



*"Partners in Success"*

**Employee Handbook**

**Calco Concrete Pumping, Inc.**

**Employee Handbook**

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## I. MISSION

At Calco Concrete Pumping, Inc. our mission is to provide our employees with an honest and helpful working environment, where every employee individually and collectively, can dedicate themselves to providing our customers with exceptional workmanship, extraordinary service, and professional integrity.

## II. OVERVIEW

The Calco Concrete Pumping, Inc. Employee Handbook has been developed to provide general guidelines about Calco Concrete Pumping, Inc. policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be constructed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by Calco Concrete Pumping, Inc. at any time, without advance notice.

The information contained in this document is in summary form and is intended to give you an overview of what is expected. Many items covered here may be covered in more detail in other company documents, which documents are controlling. Calco Concrete Pumping, Inc. reserves the right to at any time supplement, revise, revoke or rescind any part or all of this handbook or any or all of the benefits or policies set forth herein.

This handbook has been prepared for employees of Calco Concrete Pumping, Inc. As an employee of Calco Concrete Pumping, Inc. you should review the handbook and become familiar with all of the policies. Following your review of the handbook, you are to sign and return an Acknowledgement Form that will be provided to you. (A copy of the form can be found at the last page of this handbook.)

## III. VOLUNTARY AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with Calco Concrete Pumping, Inc., which provides differently, all employment at Calco Concrete Pumping, Inc. is "at-will." That means that employees may be terminated from employment with Calco Concrete Pumping, Inc. with or without cause, and employees are free to leave the employment of Calco Concrete Pumping, Inc. with or without cause. Any representation by any Calco Concrete Pumping, Inc. officer or employee contrary to this policy is not binding upon Calco Concrete Pumping, Inc. unless it is in writing and is signed by the Executive Director.

#### IV. EQUAL EMPLOYMENT OPPORTUNITY

Calco Concrete Pumping, Inc. shall follow the spirit and intent of all federal, state and local employment laws and is committed to equal employment opportunity. To the end, Calco Concrete Pumping, Inc. will not discriminate against any employee or applicant in a manner that violates the law. Calco Concrete Pumping, Inc. is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. Calco Concrete Pumping, Inc. policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary actions, termination, and social, educational, and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Calco Concrete Pumping, Inc. will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Calco Concrete Pumping, Inc. may have violated the Equal Employment Opportunity Policy should report the possible violation to the Executive Director.

If Calco Concrete Pumping, Inc. determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Calco Concrete Pumping, Inc. will inform the employee who made the complaint of the results of the investigation.

Calco Concrete Pumping, Inc. is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Calco Concrete Pumping, Inc. for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential who believe that they may require an accommodation should discuss these needs with the Executive Director.

If you have questions regarding this policy, please contact the Human Resources Director.

## V. WORK PLACE HARASSMENT AND VIOLENCE

Calco Concrete Pumping, Inc. is committed to providing a work environment for all employees that is free from sexual harassment and other types of harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Calco Concrete Pumping, Inc. commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Calco Concrete Pumping, Inc. has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business –related social events. Calco Concrete Pumping, Inc. property (e.g. telephones, copy machines, facsimile machines, computers and computer applications such as e-mail and internet access) may not be used to engage in conduct that violates this policy. Calco Concrete Pumping, Inc. policy against harassment covers employees and other individuals who have a relationship with Calco Concrete Pumping, Inc. to exercise some control over the individual's conduct in places and activities that relate to Calco Concrete Pumping, Inc. work (e.g. directors, officers, contractors, vendors, volunteers, etc.)

### *Prohibition of Sexual Harassment:*

Calco Concrete Pumping, Inc. policy against sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
- The harassment has the purpose or effect of unreasonably interfering with the associate's work performance or creating an environment which is intimidating, hostile, or offensive to the employee.

Each employee must exercise his/her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. The following is a partial list of conduct that would be considered sexual harassment:

- Verbal
  - Repeated sexual innuendoes, sexual gestures, derogatory, slurs, sexually explicit jokes, obscene or sexually suggestive comments about

a person's body, offensive or unwelcome flirtations, unwanted sexual advances or propositions, threats, or suggestive or insulting sounds.

- Physical
  - Unwanted physical contact including touching, interference with and individual's normal work movement(s), or assault.
- Other types of harassment
  - Harassment of the basis of race, color, national origin, religion. Gender, physical or mental disability, sexual orientation, age, veteran status or any other characteristic protected by applicable law. Such prohibited harassment may also be evidenced by similar verbal, non-verbal, or physical conduct as described in that above categories.

