IN THE AFOREMENTIONED ITEMS. I HEREBY AUTHORIZE AND CONSENT TO ALLOW THE COMPANY TO REVIEW, MONITOR, AND SEARCH OR ACCESS MY COMPUTER, ANYTHING ON MY COMPUTER OR MY E-MAIL OR INTERNET ACCOUNTS FOR ANY REASON OR NO REASON AT THE COMPANY'S DISCRETION.

EMPLOYEE NAME (PRINTED): _____

EMPLOYEE SIGNATURE: _____

DATE: _____

**REEVES CONSTRUCTION IS AN EQUAL OPPORTUNITY EMPLOYMENT
AND AFFIRMATIVE ACTION EMPLOYER**

YOU WILL KEEP ONE SIGNED PAGE ALONG WITH THE COPY OF THE HANDBOOK, AND ONE SIGNED PAGE WILL BE PLACED IN YOUR PERSONNEL FILE.

(DATE OF ISSUE OF HANDBOOK – JANUARY 1, 2019)

Employment Policies & Procedures

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Employment Policies & Procedures

PRESIDENT'S WELCOME

Welcome to Reeves Construction Company, Sloan Construction Company and R.B. Baker Construction and Southeast Emulsions (collectively referred to as "the Company").

As we've grown, the Company has formed new partnerships and branched out to new subsidiaries to meet nearly every transportation construction need – from roads and bridges, to clearing and paving, to a wide variety of additional products and services.

Our progress and growth are the result of each employee taking responsibility for a share of the work that needs to be performed. We take pride in our accomplishments and look forward to continuing to build our organization through the efforts of all our Employees.

You will find that the staff and management of the Company are both professional and knowledgeable. The Company is committed to providing each employee opportunities and development with regard to following all state and federal laws as they pertain to equal opportunities. We are also committed to providing a workplace that is free of harassment, discrimination and violence.

The Company has developed a safety program to ensure that our facilities and job sites are safe and healthful. We take this program very seriously. It is every employee's responsibility to work safely and to abide by the provisions of this program. Each employee is encouraged to share concerns and to make suggestions which will improve safe practices in the workplace.

We hope that your experience with the Company will be challenging, enjoyable and rewarding. Again, we welcome you to the team.



Lee Rushbrooke
PRESIDENT

Employment Policies & Procedures

“EMPLOYMENT IS THE LAW” POSTER:

Equal Employment Opportunity is

THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected.

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-569-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

Employment Policies & Procedures

REEVES CONSTRUCTION COMPANY & SUBSIDIARIES EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

We believe that in order to make our corporate equal employment opportunity effort effective, each Reeves employee must have a sense of personal commitment toward fulfilling our affirmative action objectives. Individual commitments of this kind will allow us to go beyond the minimum requirement of the law and help create solutions to some of society's most difficult problems.

It is in that spirit that I want to reaffirm the policy of Reeves Construction Company and subsidiaries – We are an Equal Opportunity Employer, “It is the policy of this company to assure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, military/veteran status, genetic information, marital status, sickle-cell trait, having or being perceived to have a AIDS, HIV, or an AIDS related complex, age, national origin, disability, or any other characteristic or status protected by federal, state, or local laws. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship and /or on the job training.”

Adherence to this policy and compliance with the law is expected of all Reeves employees. Reeves Construction Company does not discriminate against disabled applicants and employees, and it will make every effort to reasonably accommodate applicants and employees with disabilities.

Reeves Construction Company invites and all disabled veterans and Vietnam Era veterans and individuals with disabilities who wish to benefit under the affirmative action program to identify themselves. This action shall be voluntary and will remain confidential.

In offering employment or promotions to disabled veterans and Vietnam Era veterans and individuals with disabilities, the contractor may not reduce the amount of compensation offered because of any disability income, pension or other benefit the applicant or employee receives from another source.

Employees who believe they have been the subject of harassment or discrimination should report such acts to the appropriate manager of their region or to the EEO Officer. Such reports will be investigated promptly and there will be no retaliation against any employee who reports such acts.

Randy England, EEO Officer, will continue to have responsibility for our Affirmative Action Program, to see that it is effectively implemented and to keep me informed of progress toward achieving the objectives of this policy. All employees are encouraged to refer qualified minorities and females to the company for openings. Each region will continue making the decisions which affect their affirmative action efforts. In conjunction with the Human Resources Department, each Region Manager will monitor the progress toward meeting its goals. The extent to which supervisors and managers successfully carry out this policy through the organization they direct will be a factor in measuring their performance.

Non-segregated Facilities: Reeves Construction Company does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and we do not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. As used in this statement, the term “segregated facilities” means any waiting rooms, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation for entertainment area, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom or otherwise.



Lee Rushbrooke, President



Randy England, EEO Officer

Employment Policies & Procedures

OUR EMPLOYEE RELATIONS PHILOSOPHY

The Company has always understood that outstanding people is the key to our success. Through the efforts of its people, the Company has become an industry leader with a reputation for quality performance. The Company seeks to provide the best possible environment for maximum development and goal achievement for all employees. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we strive to provide a comfortable and progressive workplace. We treat each employee as an individual.

Most importantly, we strive for a workplace where communication is open and issues can be discussed and resolved in a mutually respectful atmosphere. We firmly believe that through direct communication, we can resolve any difficulty that may arise and develop a mutually beneficial relationship.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Our Company is committed to equal employment opportunity. We will not discriminate or retaliate against employees or applicants for employment on any legally-recognized basis including, but not limited to race, color, religion, sex, gender identity, sexual orientation, pregnancy, military/veteran status, genetic information, marital status, sickle-cell trait, having or being perceived to have a AIDS, HIV, or an AIDS related complex, age, national origin, disability, or any other characteristic or status protected by federal, state, or local laws. As an employee, you will be expected to follow this policy in your dealings with clients, visitors and fellow employees.

You may discuss equal employment opportunity related questions with your supervisor or any other member of management, including the Company EEO Officer, Randy England – phone number 864-416-0202.

AMERICANS WITH DISABILITIES ACT (ADA)

Our Company is committed to complying with the requirements of the Americans with Disabilities Act, its amendments, and all state laws related to disabilities and handicaps. This may include providing reasonable accommodation where appropriate. Generally, it is your responsibility to notify your supervisor or Human Resources of the need for an accommodation. On doing so, your supervisor or Human Resources may ask you for your input on the type of accommodation you believe may be necessary to perform the essential functions of your job. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Company undue hardship. Employees are expected to fully cooperate with the Company in the accommodation process.

VIETNAM ERA VETERANS' READJUSTMENT ASSISTANCE ACT (VEVRAA)

It is the policy of Reeves Construction Company and our subsidiaries that equal employment opportunity be provided in the employment and advancement for all persons regardless any protected characteristic, including the executive level. Our Company does not and will not discriminate against any applicant or employee regardless of any protected characteristic to any position for which the applicant or employee is qualified. In addition, Reeves Construction Company is committed to a policy of taking affirmative action to employ and advance in employment qualified protected veteran employees. Such affirmative action shall apply to all employment practices, including, but not limited to hiring, upgrading, demotion or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and

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selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. Reeves Construction will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to disabled veterans.

RELIGIOUS ACCOMMODATION

The Company respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the Company's business.

An employee whose religious beliefs or practices conflict with his/her job, work schedule, or with the Company's policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation, must submit a written request for the accommodation to the Human Resources Manager. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

The Human Resources Manager will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available which is reasonable and which would not create an undue hardship on the company's business. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code which does not impact safety or uniform requirements or for other aspects of employment. Depending on the type of conflict and suggested accommodation, the Human Resources manager will confer with the Region Manager.

The Region Manager and the Human Resources Manager, along with the employee, will meet to discuss the request and propose a decision made on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he/she may discuss the situation further with the Region Manager and the Human Resources Manager to decide on what is accommodating to remedy the request.

NON-HARASSMENT

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of a protected characteristic or status. We prohibit harassment of employees by other employees of the Company or third party based on characteristics or status protected by federal, state or local laws. The Company does not authorize, practice, condone, or tolerate any harassment of or by any employee, whether supervisory or non-supervisory, or by any guest, visitor, customer, or vendor.

The examples below are just that – examples. It is impossible to list every type of behavior that can be considered harassment in violation of this policy. In general, any conduct based on protected characteristics that could interfere with an individual's work performance, could create an offensive environment will be considered harassment in violation of this policy, or otherwise adversely affects an individual's employment opportunities. *This is the case even if the offending employee did not mean to be offensive. It is essential that employees be sensitive to the feelings of others.*

Examples of harassing conduct include, but are not limited to, the following:

1. Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to a protected characteristic under state, federal or local laws; and

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2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of a protected characteristic under state, federal or local laws and that is placed on walls, bulletin boards, or elsewhere on the Company's premises, or circulated in the workplace.

Similarly, sexual harassment involves:

1. Making, as a condition of employment, unwelcome sexual advances or requests, requests for sexual favors, or other verbal or physical conduct of a sexual nature;
2. Making submission to or rejection of such conduct the basis for employment decisions; or
3. Creating an intimidating, offensive, or hostile work environment by such conduct.

The following are examples of sexual harassment:

1. Verbal – sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions;
2. Nonverbal – making suggestive or insulting noises, leering, whistling, or making obscene gestures;
3. Physical--touching, pinching, brushing the body, coercing sexual intercourse, or assault.

***Special note about religion:* It is not a violation of this Policy for employees to discuss religion, or to read or view religious materials, at work during non-working time. However, excessive "preaching" that is unwelcome to others, or adverse treatment of others because of their beliefs, different beliefs, or lack of belief, may be considered "harassment" within the meaning of this Policy.**

"HARASSING" Use of Electronic Communications

For purposes of this policy, "Electronic Communications" includes use of the Company computer system, use of the Company email system, use of a personal computer, use of a portable electronic device whether personal or issued by the Company, use of a personal email account, text messaging, instant messaging, use of the internet, and use of any social media, including Facebook. Harassment through the use of Electronic Communications is prohibited, whether the harassment occurs via a company-issued computer or device, or whether it occurs via the employee's personal computer or device.

This policy protects employees from harassment by other employees, as well as harassment by customers or vendors of the Company, or any other person or entity who is in a business relationship with the Company. It also prohibits employees from harassing other employees, as well as customers, vendors, or any other persons or entities who are in a business relationship with the Company.

Use of Electronic Communications for any harassing purpose (as defined above) will be treated as a violation of *both* this No-Harassment Policy *and* the Computer and Internet Usage Policy. Examples of "dual violations" include the following:

- Using email or text messaging to transmit messages, jokes, or other material that is defined as "harassing" in this Policy (*this includes forwarding or showing the material to others*)
- Viewing pornographic or other offensive material (such as racist websites) on company computers, including Company-issued laptop computers

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- ❑ Electronic “pranks” or harassment by social media – based on the protected status of the victim (race, sex, gender identity, sexual orientation, national origin, age, disability or religion), or in retaliation for a harassment complaint

If you receive an unwanted Electronic Communication, you should immediately notify your Human Resources representative, who will work with the IT department and possibly others, to resolve the situation. Do not destroy or delete the communication until you are instructed to do so by your HR and IT representatives, but do not forward it or show it to anyone else in the meantime. If for any reason you are not comfortable notifying your Human Resources representative, then you should notify your Human Resources Director.

Reporting Harassment

Any employee who feels that he/she is a victim of sexual harassment or any other form of unlawful discrimination or harassment must immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated.

1. Any employee, who believes that he/she is a victim of sexual harassment or any other form of unlawful discrimination or harassment or has been retaliated against for complaining of sexual or other unlawful discrimination or harassment, must report the act immediately to his or her supervisor. If you prefer not to discuss the matter with your supervisor, you may contact any other member of management, including Human Resources or the EEO Officer, Randy England, 864-416-0202 or the Anonymous Hot Line **1-800-461-9330**
2. The Company will investigate every reported incident as quickly as possible. Any employee, supervisor or agent of the Company who has been found to violate this policy will be subject to appropriate disciplinary action, up to and including termination of employment.
3. The Company will conduct all investigations in a discreet manner to the extent possible. The Company recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that employees will continue to act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have the Company’s assurance that no reprisals will be taken as a result of a good-faith complaint of sexual harassment or any other form of unlawful discrimination or harassment. Retaliation against employees for making good faith complaints about sexual harassment or any other form of unlawful discrimination or harassment is prohibited by law and Company policy. It is our policy to encourage discussion of the matter to help protect others from being subjected to similar inappropriate behavior.

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ANONYMOUS REPORTING HOTLINE

The Company provides a reporting hotline through Convercent for employees to anonymously report the following types of incidents:

Ethical violations	Wrongful Discharge
Unsafe Working Conditions	Internal Controls
Quality of Service	Vandalism or Sabotage
Sexual Harassment	Theft
Discrimination	Conduct Violations
Alcohol and Substance Abuse	Threats
Fraud	Bribery or Kickbacks
Conflict of Interest	Improper Conduct
Theft and Embezzlement	Violation of Company Policy
Violation of the Law	Misuse of Company Property
Falsification of Contract, Reports or Records	

All calls are confidential to the greatest extent possible. Call **1-800-461-9330** or you may report online at www.colasusaethics.com.

REPORTING VIOLATIONS

Any employee who feels that he/she is a victim of a violation of any of the previously referenced policies must immediately report the matter to his/her supervisor or any member of management, including Human Resources or the EEO Officer, Randy England at 864-416-0202. The Company will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee who, in good faith, reports or participates in the investigation of a violation of these policies. Violations of these policies are not permitted and may result in disciplinary action, up to and including discharge.

BUSINESS PRINCIPLES

The Company has adopted the Code of Conduct and Core Values as Business Principles. These Business Principles embody the vision of the Colas Group. Colas USA companies are part of the Colas Group, the world-wide leader in transportation infrastructure and maintenance. The Colas Group is active in the construction and maintenance of road, air, rail and maritime transport infrastructure, urban development projects and recreational infrastructure. As a subsidiary of the Colas Group, Reeves Construction encompasses the business values that have been and will continue to be vital to the future growth and success of the Company.

The Business Principles provide overall guidelines and expectations for all employees in all business units. Our business conduct must be guided by the highest level of integrity when dealing with our customers, suppliers, local communities and employees. While it is impossible to have an exhaustive list addressing every specific situation, we have identified the Business Principles that help define who we are as an organization. Our Business Principles are the following:

1. People are our greatest resource. Be proud of your work and accountable for your actions and attitude.
2. Be honest, fair and trustworthy in all your daily activities and business relationships.
3. Do not engage in any activity that could call into question the Company's honesty, impartiality or reputation.
4. Do not engage in any conduct that creates a conflict of interest or even an impression of a conflict of interest for you or the Company.
5. Foster an environment in which all employees are treated fairly and with dignity and respect.

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6. Conduct business fairly, impartially in an ethical manner, and in complete compliance with all applicable laws.
7. Promptly report any improper, illegal, or unethical conduct to management or through other appropriate channels as set forth by the Company.
8. When striving for excellence, recognize that what we do and how we do it is just as important as the results obtained.
9. Maintain the highest level of integrity when dealing with our customers, suppliers, competitors, local communities and employees.
10. Conduct all operations in a safe manner that minimizes risk of injury to employees and the traveling public and minimizes the overall impact on the environment.

Each employee bears the responsibility and is empowered to ask questions, seek proper guidance and immediately report suspected violations of these Business Principles through any of the proper channels provided. The Company will not tolerate any retaliation against employees who raise genuine concerns. Encouraging or engaging in any such retaliation is cause for disciplinary action up to and including termination of employment.

STANDARDS OF CONDUCT

Each employee has an obligation to observe and follow the Company's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective and/or disciplinary actions may be necessary.

Disciplinary action may include a verbal warning, written warning, suspension and/or discharge. The Company will determine the appropriate disciplinary action. The Company does not guarantee that one form of action will necessarily precede another.

The following is a representative, but not all-inclusive, list of unacceptable conduct which may result in disciplinary action, up to and including discharge.

1. Violation of the Company's policies or safety rules;
2. Engaging in horseplay that puts your or others' safety at risk or otherwise disrupts the workplace;
3. Possession, use, or sale of alcohol or controlled substances on Company property or in company vehicles;
4. Possession, use, or sale of weapons, firearms or explosives in Company vehicles, on work premises, or on company property;
5. Theft or dishonesty;
6. Threatening another person;
7. Physical, sexual or verbal harassment;
8. Employees will not be discourteous or disrespectful to a customer or any member of the public while in the course and scope of company business;
9. Excessive absenteeism or tardiness;
10. Insubordination or failure to follow lawful instructions from supervisors;
11. Falsifying or forging any Company- or business-related documents or records;
12. Being off Company property without permission while clocked in for work or during scheduled work hours;
13. Willful damage or attempt to damage property;
14. Falsification of hours of work (your own or another employee's)
15. Sleeping during working hours;
16. Gambling on Company property;

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17. Committing or contributing to criminal, immoral, abusive, or indecent acts on Company property, or actions which are grossly inconsistent with acceptable behavior that may disrupt normal business operations;
18. Refusing to take a drug test;
19. Providing a false statement on physical or mental condition; and,
20. Deliberate acts to avoid scheduled work or intentional slowdown, or which intentionally inhibits the quality or productivity of others; or violation of solicitation or distribution rules.

These examples are only representative. We emphasize that discharge decisions are at the sole discretion of the Company.

The Standards of Conduct policy **IS NOT** designed to modify our Employment-At-Will policy.

EMPLOYMENT CONDUCT AND WORK RULES

In society, there are rules and policies set up to maintain order. Without this order, society could not function properly. Business is no different from society. There must be some rules and policies to govern how the people interact. An employee of the Company is expected to obey the rules of society as well as some rules set down by management of the Company. As in society, when the rules are not obeyed, there must be some disciplinary action.

The employment relationship with the Company is one which is a mutual relationship, terminable at will at either the employee's or employer's discretion. However, the Company favors a method of progressive discipline, but, this is not always possible because the circumstances may warrant immediate discipline or discharge. The Company intends to issue verbal warnings, and then written warnings as disciplinary measures before stricter measures are taken. However, certain circumstances may arise where more aggressive disciplinary measures will be taken.

DISCIPLINE

- **Verbal Warnings** are used to inform the employee of minor violations of Company policy.
- **Written Warnings** are formal notifications of a violation of Company policy. A written warning will be a permanent part of the employee's history file and is considered a serious matter. Written warnings are usually the result of repeat verbal warnings or a more serious violation of Company policy. The employee will be required to sign a written warning as an acknowledgement to prevent any misunderstanding.
- **Suspension of employment** without pay will result if one fails to heed written warnings. Suspension is a serious measure.
- **Discharge** is the last resort in the disciplinary process and sometimes is the only recourse for management in certain circumstances. As previously stated, the Company intends to follow the progressive disciplinary process, but some violations will warrant immediate discipline or discharge without previous verbal or written warnings or suspension.

IMMIGRATION REFORM AND CONTROL ACT

In compliance with the Federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and all state laws, our Company is committed to employing individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

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If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

The Company is participating in the federal government's Electronic Employment Verification ("E-Verify") program through which the employment eligibility of all newly hired employees will be confirmed electronically after the Form I-9 has been completed.

The Company has access to that E-Verify program through a special internet web-based access to the Department of Homeland Security's and Social Security Administration's database. Through the use of that website, the employee's Social Security number, citizen/immigration status, and employment eligibility will be verified. This will apply to all new hires only.

INTRODUCTORY PERIOD

New employees are on introductory status during the first 90 days of employment.

During this introductory period, you will be able to determine if your new job is suitable for you, and your supervisor will have an opportunity to assess your work performance. Based on their assessment, supervisors may recommend termination of employment at any time prior to the end of this period. THE COMPLETION OF THE INTRODUCTORY PERIOD DOES NOT GUARANTEE EMPLOYMENT FOR ANY PERIOD OF TIME THEREAFTER. PLEASE REFER TO THE FIRST PAGE OF THE HANDBOOK FOR AN EXPLANATION OF "AT-WILL" EMPLOYMENT.

Employees that are rehired and have been gone from employment for more than a year are required to serve a new introductory period, whether or not such a period was previously completed. This introductory period starts on the first day of rehire, which will be the employee's new service date, and includes all normal waiting periods with regards to benefit plan eligibility and requirements as well as vacation eligibility.

Employees that return to full-time status after a temporary layoff status are not required to serve a new introductory period. Their Company service date will be maintained which preserves their benefit plan and vacation eligibility.

PERFORMANCE REVIEW

To insure you perform your job at the highest level possible, it is important that you be recognized for good job performance and that you receive appropriate recommendations for improvement when necessary. Consistent with this goal, your performance will be evaluated by your supervisor for the first 90 days and on an annual basis thereafter. Evaluations may be formal or informal. In addition to regular performance evaluations described above, special performance evaluations may be conducted by your supervisor at any time.

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DRUG AND ALCOHOL FREE WORKPLACE

The Company is committed to providing a safe, efficient and productive work environment for all employees. In keeping with this commitment, employees and job applicants will be asked to the extent permitted by state or federal law to provide body substance (i.e., blood, urine) to determine the illicit use of drugs, controlled substances, alcohol or prescription drugs without a prescription. In the event there is a failure to report such use, neither a physician's prescription nor other medical reason may be an acceptable excuse for being found in violation of this policy.

This policy applies to all employees when they are on Company business, company premises, operating company equipment or vehicles, while performing work for or representing the Company. The Company will pay for drug and alcohol testing required by the Company, but employees and applicants will be responsible for paying for additional testing not required by the Company.

Laboratory Confirmation and Medical Review Officer (MRO)

If an initial test is non-negative, the lab will conduct confirmation test using Gas Chromatography/mass spectrometry. In reference to positive test results, the MRO will contact the donor for an opportunity to discuss the test results. The MRO will accept only valid prescriptions and documentation of drugs used in medical treatment. The use of drugs obtained outside the U.S., use of medications not prescribed to donor, use of food containing drugs (Including hemp), and the use of marijuana, heroin, or other Schedule I drugs for health or medical purposes, cannot be accepted by the MRO as legitimate medical explanations.

Testing Time Is Considered Work Time

Drug & Alcohol testing should be done during work hours or immediately before or after work hours. Testing time is considered time worked for the purpose of compensation and benefits for current employees. Employees must sign the "Acknowledgement of Receipt of Non-DOT Drug-Free Workplace Policy and Consent Form." Refusal to sign the acknowledgement or refusing to be tested will result in disciplinary action, up to and including immediate termination.