Employees who believe that they have been subjected to objectionable conduct should immediately tell the harasser to stop the unwanted behavior and report it immediately to an area manager, and/or the Director of Human Resources. If, possible employees should bring their concerns to the attention of their immediate area manager and/or supervisor. However, if the unwelcome behavior involves a member of Calco Concrete Pumping, Inc. Management team to whom they directly or indirectly report, they can also seek assistance from any other manager, human resources, and/or owner of the company. The employee will then be asked to complete and execute with a signature the Incident Report and submit his/her area manager and/or Human Resources Department.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

*Prohibition of other types of Harassment:*

It is also against Calco Concrete Pumping, Inc. policy to engage in verbal or physical conduct that denigrates shows hostility or aversion toward an individual. Calco Concrete Pumping, Inc. maintains a zero tolerance policy standard of violence in the workplace. The purpose of this policy is to policy Calco Concrete Pumping, Inc. employee's guidance that will maintain an environment at and within Calco Concrete Pumping, Inc. property and events that is free of violence and the threat of violence.

Domestic Violence while often starts in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purpose of this document, "domestic violence" is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, or stalking, or making annoying phone calls to a person who is in any of the following relationship:

- Spouse or former spouse
- Domestic Partner or Former Domestic Partner
- A person with whom the victim is having, or has had, a dating or engagement relationship.
- A person with whom the victim has a child

*Reporting of Harassment:*

Calco Concrete Pumping Inc. will promptly investigate complaints or reports of harassment. The investigation will be conducted, and complaints will be handled in a confidential manner to the extent realistically feasible. When warranted by the investigation, Calco Concrete Pumping Inc. will take immediate and appropriate corrective action. Such action may include disciplinary action against the offender(s), which may range up to and include dismissal, depending on the severity of the conduct as assessed by Calco Concrete Pumping Inc.

No retaliation will be permitted against an employee who registers a complaint or reports a harassment incident, or against any employee who provides testimony as a witness or who otherwise provides assistance to any complaining or reporting employee, or who provides assistance to Calco Concrete Pumping Inc. in connection with the investigation of any complaint or report.

VI. SOLICITATION AND CONFLICT OF INTEREST

Employees are prohibited from Soliciting (personally or via electronic mail) for membership, pledges, subscriptions, and the collection of money or for any other unauthorized purpose anywhere on Calco Concrete Pumping, Ins. property during work time, especially those of partisan or political nature. "Work Time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non- working employees may not solicit or distribute to working employees, Person who are not employed by Calco Concrete Pumping, Inc. may not solicit or distribute literature on Calco Concrete Pumping, Inc. Premises at any time for any reason.

During your employment with Calco Concrete Pumping Inc., you are prohibited from directly or indirectly competing with Calco Concrete Pumping Inc., including, but not limited to, providing, owning an interest in, or assisting any other person or entity that is in competition with Calco Concrete Pumping Inc. or that provides any product, service or offering of a type that is the same or similar to that provided by Calco Concrete Pumping Inc. from time to time. Additionally, during your employment with Calco Concrete Pumping Inc., you are prohibited from at any time directly or indirectly working for, assisting or owning an interest in any business or venture that constitutes a conflict of interest. Calco Concrete Pumping Inc. will determine in its sole discretion whether any work or interest constitutes a violation of this policy. Before you begin to directly or indirectly work for, assist or own an interest in any other business or venture other than Calco Concrete Pumping Inc., you must notify your supervisor.

## VII. OUTSIDE EMPLOYMENT

Subject to other policies, including conflict of interest below, Calco Concrete Pumping, Inc. has no objection to an employee holding another job (in addition to his or her employment with Calco Concrete Pumping, Inc.) as long as he or she can effectively meet the performance standards for his or her position with Calco Concrete Pumping, Inc. However, we ask employee's to think seriously about the effects that another job may have on their endurance, personal health and wellbeing, performance, and effectiveness with Calco Concrete Pumping, Inc. is the primary employer and is entitled to the loyalty and primary efforts of the employee while employed with Calco Concrete Pumping, Inc.

All employees will be held to the same scheduling demands and standards of performance. We cannot make exceptions for those who also hold outside jobs. If an outside position interferes with the employees ability to work for this Calco Concrete Pumping, Inc., that employee will be subject to disciplinary action for tardiness and unsatisfactory attendance or work performance in accordance with normal disciplinary policy.

## VIII. HOURS OF WORK, ATTENDANCE, AND PUNCTUALITY

### a. Hours of Work

The hours of your scheduled work shift will largely be determined by the operational needs of the department in which you are assigned. Some departments will have regular schedules, which rarely change from week to week, and other departments will have schedules that vary to meet the needs of the department or Calco Concrete Pumping Inc. If an employee has a specific schedule request, efforts may be made to accommodate that request, taking into account the operational needs of the department or Calco Concrete Pumping Inc. as a whole. However, in all events, work schedule and schedule changes are determined at the sole discretion of the Calco Concrete Pumping Inc.