Education & Training

The Company will provide employee drug awareness information and supervisor training. Additional training may be required based on state law

Employee Assistance Program

The Company offers an employee assistance program (EAP) benefit for employees and their families. EAP provides confidential assessment, referral, and short-term counseling. If EAP refers employee to treatment outside the EAP, cost may be covered by the employee's medical insurance. Confidentiality of this process is assured.

Prohibited Conduct

The Company's employees are prohibited from:

- Being under the influence of drugs as defined by the policy
- Being under the influence of alcohol during work time as defined by the policy
- Testing positive for drugs or alcohol

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- Failing to notify a supervisor or manager of use of prescription drugs that may alter your ability to perform work safely
- Bringing drugs or alcohol, controlled substances or drug paraphernalia to work and or storing such items on company property
- Possessing, using, manufacturing, distributing, sell or dispense drugs or controlled substances off company property that may adversely affect the Company or the wellbeing of others
- Failing to notify the company in writing within five (5) calendar days of a criminal drug conviction or pleading guilty to a criminal drug offense occurring in the workplace
- Abusing prescription drugs
- Switching, tampering with or adulterating any specimen or sample collected
- Disclosing information related to a drug or alcohol test result, and/or substance abuse treatment referrals, except where permitted by policy
- Refusing to cooperate with the terms and conditions of this policy

Types of Testing

- Pre-employment Drug Testing
- Reasonable Suspicion Drug & Alcohol Testing
- Post-Incident Drug & Alcohol Testing
- Random Drug Testing
- Routine Fitness-for-duty Drug & Alcohol Testing
- Return-to-duty Drug Testing
- Follow-up Drug & Alcohol Testing
- Client-Required Drug & Alcohol Testing

Consequences for Policy Violations

- Non-testing Violation (Level of discipline based upon severity)
 - Refusing to sign Acknowledgment of receipt of policy
 - Possession of drugs or drug paraphernalia (device used to store, dispense, or use illegal drugs)
 - Possessing an open container of alcohol on company premises or while conducting business on behalf of the company
- Applicant Positives
 - Applicants with a confirmed positive will not be hired
 - Employees with confirmed a positive will be subject to discipline up to and including termination
 - All employees will be granted a second chance for the first positive drug/alcohol test as long as they are no longer in their probationary period and does not have disciplinary and performance history issues
 - Second positive subject to immediate termination
- Refusal, Tampering and/or Adulteration
 - Refusal to submit to test
 - Attempt to alter test sample
- Suspensions for Reasonable Suspicion Testing
 - Employee involved in reasonable suspicion testing will be removed from their possession pending test results
 - Employees removed from positions will be placed on unpaid suspension. If results are negative, employee will be compensated for time missed
 - Employees who are suspended without pay and receive a positive drug and/or alcohol test will be subject to disciplinary action up to and including termination
- Medical Marijuana

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- The Company is a federal contractor subject to the Drug-Free Workplace Act, and therefore, we will not accept Medical Marijuana Extract as legitimate reason for a Positive Drug test.

Confidentiality & Consent

All information, interviews, reports, statements, memoranda, documentation, and drug and alcohol test results, written or otherwise, are confidential. All employees are required to sign the Acknowledgement and consent form.

Non-Discrimination

In accordance with the Americans with Disabilities Act, the Company does not discriminate against any individual with a disability who are not currently using illegal drugs

Searches

Upon an employee's violation of this Policy or reasonable suspicion of violation of policy, the Company reserves the right to conduct a reasonable search and inspection of all Company premises. Search is subject but not limited to the suspected employee's desk, files, lockers, lunch container, briefcases, clothing and private vehicles.

Questions concerning this policy or its administration should be directed to the Regional Safety Manger or the Human Resources Department.

REFERRAL POLICY

The addition of new employees is important to the growth and development of Reeves Construction Company. The Company has implemented a referral policy for all hourly paid employees in an effort to locate and hire new employees. Through this policy, employees are urged to recommend friends and acquaintances for employment with Reeves Construction Company. The Company firmly believes that such a recommendation is valuable since current employees know the type of work we perform and skills and abilities an applicant must have to be a successful employee.

CELL PHONE POLICY

Personal cell phones will not be allowed on jobsites, in company vehicles, or equipment. If you have a personal situation where you must be reached, contact should be made through the regional office and they can contact your supervisor. The following measures will be taken in accordance with this policy:

- 1st offense – verbal warning
- 2nd offense – 3 days suspension without pay
- 3rd offense – termination

Mobile Phone Use Policy FOR ALL Reeves Drivers

Effective November 19, 2012, all Reeves employees who operate any vehicles are prohibited from using a hand-held mobile telephone while operating a vehicle. All Company drivers will have to adhere to this policy:

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While operating a company vehicle, mobile phone use (**with either a personal or company-issued phone**) by company employees shall be subject to the following restrictions:

- 1) The mobile phone must have a hands-free method of operation. This can include, but is not limited to:
 - a. a Bluetooth headset;
 - b. a vehicle-integrated communication system; or
 - c. a mobile hands-free speaker/microphone device.
- 2) Before commencing travel, the mobile phone must be configured so that it can receive and make a call either through voice activation, or with the push of a single button.
- 3) Drivers may not hold or support the phone while operating the vehicle, but the phone may be within view (i.e. affixed to the dash, visor, passenger-side seat, etc.)
- 4) If the phone is going to be used as a GPS device to provide travel or mapping directions, it must be set up and running before commencing travel.

Unless the driver pulls off the road and parks in a safe location, drivers are prohibited from:

1. Sending or reading text messages or photos;
2. Taking or viewing photos/videos;
3. Manually dialing a phone number;
4. Looking up a contact number in the phone's directory;
5. Manipulating the GPS phone function in any way; or
6. Browsing the internet, or using any other phone application beyond taking and receiving calls.

In the case of making a phone call, the driver may commence driving again while they are still on the call, as long as a hands-free device is used.

PROPERTY RETURN POLICY

Employees are responsible for all Company property including keys, vehicles, equipment, materials or written information issued to them or in their possession or control.

Employees must return all Company property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Company may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Company may also take all action deemed appropriate to recover or protect its property.

TERMINATION OF EMPLOYMENT

Termination of employment is an inevitable part of personnel activity within any company and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated.

VOLUNTARY

- * Resignation – employment termination initiated by an employee who chooses to leave the Company voluntarily.

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- * Failure to report to work in accordance with Company policy.

INVOLUNTARY

- * Employment termination initiated by the Company, either by discharge or permanent layoff, with or without cause.

RETIREMENT

- * Voluntary retirement from active employment status initiated by the employee.

Because employment with the Company is based on mutual consent, both the employee and the Company have the right to terminate employment at-will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Some benefits may be continued at the employee's expense if the employee so chooses and is eligible (i.e. through COBRA). The employee will be notified in writing of the benefits that may be continued and of the terms, conditions and limitations of such continuance.

Our Company does not provide a "letter of reference" to former employees. Generally, we will confirm, upon request, our employee's dates of employment, salary history and job title.

You should notify the Company if your address changes during the calendar year in which termination occurs so that your tax information can be sent to the proper address.

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the Company. Although advance notice is not required, the Company considers two weeks' written notice of resignation to be a professional courtesy.

Prior to departure of technical, clerical, professional and supervisory employees, an exit interview may be scheduled to discuss reasons for the resignation. The interview will be conducted by a member of management or designated Human Resources representative. Any questions regarding benefits may be referred to the Human Resources Department.

CHANGES IN PERSONAL DATA

To aid you and/or your family in matters of Company benefits administration and/or personal emergency, we need to maintain up-to-date information. Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to your supervisor or local Human Resources representative promptly.

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COMPENSATION

WAGES

It is the goal of the Company to pay wages at levels that are competitive within the industry and will be established by the Company as appropriate for the region, location, and type of skills required for each job on a project.

CLASSIFICATIONS

- *FULL-TIME EMPLOYEES* regularly work a 40-hour workweek or more.
- *PART-TIME EMPLOYEES* regularly work less than 30 hours per week.
- *SEASONAL EMPLOYEES* perform a job for a specified time, normally less than one year.
(*In addition to the preceding, employees are also categorized as “salaried, exempt,” “salaried, non-exempt” or “non-exempt.”*)
- *NON-EXEMPT EMPLOYEES* are entitled to overtime pay as required by applicable federal and state law.
- *EXEMPT EMPLOYEES*, pursuant to applicable federal and state laws, are not entitled to overtime pay and are not subject to certain deductions from their salary under the Company’s policies.
- *AFFORDABLE HEALTH COVERAGE ELIGIBILITY* - Refers to those employees who are reasonably expected as of the time of hire to work an average of 30 hours per week on an annual basis.

RECORDING TIME

Non-exempt employees must report hours on daily basis to his or her supervisor which will be recorded manually or electronically. It is the responsibility of the employee to accurately track, record and report all working hours. Hours worked include any work performed at home or off-site, even if worked outside of normal business hours. This includes time spent working at home on a computer, cell phone, checking emails, or taking/responding to telephone calls. All work from home or work otherwise performed outside of normal business hours needs to be approved by your manager/supervisor.

All employees subject to this policy are required to accurately record all time worked. For payroll purposes, the workweek starts on Sunday at 12:00 AM and ends on Saturday at 11:59 PM.

Employees should carefully review each paycheck to ensure that wages and overtime, if applicable, have been properly paid.

PAYDAY

Hourly, Non-exempt Employees

Scheduled paydays are weekly on Friday for the period which has ended on the previous Saturday. When the payday is a holiday, you normally will be paid on the last working day before the holiday.

Salaried, Non-Exempt and Salaried, Exempt Employees

Will be paid as determined by your region’s policy and procedures.

Note on “Salaried, Exempt Employees” – The Company is committed to complying with all state and federal wage and hour laws. For exempt employees paid on a salary basis, the Company will make deductions from your salaries only when the deduction is authorized by you (for example, benefit payments), required by law (for example, taxes, garnishments and other court-ordered payments), warranted based on your violation of company policy (where permitted by law), or otherwise allowed by law. Subject to certain exceptions allowed

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by law, salaried employees will receive their full weekly salary for any week in which the employee performs any work, without regard to the number of days or hours worked. Although salaried employees need not be paid for any workweek in which they perform no work, no deductions will be made for absences caused by the company or by the operating requirements of the business.

Any employee, who believes his or her salary has been improperly reduced in violation of this policy, should address the matter promptly with the Human Resources Manager. No employee will suffer any adverse employment consequences as a result of reporting a suspected violation of this policy. If it is confirmed that an improper deduction has been made, the employee will be promptly reimbursed for the amount improperly deducted. If you have any questions about this policy or any other matter relating to your compensation, please contact the Human Resources Manager.

If an employee notices a problem with a payroll check, whether it be hours, rate or deductions, the employee should consult their immediate supervisor.

PAY DEDUCTIONS

The law requires that the Company make certain deductions from each employee's paycheck. These deductions include withholding for federal, state, and local income taxes. The Company must also deduct Social Security tax (FICA), up to a specified amount, and Medicare tax, on each employee's earnings. The Company matches the amount of Social Security and Medicare taxes paid by each employee.

Wage garnishments are pay deductions taken by the Company under court order to enforce an unpaid court decree and will be deducted in accordance with State law. These may include, but are not necessarily limited to: Financial Garnishment, Child Support, Tax Levy, or Bankruptcy Order or Student loans.

Some employee benefit programs may require contributions from eligible employees who wish to participate. Employees may authorize deductions from their paychecks to cover these contributions.

Should you believe an improper deduction has been made from your salary, you should inform the Human Resources Department as soon as possible. If it is determined upon investigation that an improper deduction has been made from your salary, you will be promptly reimbursed, and appropriate steps will be taken to prevent a recurrence of an improper deduction from your pay.

If you have any questions concerning pay deductions, consult with the Human Resources Department.

DIRECT DEPOSIT

The Company strongly encourages participation in the Direct Deposit Program. If an employee chooses to participate in the Direct Deposit Program, the employee should provide written consent to the Company and provide information advising the Company of the bank/account where funds should be deposited.

OVERTIME

There may be times when you will need to work overtime so that we may meet the needs of our customers. Non-exempt employees must have all overtime approved in advance by their supervisors.

Non-exempt employees will be paid at a rate of time and one-half of their regular hourly rate for hours worked in excess of 40 hours in a work week, unless state or federal law provides otherwise.

Only actual hours worked count toward computing weekly overtime. If you have any questions concerning overtime pay, check with your supervisor.

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EMPLOYEE BENEFITS

This Employee Handbook describes the current benefit plans offered and maintained by the Company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling for those benefits.

The Company reserves the right to modify its benefits at any time. We will keep you informed of any changes.

HOLIDAYS

Our Company normally observes the following holidays during the year:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day (two days)
- Labor Day
- Thanksgiving (Thursday & Friday)
- Christmas Day

All employees are eligible for paid holidays at date of hire.

Non-exempt employees are required to work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are excused with prior permission from their supervisor.

Holiday pay is eight (8) hours per holiday based on the non-exempt employee's hourly rate. If an employee is required to work on a paid holiday, he/she will receive eight (8) hours holiday pay in addition to the pay received for any actual hours worked.

Holiday pay does not count as hours worked for purposes of calculating overtime. Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws.

VACATION

Vacation entitlement will be in accordance with the following table:

<u>Year of Service</u>	<u>Maximum Vacation</u>
<i>Hourly Employees:</i>	
0 - 3	5 days
4 - 9	10 days
10 - 14	15 days
15+	20 days
 <i>Salaried Employees:</i>	
1 - 5	10 days
6 - 10	15 days
10+	20 days

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For the purpose of determining the allowable vacation, the years of service will be measured from the employee's original hire date, but will not be in effect until the following January 1. For example, if your 3rd year anniversary is March 21, 2007, your eligibility on January 1, 2008, will be 3 years.

Scheduling Vacation Time

No vacations will be approved for non-office personnel (hourly or salaried) during the "work season," other than a vacation planned for the week of July 4th. The "work season" runs from May 1st through October 31st of each year. Construction activity will continue to be performed year round as weather and workload permits. Scheduled holidays during the "work season" will be observed as usual. Field operations will be shut down for two weeks of planned vacation each year. The planned vacations will be the week of July 4th and the week between Christmas and New Year. Employees will be required to use accrued vacation during these shutdowns. Employees who do not have enough accrued vacation for both weeks will take the excess days as unpaid. A holiday shutdown and vacation schedules will be published and distributed before the end of each calendar year.

Employees with three weeks or more of accrued vacation will have the option to schedule their remaining accrued vacation either before or after the "work season" (January 1st through April 30th) and one week after the "work season" (November 1st through December 24th). Those employees with four weeks' of vacation should take one week before the "work season" and one week after the "work season." The Region Manager has the authority to approve two weeks of vacation prior to the beginning of the "work season" as long as it does not interrupt any of the operations. A request for vacation must be submitted in writing to your supervisor on the Company vacation form and is subject to the approval of the Region Manager. All vacation for salary personnel must be approved by the Region Manager.

We will make every effort to accommodate the requested vacation dates provided that they are scheduled sufficiently in advance and that the adequate staffing levels are maintained.

Any employee performing accounting/administrative duties will be allowed to take one week during the "work season" due to financial closing requirements that occur during the week of 4th of July week.

Salaried employees will not be paid for vacation time in lieu of granting time off. Hourly employees may be allowed to receive pay for any unused vacation time. However, the payment for any unused vacation time must occur in December & requires the approval of the Region Manager.

Accruing Vacation Time – New Employee

Upon your employment date, you will begin accruing your eligible vacation time. For each month you work following your initial employment date, you will have accrued (earned) one-twelfth of your allowable vacation.

Accrual Period – Current Employees

The normal accrual period for current employees begins on January 1 and ends on December 31. An employee can only request accrued (earned) vacation days.

Vacation Carryover

You will be required to use all of your vacation within the year it is accrued. Any vacation time remaining after December 31 will be forfeited. The Region Manager may at his or her discretion, allow a carryover if deemed necessary. However, if this occurs, any remaining vacation days must be taken within the first 60 days of the following year.

Vacation Pay – At Termination of Employment

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In the event an employee is terminated for cause, any accrued vacation will be forfeited. If an employee elects to leave our company, and provides a minimum of two weeks' notice, or is terminated without cause, then that employee will be entitled to payment of their accrued unused vacation time at regular or salary rates. Vacation pay or time will not be used for determining overtime pay eligibility.

Reeves Construction Company retains the right to amend or terminate its Vacation Policy at any time. This policy will replace any past or present policies that relate to vacation, sick leave, or any other plan that included vacation or sick pay.

MEDICAL INSURANCE

Eligible full-time employees may enroll in the Company sponsored, group health insurance plan at the first of the month after hire date. Information and enrollment forms may be obtained from your Human Resources Department.

To assist you with the cost of this insurance, our Company pays a portion of the monthly premium. You are responsible for paying the balance through payroll deduction.

A booklet containing the details of the plan and eligibility requirements may be obtained from your Human Resources Department.

PLEASE NOTE:

You are not allowed to make any changes to your medical insurance coverage until the next enrollment date, unless you have a qualifying event such as family status change or loss of coverage. Family status changes include marriage, divorce, and death of a spouse or child, birth or adoption of a child, or termination of employment of your spouse. Changes must be made within 31 days of the qualifying event day. A change in election due to a change in family status is effective the next pay period. Please contact the Human Resources Department with any questions.

SECTION 125 PLANS

Our Company offers a pretax contribution option for employees. This employee benefit is known as a Section 125 Plan. This plan is afforded to you based upon current versions of the tax laws. It is subject to cancellation or change with or without notice by the Company.

A Section 125 Plan is a benefit plan that allows you to make contributions toward premiums for medical insurance, dental and vision care insurance on a "before tax" and an "after tax" basis. Your premium contributions are deducted from your gross pay before income tax and Social Security are calculated.

To participate in this plan, complete an election form and return it to your supervisor. Your taxable gross pay is reduced by an amount equal to your cost of medical, dental, and vision care insurance. This benefit is pre-taxed.

COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)

Under certain circumstances as described below, you and your covered dependents will have the opportunity to continue medical (and/or dental and vision*) benefits at your own cost for a period of 18 months to 24 months, depending on coverage elected, under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical (and/or dental and vision*) coverage for you and your covered dependents would otherwise end due to your death or because:

- Your employment terminates for a reason other than gross misconduct;

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- Your employment status changes due to a reduction in hours;
- Your child ceases to be a “dependent child” under the terms of the medical (and/or dental and vision*) plan;
- You become divorced or legally separated; or,
- You become entitled to Medicare.

In the event of divorce, legal separation, or a child’s loss of dependent status you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individual’s eligible for continuation of their right to elect COBRA continuation coverage.

*COBRA applies to dental and vision care insurance only if dental and vision care insurance were effective on the date when coverage would have terminated.

FLEXIBLE SPENDING ACCOUNTS (FSA)

Any employee may enroll in the Flexible Spending Account benefit provided by the Company. This benefit enables you to deduct pre-tax dollars from your paycheck and put them into a special account. FSA accounts are exempt from federal income taxes, Social Security taxes, and, in most cases, state income taxes. You can be reimbursed from the money in your account to pay for out-of-pocket family care expenses such as co-payments, childcare services or other expenses not covered by your medical plan with the benefit of avoiding paying taxes on these dollars. For additional information about FSA’s and how to start your own account, contact the Human Resources Department.

BASIC LIFE INSURANCE

Basic Life Insurance for both Hourly and Salary is fully paid by the Company. You must designate your beneficiary.

Eligible full-time, non-exempt hourly employees are enrolled in the Basic Life Plan in the amount of \$25,000, effective at the first of the month following hire date.

Exempt and Non-Exempt Salary employees are enrolled in the Basic Life Plan calculated as one and half (1.5) times your annual salary, effective at the first of the month following hire date.

Complete details of this plan and the amount of coverage may be obtained from your Human Resources Department.

OPTIONAL LIFE INSURANCE

All employees may purchase additional optional coverage for yourself, your spouse, and/or your child at your own expense. Please check with your Human Resources office for more information concerning this benefit.

You must enroll online or by phone and designate your beneficiary.

Complete details of this plan and the amount of coverage may be obtained from your Human Resources Department.

SHORT TERM DISABILITY BENEFITS

You may be eligible for short-term disability benefits if you are ill or injured and unable to work. The cost of this benefit is fully paid by the Company.

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Full-time employees are eligible for short-term disability benefits after completing six (6) months of continuous employment. This benefit is designated to provide income for you when you are absent from work for more than seven (7) calendar days due to non-occupational illness, injury, or pregnancy-related disability.

For non-exempt, hourly employees, the maximum benefit is \$500 each week (\$100/day for up to 5 days per week), for a duration of up to 26 weeks.

For exempt and non-exempt salaried employees, the benefit is 100% of your normal salary for the first 8 weeks, then 60% of your normal salary for the remaining 18 weeks for a duration of up to 26 weeks. Please check with your Human Resources Department for additional information concerning this benefit.

LONG TERM DISABILITY (Exempt and Non-exempt, salaried employees only)

Eligible employees may participate in our Long-Term Disability Insurance program. The cost of this insurance is fully paid by the Company.

Exempt and non-exempt salaried employees are eligible to enroll in this insurance program after completing one year of employment.

Long-term disability insurance provides eligible employees with a continuing source of income after 182 consecutive days of total disability. The benefits are calculated as a percentage of your salary. If a salaried employee is unable to return to work after the 181st day, he/she can apply for long term disability benefits through our plan carrier and will receive 60% of their monthly earnings, but not more than \$10,000 per month. The maximum period benefit for long-term disability varies according to age at time of disability and is detailed on our benefits website.

This is intended as a summary of benefits only. Additional information may be obtained from the Human Resources Department.

401(k) QUALIFIED RETIREMENT PLAN

Our Company provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long term savings for your retirement. After one (1) year of service, the Company matches 100% on the dollar up to 3% of your contribution and 50% on the dollar for the next 4% and 5% of your contributions. After one (1) calendar year, the company also does a year-end annual contribution of 2% of the employee's eligible pay.

In addition to the copy provided when you became benefits eligible, copies of the Summary Plan Description (SPD), which contains the details of the plan including eligibility and benefit provisions, is available from the Human Resources Administrator. In the event of any conflict in the description of the plan, the official plan documents, which are available for your review, shall govern.

Accidental Death & Dismemberment (AD&D) INSURANCE

All salaried employees are eligible for Optional AD&D insurance at the first of the month following hire. The cost of this insurance is fully paid by the employee. See the Human Resources Department for more information.