Every employee is responsible for knowing and following his or her work schedule, including, but not limited to, reading the schedule and schedule updates or changes, knowing start and end times or workdays, shifts, and breaks, complying with such times, and knowing when meetings are and attending such meetings on time. It is your responsibility to, if applicable, clock in and out at the designated times on your schedule. Any desired schedule changes must receive prior approval from your supervisor.

### b. Attendance and Punctuality

Attendance is a factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor and the office manager as far in advance as possible and no later than one hours before the start of your scheduled work day. In the event of any emergency, you must notify your supervisor as soon as possible.

*Definition of Absence:*

Absence is any time (other than tardiness described below) that you are scheduled to work and you fail to be present at the designated work location for all of the scheduled time or shift or if you fail to report to your workstation more than 5 minutes late. It includes time off for sickness, but does not include pre-approved time off for vacation, or leaves of absence, or for designated holidays when you are not scheduled to work.

Reporting Procedure: In case of an absence, you must first notify your supervisor, department manager or facility manager. Notification must be given each day you do not report to work at least one (1) hour prior to the beginning of your scheduled shift. If you must be absent after you report to work, notification must be given when you first learn that you must leave work, but (except in an emergency) no later than one hour before you must leave work. It is your responsibility to personally make the contact unless you are physically unable to do so, in which case, you should have someone else make the contact for you. You must give the reason for your absence and the expected date of your return.

One or more unreported or unjustified absences within any 12-month period may result in disciplinary action, (up to and including termination of employment). If you are absent for 3 consecutive days without reporting to work or contacting your supervisor, you will be considered to have voluntarily resigned without notice at the end of the third day and your position may be filled.

Note: If you can provide an acceptable explanation, this policy may not apply. Such explanation may require substantiation and/or verification from sources other than you.

*Excessive Absenteeism:*

Even if an absence is reported, you may be subject to disciplinary action (up to and including termination of employment) if you miss work too often. Examples of excessive absenteeism include, but are not limited to:

- a. Twelve full or partial days absent, consecutive or not, in any 12-month period.
- b. Three full or partial days absent, consecutive or not, in a 30-day period.
- c. Five full or partial days absent, consecutive or not, in any 6-month period.

Calco Concrete Pumping Inc., in its sole discretion, will determine excessive absenteeism. Unless determined by Calco Concrete Pumping Inc. to be an abuse, time off for medical/dental appointments, school activities (for you or your children), or other personal business will not be counted as excessive absenteeism if your supervisor approves it at least three business days in advance. However, this time off will be documented as an absence.

*Tardiness:*

Definition of Tardiness: You are tardy any time you arrive at your workstation, or are not appropriately groomed, dressed and ready to work, at the beginning of your scheduled shift. Tardiness also includes returning late from breaks or meal periods. If you are more than 5 minutes late, it will be considered an absence.

Reporting Procedure: If you must be late for work, it is your responsibility to personally contact your supervisor at least one (1) hour prior to the beginning of your scheduled work shift unless you are physically unable to do so. If you cannot call, have someone call for you. Failure to report your tardiness will count toward excessive absenteeism or excessive tardiness, as the case may be.

Excessive Tardiness: Even if tardiness is reported, excessive tardiness will result in disciplinary action, up to and including termination. Examples of excessive tardiness include, but are not limited to:

- a. Any tardiness on any three days in any 30-day period.
- b. Any tardiness on any five days in any 3-month period.
- c. Any tardiness on any twelve days in any 12-month period.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor for the Executive Director will be considered to have voluntarily terminated his or her employment. The employee's final check will be mailed to the last mailing address on file with Calco Concrete Pumping, Inc.

c. Overtime

Overtime pay, which is APPLICABLE ONLY TO Non-exempt employees, is for anytime worked in excess of 40 hours in one week. Only the Executive Director or his/her designee, upon the request of and employee's supervisor, may authorize overtime. Overtime rate is on and one-half time (1 ½) the employee's straight time rate, except in instances involving a Sunday or holidays when the rate is two times the regular rate. Payment of overtime will be provided in the pay period following the period in which it is earned.

## IX. POSITION DESCRIPTION AND SALARY ADMINISTRATION

Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications, salary

range, and working conditions affecting the job, e.g., working house, use of car, etc. The supervisor(s) or the Executive Director shall have discretion to modify the job description to meet the needs of Calco Concrete Pumping, Inc.