Hourly employees are eligible for Basic company-paid AD&D of \$25,000 insurance at the first of the month following hire and are also able to purchase additional Optional AD&D at their own expense.

Employment Policies & Procedures

WORKERS' COMPENSATION

On-the-job injuries are covered by our workers' compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, you must report the incident immediately to your supervisor. If your supervisor is not available, report the injury immediately to Human Resources. Consistent with applicable state law, failure to report an injury within a reasonable period of time could delay and/or jeopardize your claim. We ask for your assistance in alerting management to any condition or behavior that could lead or contribute to a work related accident.

POSTED PANEL OF PHYSICIANS

Employee claiming an on-the-job illness or injury must choose a doctor from the posted Panel of Physicians. The Posted Panel of Physicians will be posted on all required job boards on jobsites, in offices, plants and shops.

If an employee is dissatisfied with the physician selected, the employee may make one change to a second physician who is listed on the Company's posted Panel of Physicians without the approval of the State Board of Worker's Compensation. Thereafter, the employee may have to formally request an approval for change of physicians if the employee wants to seek treatment/additional opinion of a third physician.

LEAVES OF ABSENCE

MILITARY LEAVE

Employees who are perform military service in any branch of the Armed Forces of the United States or in state military service will receive the necessary time off and be reinstated in accordance with federal and state laws.

The time off will be unpaid except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Notice of upcoming military service, with a copy of applicable orders (if available) must be given at least two (2) weeks before the expected departure date, unless impracticable or impossible. You must notify your supervisor of your intent to return to employment based on requirements of the law. To be reemployed with the Company upon your return from duty after an absence of more than thirty (30) days, you will be required to submit an application. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from your Human Resources Department.

SICK LEAVE

The Company does not have leave specifically for an employee's illness or personal reasons. Hourly employees may elect to take available vacation time in the event they lose time due to illness or for personal reasons.

JURY DUTY

Employees summoned for jury duty receive their regular wages while they are serving as jurors, less any compensation received from the courts for jury duty, provided that they give reasonable advance notice to their supervisor that they will need time off to serve.

Employees must provide the Company with a copy of the court payment records in order to be compensated.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

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VOTING LEAVE

Any non-exempt employees whose work schedule does not provide him/her two consecutive hours either between the opening of the polls and the beginning of his/her shifts or between the end of his/her shift and the close of the polls will be granted up to two unpaid hours off in order to vote.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Notify your supervisor of the need for voting leave as soon as possible. When you return to work from voting leave, you must present a voter's receipt to your supervisor.

BEREAVEMENT LEAVE

Full-time employees who have completed their introductory period are eligible for three paid days for the death of an immediate family member. Members of the immediate family include: spouses, parents, parents-in-law, children, step-parents, step-children, siblings, step-siblings, grandchildren, and grandparents. Full-time employees who have completed their introductory period will also be eligible for one paid day for the death of a non-immediate family member. This includes: siblings-in-law, first cousins and aunts and uncles.

Requests for bereavement leave should be made to your immediate supervisor as soon as possible, within a reasonable time of the death of the immediate family member. Bereavement leave pay is not granted in lieu of taking the actual time off.

DOMESTIC VIOLENCE LEAVE

The Company offers eligible employees up to three days of unpaid leave for a qualifying reason in any 12-month period if the employee or a family or household member is a victim of domestic or sexual violence.

Eligible Employees

You are eligible for domestic violence leave if you have been employed by the Company for three or more months.

Qualifying Reasons

You may take domestic violence leave to:

- Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat dating or sexual violence.
- Obtain medical care or mental health counseling for yourself or your family or household member to address physical or psychological injuries resulting from the domestic violence.
- Obtain services from a victim services organization for yourself or your family or household member.
- Make your home secure from the perpetrator of domestic violence or seek new housing to escape the perpetrator.
- Seek legal assistance in addressing issues arising from the domestic violence or prepare for and attend court-related proceedings arising from the domestic violence.

Notice of Need for Leave

You must notify the Company in advance of the need for leave, except in the case of imminent danger to your health and safety or that of your family or household member.

Leave is Unpaid

Domestic Violence leave is unpaid leave. However, you may substitute accrued and unused vacation time for the unpaid leave.

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Certification of Need for Leave

The Company may request documents supporting your need for leave. Any information supporting your need for leave will be kept confidential.

No Discrimination or Retaliation

The Company will not discipline, discriminate, or retaliate against employees for requesting or taking domestic violence leave. The Company will not interfere with your attempt to exercise any rights under the applicable state domestic violence leave law

PARENTAL INVOLVEMENT IN SCHOOL LEAVE

Employees who are parents or guardians of school-aged children (daycare through high school) will be granted up to four hours of unpaid leave per calendar year to attend or otherwise be involved at their child's school when the following conditions are met:

- The leave shall be at a mutually agreed upon time between you and Human Resources
- Human Resources may require you to provide a written request at least 48 hours before you take leave.
- Human Resources may require written verification from the school that you attended or was otherwise involved at the school at the time of leave.

PARENT COMPLIANCE WITH JUVENILE COURT ORDERS LEAVE

Employees who are subject to juvenile court orders will be given time off to comply with properly issued court orders, as required by law.

WITNESS LEAVE

Occasionally, an employee may be subpoenaed to attend a judicial proceeding as a witness. In these circumstances, an employee's attendance at work will be excused if the employee is legally compelled to attend a judicial proceeding as a witness. Employees must notify their supervisor immediately of their need for leave under this policy.

The Company reserves the right to request verification of your participation in legal proceedings, such as a copy of the summons or subpoena.

Leave under this policy will be unpaid, except exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

FAMILY MEDICAL LEAVE ACT

Eligible employees may take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon their return to work. The Company utilizes a rolling calendar year, meaning that each time an employee takes a whole or partial week of leave under this plan; the Company looks back over the past 12 months to see whether 12 weeks have already been utilized. For a more thorough explanation of a rolling calendar period, please consult your Human Resources Representative.

To be eligible for Family/Medical leave, you may have satisfied all of the following conditions:

- Worked for the company for at least 12 months;

Employment Policies & Procedures

- Worked at least 1,250 hours in the past 12 months (this does not include paid vacations, holiday, sick leave or other excused or unexcused absences);
- Provided at least 30 days advanced written notice of foreseeable leave (where practicable) and as soon as practicable in all other cases. Notice must include sufficient information to alert the Company of your need for FMLA leave;

Eligible employees may take family/medical leave for any of the following reasons:

- a) The birth of a child and to care for such child;
- b) The placement of a child with you for adoption or foster care and in order to care for the newly placed son or daughter;
- c) To care for a spouse, your child or parent ("covered relations") with a serious health condition; and,
- d) Because of your own serious health condition that renders you unable to perform an essential function of your position.
- e) Qualifying exigency leave arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on "covered active duty."
- f) Military Caregiver leave entitles eligible employees to twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent or next of kin (military caregiver leave).

An employee is entitled to a cumulative total of 12 (or as applicable, 26) weeks, subject to the conditions set forth in this policy, for the above listed reasons. An employee is not entitled to separate 12 (or as applicable, 26) weeks for each of the qualifying conditions. (For example, if you exhaust your 12 weeks because of the birth of a child, you are not entitled to an additional 12 weeks within that year even if you become incapacitated because of a serious health condition.)

Under the FMLA, a person in loco parentis does not necessarily have to have a biological or legal relationship to a child if, as matter of fact, he or she acts as the child's parent. This could include, for example, a step-parent who has not adopted his or her step-child but handles the day-to-day activities as if he or she were the parent.

Any leave due to the birth and care of a child or the placement of a child for adoption or foster care, and care of the newly placed child, must be completed within one (1) year after the date of birth or placement of the child. In cases where an employee is attempting to adopt or qualify as a foster parent, leave time is available for court appearances, interviews and other required activities associated with the adoption and foster care process.

The Company may require you to exhaust all other forms of leave time concurrently with your FMLA leave. The substitution of paid leave time for unpaid time does not extend the 12-week leave period.

During approved family/medical leave, the Company will maintain your health benefits under the same terms and conditions applicable to employees not on leave. If paid leave is substituted for unpaid family/medical leave, the Company will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium by making arrangements with your supervisor. Your health coverage may cease if your premium payment is more than 30 days late. If your payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your co-payment within 15 days of this letter, your coverage will cease.

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If you elect not to return to work at the end of the leave for at least 30 calendar days, you will be required to reimburse the Company for its portion of maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or because of other circumstances beyond your control.

When spouses are employed by this Company, they are entitled to a combined total of 12 weeks' leave:

- (1) For birth, adoption or foster care and in order to care for such a child; or,
- (2) To care for a parent with a serious health condition.

A married couple who is eligible for FMLA leave and are employed by the Company may be limited to a combined total of twenty (26) workweeks of leave during the "single 12-month period" if leave is taken to care for a covered service member with a serious injury or illness.

Leave due to a serious health condition or military caregiver leave may be taken intermittently (in separate blocks of time due to a single serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If the leave is unpaid, and you are salaried, the Company will adjust your salary based on the amount of time actually worked (exempt employees only). Additionally, while you are on an intermittent or reduced-scheduled leave, the Company may temporarily transfer you to an available alternate position that better accommodates your recurring leave and that has equivalent pay and benefits. Intermittent leave (or leave on a reduced schedule) is not available for FMLA leave taken because of the birth or placement of a child.

To qualify for FMLA leave, you must complete the appropriate family/medical leave forms, described below, and return them to the appointed Human Resources Representative or your supervisor within the time periods prescribed.

If your need is because of a planned medical treatment, you have the obligation to attempt to schedule the treatment to avoid disrupting the Company's operations.

Qualifying exigency leave is available in the following circumstances:

1. Issue arising from a covered military member's short notice deployment (i.e., deployment on seven or less days of notice) for a period of **seven** days from the date of notification;
2. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to member's deployment;
3. Certain childcare and related activities arising from the military member's covered active duty, including arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
4. Making or updating financial and legal arrangements to address a covered military member's absence;
5. Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
6. Taking up to **fifteen** (15) days of leave to spend time with a covered military member who is on short-term, temporary rest and recuperation leave during deployment;
7. Attending to certain post-deployment activities within 90 days of the end of the military member's covered active duty, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the

Employment Policies & Procedures

termination of the covered military member's active duty status, and addressing issues arising from the death of a military member, including attending the funeral;

8. Any other event that the employee and employer agree is a qualifying exigency.

Covered Service member Care: Twenty-six (26) workweeks of leave during a single 12-month period to care for a spouse, parent, son or daughter (of any age) or next of kin of: (1) a current member of the Armed Forces, the National Guard or Reserves; or (2) a member of the Armed Forces, National Guard or Reserves who is on the temporary disability retired list, who sustains an injury or illness in the line of duty for which (s)he is undergoing medical treatment, recuperation or therapy is otherwise in outpatient status; 3) covered veterans; or is otherwise on the temporary disability retired list, for a serious injury or illness. A serious illness means an injury or illness that renders the service member medically unfit to perform the duties of his/her office, grade, rank or rating.

Medical Certification for a Serious Health Condition

If you are requesting leave because of your own or a covered relation's serious health condition, the appropriate health care provider must supply medical certification. Obtain a medical certification form from your supervisor. If possible, you should provide the completed medical certification 15 days after you request leave. If you provide at least 30 days' notice of your need for medical leave, you should provide the completed medical certification before your leave begins. If you do not provide the required medical certification in a timely manner, your leave may be delayed, and the absences unexcused, until it is provided.

The Company, at its expense, may require an examination by a second health care provider designated by the Company if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the Company, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Company may require subsequent medical re-certifications.

Reporting While on Leave

If you take leave because of your own serious health condition, or to care for a covered relation with a serious health condition, contact your supervisor on a prearranged basis regarding the status of the medical condition and your intention to work. In addition, you must give notice as soon as practical (within two business days if feasible) if the dates of leave change, are extended, or initially are/were unknown.

If the need for your leave ends sooner than your medical certification or other notice suggests, then your eligibility under the FMLA also ends. If you are able to return to work, then you should return to work, regardless of whether you were approved for more days on the basis of your doctor's comments.

Returning to Work

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you must undergo a fitness for duty exam to show that you are able to resume work before you return. Obtain fitness for duty forms from your supervisor.

Employees failing to complete the fitness for duty form will not be permitted to resume work until such form is provided.

Certain highly compensated or "key employees" may be denied restoration to their prior or equivalent position. Key employees are those employees who are among the highest paid ten percent of employees within 75 miles of the worksite. Denial is based on the following conditions:

The denial is necessary to prevent substantial economic injury to the employer;

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The employer has notified the employee of his/her “key” employee status as well as its decision to deny restoration should the leave take place or continue; and,

The employee elects not to return to work after being notified of the employer’s decision.

No Work While on Leave

The taking of another job while on family medical leave or any other authorized leave may lead to disciplinary action, up to and including, discharge.

State and Local Family and Medical Leave Laws

Where state or local family and medical leave laws offer more protection or benefits to employees, the protection or benefits provided by such laws will apply.

WORK RULES

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important factors for your success and are essential functions of your job with this Company. We work as a team and this requires that each person be in the right place at the right time. Excessive absenteeism or tardiness (3 days within a 3-month period) (except those absences which are permitted and granted under the previously-referenced benefits provided to employees) can be grounds for termination.

If you are going to be late for work or absent, notify your supervisor one hour before the start of your workday.

Personal issues requiring time away from work, such as Doctors’ appointments or other matters, should be scheduled during your non-work hours, if possible.

If you are absent for three days without notifying your supervisor, the Company reserves the right to terminate your employment due to voluntary resignation or job abandonment.

SOLICITATION AND DISTRIBUTION

Solicitation and distribution of literature by non-employees on Company property is prohibited.

Although there are many good causes, soliciting fellow employees can create uncomfortable situations for them. As a result, the Company must place restrictions on solicitation of co-workers and distribution of materials. Below is an explanation of this policy:

Solicitation by employees on Company property is prohibited when the person soliciting or the person being solicited is on working time. Working time is the time employees are expected to be working and does not include any authorized breaks, such as meal periods, etc.

Distribution of literature by employees in work areas is prohibited at all times.

Individuals not employed by the Company are not permitted to solicit or distribute literature on Company property at any time. We do not grant permission to any individual or organization to distribute or place literature on Company property or on our employees’ cars parked on Company property.

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The Company's electronic communications systems include electronic mail (e-mail), internet access, as well as information and programs on the Company's network computers and personal computers assigned to employees. Company electronic communications systems are intended to be used only for business purposes.

Use of any Company's electronic communication systems by any employees to propose any type of commercial or personal transaction, including solicitation of money or memberships in any social, civic, business, union, trade, community groups, or non-Company sponsored charitable solicitations or distributions, is prohibited. Please note that this rule does not include the employee's use of e-mail for statutorily protected communication during non-working time.

Further, non-business mass e-mailings, the downloading of massive documents, massive attachments or otherwise unduly burdening the computer system are all prohibited. The Company reserves the right to access e-mails to inspect them to ensure compliance with their policy. Any abuse of this privilege may result in disciplinary action.

OFF-DUTY ACCESS

For the safety and security of employees, clients, and others, except during a reasonable period of time before or after a scheduled shift, or unless visiting as a client, an employee is not to remain or return to the Company property for any purpose unless the employee is either on duty or scheduled for work.

Exceptions will be allowed for the purpose of attending to Company business in administrative and supervisory offices, such as picking up paychecks or submitting insurance forms, etc.

Due to safety and insurance considerations, an employee may not have visitors while working or while on Company property. Non-employees are not allowed in restricted areas unless under the supervision of an employee. Trespassing is prohibited.

If someone drives you to work and picks you up, please have them wait for you outside in the staff parking area.

These rules will be strictly enforced. Violations will be considered grounds for disciplinary action, up to and including discharge.

CARE OF EQUIPMENT

You are expected to demonstrate proper care when using the Company's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your supervisor at once.

COMPANY VEHICLES

Operators of Company vehicles are responsible for the safe and lawful operation of the vehicle. Operators must also keep company vehicles clean and in good appearance at all times.

Accidents involving a Company vehicle must be reported to your supervisor immediately. The use of seat belts is mandatory for operators and passengers of Company vehicles.

Employees are responsible for any moving and parking violations and fines which may result when operating a company vehicle.

Company vehicles may only be used for job-related travel. Company vehicles should only be driven by authorized employees with a valid driver's license.

Employment Policies & Procedures

The Company will perform a motor vehicle record (MVR) check on newly-hired employees and annually on all employees, who are required to operate a company vehicle as part of their job, prior to authorizing him/her to operate a company vehicle.

FLEET POLICY

Operators of Company vehicles must have a valid drivers' license for the type of vehicle they are driving. All such employees will be evaluated yearly by a Motor Vehicle Review and at the time of hire.

All operators of a Company vehicle will complete a driver training class within 90 days of being hired or assigned a vehicle for the first time. Current employees shall be trained within 1 year.

All operators of a Company vehicle must back into a parking space when practical. The use of a spotter is required at all times when backing up larger vehicles such as dump trucks and other large commercial vehicles when workers are present or on foot.

All citations and convictions for moving violations in Company vehicles must be reported to the Environment, Health and Safety Department immediately in writing. The employee's record shall be reviewed following any accident, charge, or conviction. The appropriate action will be taken in accordance with the Disciplinary Actions noted below:

1. Any employee with 8 points in any 24-month period shall be disqualified from driving a company vehicle until there are fewer than 8 points in the preceding 24-month period or longer if deemed necessary by the President of the Company. Reinstatement will be at the discretion of the President.
2. When more than one violation is cited in a single incident, any and all of the violations will be assigned points charged to the employee's driver qualification records.
 - Speeding 5-15 MPH over limit 2 points
 - Speeding 16-30 MPH over limit 4 points
 - Speeding over 30 MPH over limit 6 points
 - Other moving violations 3 points
 - Aggressive/reckless driving 6 points
 - Preventable fleet accident 6 points
 - DUI 8 points

Affected drivers may attend an 8-hour driver training class designed for either point reduction or court ordered driver improvement. When the driver has completed the 8-hour course, they will receive a 2 point credit.

When an employee driver notifies the EHS department of a preventable fleet accident or a motor vehicle violation, a letter of concern will be issued by the Region Manager or President. The letter will also go in the employee personnel file.

If an employee driver accumulates more than 5 points, they will be required to meet with the Regional Manager or President and a determination will be made regarding disciplinary action including days off with no pay and the driver will be required to complete the 8-hour driving course and receive a 2 point credit.

Nothing in this policy shall be interpreted to prevent management from providing stronger disciplinary action up to and including termination when such action is deemed appropriate.

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DRESS CODE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the Company presents to customers and visitors. It is the policy of the Company that each employee's dress, grooming and personal hygiene must be appropriate to the work situation.

As a condition of employment employees are expected to present a professional business-like image to customers, prospects, fellow co-workers and the public. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Specific standards as to what constitutes appropriate dress, grooming and hygiene will be determined by site management.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

ELECTRONIC MAIL MONITORING

We recognize your need to be able to communicate efficiently with fellow employees, customers, and vendors. Therefore we have installed an internal electronic mail (email) system to facilitate the transmittal of business-related information within the Company and externally.

The e-mail system, including your e-mail account, is owned by the Company and is for business use only. The use of the Company's e-mail system for personal communications or for non-job-related solicitations including, but not limited to, religious or political causes is strictly prohibited. Employees are also prohibited from the display or transmission of sexually explicit images, messages, ethnic slurs, racial epithets or anything which could be construed as hostile, harassing or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to others' files.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the private company e-mail system and the files/transmission of any employee without advance notice and consistent with applicable state and federal laws.

Reeves Construction Company has established a policy with regard to access and disclosure of electronic mail messages created, sent or received by company employees using the company's electronic mail system.

Reeves intends to honor the policies set forth below, but must reserve the right to change them at any time as may be required under the circumstances.

Reeves maintains an electronic mail system. This system is provided by the company to assist in the conduct of business within Reeves.

The electronic mail system hardware is company property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of Reeves. They are not the private property of any employee.

The use of the electronic mail system is reserved solely for the conduct of business at Reeves. It may not be used for personal business.

Employment Policies & Procedures

The electronic mail system may not be used to solicit or recruit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

The electronic mail system is not to be used to create any offensive or disruptive messages or photos. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

The electronic mail system shall not be used to send (upload) or receive (download) copyrighted material, trade secrets, proprietary financial information, or similar materials without prior authorization.

Reeves reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes, may be disclosed within the company without the permission of the employee.

The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the company or they are invalid and cannot be used.

Although Reeves has the right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval from the President or Chief Financial Officer of Reeves.

Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer pass codes must be provided to supervisors. No pass code may be used that is unknown to the company.

Any employees who discover a violation of this policy shall notify the Human Resources Director.

Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including discharge.

COMPUTER AND INTERNET USAGE

As a growing Company, we recognize the need to stay on the cutting edge of technology. This is one of the reasons we allow employees to have access to the Internet.

The Internet server, as well as all hardware and software used to access the Internet from work is owned by the Company. Accessing the Internet should be done for business purposes only. The use of the Company's Internet access for personal and/or non-job related communications or for non-job related solicitations including, but not limited to, religious or political causes, shopping, recreation, games, internet gambling, or any other non-business use is strictly prohibited. Employees are also prohibited from displaying, transmitting and/or downloading sexually explicit images, photos, messages, ethnic slurs, racial epithets or anything which could be construed as harassment or disparaging to others.

Consistent with applicable federal and state laws, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal usage will be investigated thoroughly.

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Employees may not illegally copy material protected under copyright of trade secret law or make that material available to others for copying. You are responsible for complying with copyright or trade secret law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Company President or Chief Financial Officer.

Employees learning of any misuse of the Company's Internet access shall notify a member of management, the Information Technology Department, or the Human Resources Department.

Violation of this policy may result in disciplinary action, up to and including discharge.

END-USER BACKUP POLICY

Data is one of Reeves Construction Company's most important assets. In order to protect this asset from loss or destruction, it is imperative that it be safely and securely captured, copied, and stored. The goal of this document is to outline a policy that governs how and when data residing on company desktop computers, PCs, and PDAs – as well as home office/mobile devices and appliances – will be backed up and stored for the purpose of providing restoration capability. In addition, it will address methods for requesting that backed up data be restored to individual systems.

This policy refers to the backing up of data that resides on individual PCs, notebooks, PDAs, laptop computers, and other such devices (to be referred to as "workstations"). Responsibility for backing up data on local desktop systems or laptops rests solely with the individual user. It is imperative that end-users save their data to the appropriate media and/or network space outlined in this policy in order that their data is backed up regularly in accordance with company regulations and business continuity plans.

This policy does not cover end-user information that is saved on a network or shared drive, as these are backed up when the servers are backed up.

It is Reeves Construction Company's policy that ALL corporate data will be backed up according to schedule. This includes any company documentation (i.e. reports, RFPs, contracts, etc.), e-mails, applications/projects under development, Web site collateral, graphic designs, and so on, that reside on end-user workstations.

Office Users: Corporate data, especially works-in-progress, will be saved to the S: drive, located on the company network by in-house employees. This ensures that data will be backed up when the servers are backed up. Users in branch offices will do the same, via the company's Wide Area Network (WAN). If files are saved to the hard drive of the computer they must be stored in the My Documents folder only. This folder is linked to the Users S: Drive or Home Drive on the company servers.

Remote/Mobile Users: Remote and mobile users will also back up data to the S: drive, provided they have access to the drive via a Virtual Private Network (VPN) connection. Where a VPN is not in use, the remote/mobile user will download his/her device's data to their in-house computer every 5 day(s), and then follow the *same procedure* as "Office Users" shown above. If this is not feasible due to distance from their office, then the remote/mobile user will employ CD Read/Write disks. Should Read/Write disks not be available, then select files should be copied to some type removable storage device, such as a mini hard drive, data cartridge, floppy disks, or solid state memory card.

MANAGING RESTORES

All data restores will be handled by Colas ISS.

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In the event of a local data loss due to human error, the end-user affected must contact the IT Department (support@colasiss.com or call 720-446-1100) and request a data restore. The end-user must provide the following information:

- Name
- Contact information
- Name of file(s) and/or folder(s) affected
- Last known location of files(s) and/or folder(s) affected
- Extent and nature of data loss
- Events leading to data loss, including last modified date and time (if known)
- Urgency of restore

SOFTWARE INSTALLATION

All software installation and updates are handled solely by our IT and ISS Departments. If you find you need certain software installed on your computer, you will be required to contact your local IT Manager to make that request.

CUSTOMER AND PUBLIC RELATIONS

Our Company's reputation is built on excellent service and quality work. Maintaining this reputation requires the active participation of every employee.

The opinions and attitudes that customers have toward our Company may be determined for a long period of time by the actions of one employee. We should never take a customer for granted. If we do, we run the risk of losing not only that customer, but his or her associates, friends or family who may also be customers or prospective customers.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

CODE OF BUSINESS ETHICS

The reputation of the Company for its honesty, fairness, and business integrity is vital to its success and therefore is of paramount concern. The very nature of its customer relationship, and the confidential and private information provided in the course of business places a special responsibility on each employee. The accountability for the manner in which employees conduct business extends equally to all employees.

In meeting these responsibilities, the Company expects its management, supervisory staff and general staff to be free of influential interests and activities that may serve as prevention from acting in the Company's best interest. It is incumbent on all employees to conduct their business and personal activities in a matter that does not adversely reflect upon the reputation of the Company. Compliance can be achieved only when business conduct conforms to the highest standards of ethical and lawful behavior. We have instituted "**The Right Turn**" Code of Conduct and Core Values and Compliance (Colas USA). This booklet outlines the Code of Conduct and Core Values for all our employees to adhere to and must sign and acknowledge receipt and understanding of the Code of Conduct and Core Values.

While conducting Company business, no bribes, kickbacks or similar improper payments or considerations are to be accepted from, given, or offered to any individual or organization.

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In its many business activities, the Company engages in vigorous but fair and ethical competition, stressing the merits of its abilities and service. The Company does not intend to make disparaging statements about competitors, or to engage in unfair actions to intentionally damage them.

Employees who have questions about the application of this policy, or who are uncertain in a particular circumstance, should seek the counsel and guidance of their supervisor before proceeding.

It is essential that all employees strive to enhance the Company's reputation, and to keep operating costs to a minimum. All tools, fuels, materials and equipment must be used for legitimate Company purposes.

CONFIDENTIALITY

It is the policy of the Company to maintain strict control over the entrance to company premises, access to work locations and records, computer information, client information, or other confidential business or financial information.

Employees whose responsibility include confidential records, access to keys, material, trade secrets, equipment or other Company assets should use sound judgment and discretion. Employees will be accountable in carrying out their duties and for any acts of indiscretion.

Sensitive and confidential information about the Company, its clients, or employees must not be provided to anyone. Those who are preauthorized and have a need to know may receive such information only with the appropriate management approval.

All telephone calls regarding a current or former employee's position/compensation with our Company must be forwarded to a Human Resources Representative.

The Company's address shall not be used for the receipt of personal mail.

When in doubt as to whether information is or is not confidential, contact a member of management or the Human Resources Department. This basic policy is intended to avoid the danger of any mishandling of confidential information, both inside and outside the Company.

CONFLICTS OF INTEREST

The Company employees make business decisions every day. It is important that each decision, and any related action, be based on the goals of the Company. Business decisions should not be influenced by personal interests or relationships. Every day, you work with suppliers, customers, consumers, and others who do business with the Company. It is essential that the appearance of conflicts between personal interests and the interests of the Company be avoided.

FRAUD

Fraud or the act or intent to cheat, trick, steal, deceive, lie or withhold information is both dishonest and, sometimes criminal. Acts of fraud are subject to strict disciplinary action, including dismissal and possible civil and/or criminal action.

ANTITRUST

Company employees working in marketing, sales, purchasing, bidding or acquisitions must be aware of antitrust and trade-regulation requirements. This also applies to those who participate in trade associations or industry standard setting groups.

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Antitrust law is designated to ensure that competition remains vigorous and free from collusion. Antitrust issues are very complex. Determining what actions are improper often depends upon the structure of the market and a number of other factors.

To avoid the perception of unlawful conduct, employees should avoid discussing with a competitor prices, costs, product attributes, products, services, bidding practices, other non-public business matters, sales territories, distribution channels or customers. You should also avoid restricting the right of a customer to sell or lease a product or service at above or below a certain price.

Any questions you or other parties may have concerning antitrust, purchasing, bidding, acquisitions, etc., should be referred to your Regional Manager.

MEDIA RELATIONS

Communication with news media and government is important. It is an important part of our community relations and keeping the general public informed while protecting the Company's intellectual property and trade secrets.

Employees must refrain from making unauthorized or confidential disclosures to the media. The Company has the right to and will protect its privacy and that of its associates and their families. Decisions based on the degree of Company participation with the media will be made on a case-by-case basis. It is imperative that one person speaks for the Company to deliver an appropriate message and to avoid giving misinformation in any media inquiry. To best serve these objectives, the company will respond to the news media in a timely and professional manner through the Regional Manager(s).

RECORDKEEPING, FINANCIAL AND ACCOUNTING CONTROLS

Accurate, timely financial records, performance records, and proper accounting and internal controls provide the core information that is necessary to manage our business. These records, information, and controls are essential to the success of our Company and fulfill our obligation to management, our Board of Directors, and Shareholders.

All internal and external financial records and information must be prepared and maintained as accurately as possible. All business transactions must be properly authorized as well as completely and accurately recorded on the Company's books.

Budget proposals, forecasts, and other financial evaluations must fairly represent all information relevant to the decision.

All interactions and communications from Company employees with customers, suppliers, and government agencies or other inside and outside the Company are expected to be truthful and forthright.

EMERGENCY CLOSING

Emergencies such as severe weather, fire, power failure, or earthquake may disrupt Company operations occasionally. In extreme cases, such conditions may necessitate the closing of a work facility.

When operations are officially closed due to emergency conditions, the time-off from scheduled work for non-exempt employees will be unpaid. Exempt employees or employees in essential operations may be scheduled to work on a day when operations are officially closed. Under these circumstances, exempt employees will receive regular pay.

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SAFETY & SECURITY

EACH EMPLOYEE'S RESPONSIBILITY

Safety can only be achieved through teamwork. Each employee, supervisor and manager must practice safety awareness by thinking proactively, anticipating unsafe situations and reporting or correcting unsafe conditions immediately.

Please observe the following precautions:

- a) Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
- b) Use, adjust and repair machines and equipment only if you are trained and qualified.
- c) Get help when lifting or pushing heavy objects.
- d) Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess, ask your supervisor.
- e) Know the locations, contents and proper use of first aid and firefighting equipment.
- f) The possession, use or sale of alcoholic beverages or illegal substances on the Company's work premises, work sites and/or Company property or vehicles is strictly forbidden.
- g) A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and, including discharge.

SMOKING/ELECTRONIC CIGARETTES (VAPING) IN THE WORKPLACE

Our Company is committed to providing a safe and healthy environment for employees and visitors. Smoking/Electronic cigarettes (Vaping) are permitted only in designated areas. In the policy details below, the term "smoking" is inclusive of both traditional smoking and vaping.

Smoking/Vaping is strictly prohibited within company buildings including but not limited to offices, common work areas, hallways, waiting rooms, meeting rooms, conference rooms, employee lounges, restrooms, and stairs including plant and shop locations. This policy applies to all employees, clients, contractors and visitors.

Additionally, smoking/vaping will be prohibited in front of all building entrances, windows and ventilation systems. To discourage smoking around doorways, all ashtrays and garbage receptacles should be kept away from doorways.

All company vehicles will be designated smoke/vaping-free, including rental cars used for company business.

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to this policy and management is responsible for enforcing the policy.

WORKPLACE VIOLENCE

Violence by an employee or anyone else against an employee, supervisor, member of management or the traveling public, will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Company property in the event someone, for whatever reason, may be unhappy with a Company decision or action by an employee or member of management.

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If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in any authorized investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including your failure to report an incident or fully cooperate in the Company's investigation, may result in disciplinary action, up to and including immediate discharge.

SOCIAL MEDIA

The Company understands 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 (below) for appropriate use of social media.

This policy applies to all employees who work for Company.

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 web log or 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 Company, as well as any other form of electronic communication.

The same principles and guidelines found in Company policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects customers, suppliers, people who work on behalf of Company or Company's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines and the Non Harassment, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow employees, customers, suppliers, or people who work on behalf of Company. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, that disparage customers, employees, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could

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contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Company, fellow employees, customers, suppliers, and people working on behalf of Company or competitors.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of Company 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 a Company website without identifying yourself as a Company associate. Express only your personal opinions.

Never represent yourself as a spokesperson for Company. If Company 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 Company, fellow employees, customers, suppliers, or people working on behalf of Company. If you do publish a blog or post online related to the work you do or subjects associated with Company, make it clear that you are not speaking on behalf of Company. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Company."

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager. Do not use Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

Company prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Employees should not speak to the media on Company's behalf without contacting the Region Manager or Human Resources. All media inquiries should be directed to them.

For More Information:

If you have questions or need further guidance, please contact your HR Representative or Region Management.

SAFETY HANDBOOK

SAFETY RULES & REQUIREMENTS FOR ALL EMPLOYEES



**SAFETY BY CHOICE,
NOT BY CHANCE**

Employment Policies & Procedures

Each employee has the duty to comply with safety and health standards and all pursuant rules to his/her own conduct. Your supervisor is familiar with your job and company policy and will instruct you in the best way to get the job done safely. If you have questions, ask your supervisor. It is your responsibility to become familiar with the contents of this Booklet and to follow your supervisor's instructions. Good safety is a state of mind and requires common sense. Safety is everyone's responsibility.

In business there are rules and regulations set up to maintain safety. All employees of the Company are expected to obey the following rules and policies of safety. Read and obey the following rules during your employment. Failure to follow these rules can and will lead to verbal and written warnings or suspension and termination.

MESSAGE FROM THE PRESIDENT

Reeves, Sloan, R.B. Baker and Southeast Emulsions intend to perform work in the safest possible manner consistent with sound construction practices. To achieve this goal, an effective safety program is to be in place and active on every job, shop area, plant site and office site.

The quality of project management is directly related to the effectiveness of our efforts to promote safety and to provide a safe working environment. Our supervisors are required to direct their employees toward safe work practices with the same vigor with which they direct the construction activities. Accidents are preventable and usually are the result of unsafe or inefficient procedures, unsafe physical conditions, unsafe equipment or unsafe personal acts. Prevention of these accidents is the responsibility of everyone in the organization, from the President to the individual craftsmen in the field. Our ability to develop in each employee a sense of safety and health awareness and to develop safe work habits will be a significant measure of our success. I would ask that you, as an employee of this Company, retain this pamphlet after your orientation, review it periodically and keep these rules and regulations fresh on your mind. As an employee of the Company, you are our most valuable asset.

Lee Rushbrooke, President

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General Rules:

1. Practical jokes and horseplay are dangerous while working and are not permitted.
2. Drinking alcoholic beverages or being under the influence of drugs while on the job will not be tolerated. If you take prescription medication under a doctor's supervision, you must inform your supervisor.
3. Report any unsafe acts or conditions immediately to your supervisor.
4. When lifting, bend your knees and squat. Keep your back as straight as possible while lifting. If the item is too heavy or bulky to lift safely, ask for help.
5. Signs and safety signals constitute safety rules and must be obeyed.
6. Each employee is expected to keep restrooms, wash rooms, drinking fountains and work areas neat and clean at all times.
7. Personal protective equipment, such as safety/steel-toed shoes, hard hats, safety glasses or goggles, reflective vests or other similar equipment must be worn as instructed by your supervisor. (Class 3 safety vests must be worn on all construction sites, safety pants worn where required. Plant sites employees shall wear class 2 or 3 safety vests in vehicular traffic areas.)
8. All employees must wear steel/safety-toed boots ankle high while on job sites, shops, plants and quarries.
9. Report all accidents to your supervisor immediately. Seek proper medical treatment for all injuries immediately.
10. Seatbelts shall be worn in all vehicles and equipment where provided.
11. Gasoline is never to be used as a cleaning solvent. Keep flammable liquids in safety cans.
12. The use of personal cell phones while on duty is prohibited.
13. Company-provided communication devices should be used only as outlined in the company cell phone policy. If extended conversation is required, stop your vehicle until communication is completed. Texting is not allowed while driving.

MOBILE EQUIPMENT OPERATORS

1. Operator safety checklists are to be completed and signed daily. Do not operate unsafe equipment.
2. Keep your vehicle under control at all times.
3. Keep your windshield, glasses and cab clean at all times.
4. Never attempt to get on or off moving equipment. Wait until the equipment is stopped and use the steps or catwalks provided.
5. Keep safe distances from the vehicles ahead of you. Do not tailgate.
6. Do not start or operate any vehicle without training and approval from your supervisor.
7. Railroad crossings and intersections must be approached with utmost care. Signs constitute safety rules and must be obeyed.
8. Shift to low gear before starting up steep grades.
9. Always check behind your vehicle before backing up. Ensure the backup alarm works.
10. If you have a company vehicle, always back into the parking space to park.
11. Stop the engine and extinguish smoking materials before refueling.

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12. Do not depend on parking brakes to hold vehicles while parked. Turn front wheels to prevent rolling in straight line.
13. Leave dozer blades and loader buckets on the ground before getting off vehicle.
14. Do not adjust or grease vehicles while in motion.
15. Do not remove radiator caps from or add water to a hot engine.
16. Do not ride in loader bucket or on the side of any equipment not designed for passengers.
17. Reading material is not allowed in equipment cabs. You must keep your mind on operating the equipment safely at all times.
18. All mobile equipment must have a fire extinguisher and you must know how to use it.
19. Truck bodies shall be in the down position before moving the truck.
20. At the end of the day, park your equipment in the area designated by your supervisor.
21. All truck drivers loading asphalt mix at the plant shall remain in the cab while being loaded.
22. Lowboy drivers shall secure all equipment being transported with chains and binders, no matter how short the trip. The height of the load must be known.
23. Do not ride in the back of pickup trucks.
24. Loading, unloading and transporting heavy equipment at night is very hazardous and should only be done with care.
25. Make eye contact with equipment operator before approaching.
26. Any construction vehicle or equipment that enters or crosses an open travel lane must have a flagman/spotter to assist the operator/driver. Adherence to this policy is mandatory. Negligence will not be tolerated! Any operator/driver and foreman will be subject to termination if this policy is not adhered to.

MAINTENANCE, LABORERS, PLANT PERSONNEL

1. Report unsafe conditions and mechanical and electrical defects to your supervisor immediately.
2. Dress to work safely. Wear no loose clothing, torn clothing, key chains, rings, etc., which may get caught in machinery.
3. Unauthorized repairing, operating or riding on any vehicle, machine, tractor, etc., is not allowed.
4. Always keep hands and feet clear of pinch points such as conveyer rollers, chain drives, etc.
5. All machine guards must be in place before operating any machinery.
6. When working underneath any equipment, be sure it is securely blocked. Do not depend on chains, hoists or jacks.
7. Compressed gas cylinders must be stored and used in the upright position and secured in place. Caps must be kept on when the tanks are not in use. Gauges must be turned off when the tanks are not in use.
8. Know the location and proper use of firefighting equipment.
9. Always use a Ground Fault Circuit Interrupter (GFCI) when using portable electric tools. Protect the cord from cuts, oil and heat. Inspect the power tool's cord or electrical extension cord before use and, if damaged, replace it. Do not use electrical power tools in wet locations.
10. Never look at an electric welding arc without the proper eye protection.

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11. Never perform maintenance on, or cleanup machinery, while in operation.
12. Always lock out and tag out the electrical energy sources before performing maintenance on any piece of equipment.
13. Do not enter any silo, cold feed bin, dryer, tank, or any other part of any asphalt plant without proper training and the Foreman's knowledge and permission.
14. All electric switch gear covers and motor junction boxes are to be maintained in good condition and kept closed. Only authorized personnel will repair defective wiring or other electrical equipment. Report defective electrical equipment to your supervisor immediately.
15. You must be trained in the use of and wear a full body safety harness when working at an elevated height above six feet where no platform or other means of fall protection is present (four feet for shops and plants).
16. Railroad cars will overturn if not unloaded properly. Check with the plant foreman for instructions before you begin unloading.
17. You must wear a safety harness when any maintenance or clean-up is required of you in an elevated area without a platform.
18. All conveyor walkways, platforms and work areas are to be kept free of litter, blocks, hoses, stone or other stumbling hazards.
19. No employee is to perform work alone in any area where hazardous conditions exist that would endanger his/her safety unless he/she can communicate with others or can be heard or seen.
20. All construction site employees shall wear a Class 3 vest (& safety pants, where required) while working in areas with vehicular traffic. Plant sites employees shall wear a Class 2 or 3 safety vest in vehicular traffic areas.
21. Stalled conveyor belts that are loaded are dangerous. They must be secured from rolling back before any clean-up or maintenance is performed. Check with your supervisor.
22. Using the right tool for doing the job safely is very important. If in doubt, check with your supervisor.
23. When loading, unloading or handling hot liquids, such as asphalt, employees shall wear a long-sleeve garment, gloves and a full-face shield to protect the exposed skin.
24. All employees must be certified by the State's Department of Transportation and National Safety Council and have a certification card on their person before flagging traffic on job sites.
25. Safety glasses will be worn at all asphalt plants, when outside.

HAZARD COMMUNICATION/GLOBAL HARMONIZED SYSTEM (GHS)

You have the "Right to Know" about any hazardous materials in your work area. Prior to beginning work in any area containing hazardous materials, hazard communication and GHS training will be provided before beginning work. Every project shall have a copy of the company's written Hazard Communication/GHS program available for inspection.

1. All employees shall know where to find this Manual and how to find any Safety Data Sheet (SDS).
2. Before using hazardous materials, examine the container label and review the SDS to determine:
 - * Methods and observations used to detect presence of and/or the release of hazardous materials.
 - * Precautions to avoid or protect yourself from exposure to the hazardous material.
 - * Knowing the physical and health hazards associated with the hazardous material.
 - * Emergency & Spill Cleanup procedures.

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- * First Aid.
 - * All containers of chemicals must be labeled per the OSHA GHS standard.
3. All SDS's shall describe the effects of such chemicals if ingested, inhaled or swallowed.
 4. All sub-contractors must have a copy of their written HazCom/GHS program on site.
 5. Do not smoke or have open flames around containers which clearly indicate a "flammable substance."
 6. Ensure proper ventilation before using substances that have an inhalation warning.
 7. Check with your supervisor before using any substances that pose an inhalation hazard.
 8. Do not use substances from unmarked containers.
 9. Do not remove, deface, alter, or otherwise mark container labels.
 10. Use only approved and secondary containers whose contents are clearly labeled. Return contents to the original container at the end of the work period.
 11. Do not mix substances or chemicals since dangerous chemical reactions can be produced.
 12. Do not allow passers-by to enter the area without observing the same safety precautions as employees.
 13. All employees are to receive HazCom/GHS training at their initial hiring, when a new chemical is introduced, when they change jobs, or at least yearly thereafter.

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CONTACT NUMBERS:

Person or Plan:	Telephone	Website
Prudential Retirement (401k)	877-778-2100	www.retirement.prudential.com
Unum Life & AD&D Insurance	877-225-2712	www.unum.com
Capital Blue Cross/Blue Shield	888-428-2566	www.capbluecross.com
VSP Eyecare	800-877-7195	www.vsp.com
REACH Employee Assistance Program	800-950-3434	www.reach-eap.com
Delta Dental	800-452-9310	www.deltadentalnj.com
FSA – LD&B	877-532-5478	www.ldbbenefitsadmin.com
Convercent (Ethics Hotline)	800-461-9330	www.colasusaethics.com
Health Advocate	866-695-8622	HealthAdvocate.com/members
Teladoc	1-800-Teladoc	www.teladoc.com
Randy England, EEO Officer/HR Director	864-416-0202	
Reeves Corporate Office – SC	864-416-0200	
Reeves Corporate Office – GA	478-474-9092	
R. B. Baker Construction – Garden City, GA	912-964-6513	
Reeves – East Region – Augusta, GA	706-731-5230	
Reeves – West Region – Macon, GA	478-743-0593	
Sloan Construction – Blacksburg, SC	864-936-3081	
Sloan Construction – Columbia, SC	864-376-1240	
Sloan Construction – Duncan, SC	864-968-2250	
Southeast Emulsions – Perry, GA	478-224-1556	
Southeast Emulsions – Union, SC	864-416-0234	

Notes:

Notes:

Corporate Human Resources Department

250 Plemmons Rd

Duncan, SC 29334

www.reevescc.com

Phone: (864) 416-0200



**REEVES CONSTRUCTION IS AN EQUAL OPPORTUNITY EMPLOYMENT AND
AFFIRMATIVE ACTION EMPLOYER**