Questions about your job, pay, benefits, and relations with your co-worker, policies and procedures or Calco Concrete Pumping Inc. in general should be directed to your supervisor. Look to your supervisor for guidance and seek his/her assistance when you encounter difficulties. Cooperation and communication with your supervisor will promote a mutually beneficial work environment.

Each employee must follow the directions of his/her supervisor. Your supervisor is responsible for directing your work throughout your shift; evaluating your performance, providing instruction and guidance in your job, and taking any disciplinary action that may be necessary; though others at Calco Concrete Pumping Inc. from time to time also may exercise one or more of these responsibilities. Disrespect of management or a supervisor, or disregard of the authority of either, will not be tolerated and may result in disciplinary action, up to and including termination of employment.

*General Payroll Information:*

Each employee is categorized as either exempt or non-exempt. Ask your supervisor if you are not certain of your classification.

Non-Exempt employees are entitled to overtime pay. Overtime pay is paid to non-exempt employees at the rate of one and one-half times the employee's regular hourly rate of pay for each hour or portion of an hour (rounded to the nearest tenth of an hour) worked in excess of . For this purpose, the workweek begins at 12:01 a.m. Sunday and ends at 11:59 p.m. Saturday. Overtime must be authorized and approved by your supervisor in advance.

Exempt employees are not entitled to overtime pay.

In addition, each employee is classified as either a full-time or part-time employee.

A full-time employee is defined as a common law employee employed in a category designated by management and scheduled to work at least 35 hours per week, or 1,820 hours per year. Full-time classification does not include part-time, temporary or occasional employees.

A part-time employee is defined as a common law employee employed in a category designated by management and scheduled to work less than 35 hours per week, normally averaging 18-25 hours per week. Part-time classification does not include full-time, temporary or occasional employees.

### *Payroll:*

Different categories of employees are paid on different schedules. Most Calco Concrete Pumping Inc. employees are paid on a weekly basis every Friday.

In addition, direct deposit of your payroll check is available and is strongly suggested.

Please contact your supervisor with any questions concerning the payroll process and your pay.

### *Payroll Deductions:*

Certain deductions are required by law to be taken from everyone's pay while others are employee authorized. Deductions required by law include federal withholding tax, social security and Medicare contributions, and in most states, state withholding tax. Deductions from pay also will be made in accordance with any legally binding order or garnishment. Employees also may voluntarily elect to make certain deductions from pay for certain employee benefits offered from time to time by Calco Concrete Pumping Inc. Employee authorized deductions are those which may include premium payments for benefits.

### *Performance Reviews:*

Your performance is reviewed in writing by your supervisor at least annually. It may also be reviewed at any time at your supervisor's discretion or upon your request. The reviews are designed to provide an opportunity to discuss your position, review performance, and set goals and objectives for future performance. Any adjustments to compensation are made based on a number of considerations, including performance.

Generally, your compensation is reviewed in conjunction with your annual review. More frequent evaluations do not include a review of, or adjustments to, compensation.

### *Change of Personal Status:*

Notify your supervisor or Client Support Department of any changes in your name, address, telephone number, or marital status. This insures your benefit and employment records are current.

## X. WORK REVIEW

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systemic means of evaluating performance.

The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year and anticipate Calco Concrete Pumping, Inc. needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within Calco Concrete Pumping, Inc. To that end, it is incumbent upon both parties to have an open and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of Calco Concrete Pumping, Inc. and what is expected of the employee in contributing to the success of Calco Concrete Pumping, Inc. for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

## XI. EMPLOYMENT POLICIES AND PRACTICES

### a. Immigration Law Compliance

Calco Concrete Pumping Inc. is required by federal immigration laws to verify the identity and work authorization of all new employees. In keeping with the obligation, documentation that shows each person's identity and legal authority to work must be inspected. Each new employee must also attest to his/her identity and legal authority to work on an I-9 Form provided by the federal government. This verification must be completed as soon as possible after an offer of employment is made and in no event more than three (3) business days after an individual is hired and before the individual begins work. A copy of this form will be provided to you for your completion. All offers of employment with Calco Concrete Pumping Inc. are conditioned upon furnishing evidence of identity and legal authority to work in the United States in compliance with the federal law. Providing falsified documents of identity and eligibility to work in the United States will result in cancellation of your consideration for employment or dismissal if employed. Every rehired employee must also satisfy this requirement. It is the employee's responsibility to ensure that the work authorization on file is current. The Department of Homeland Security recommendation is to apply for renewed authorization a minimum of ninety (90) days in advance of expiration. Inability to provide renewed authorization on or prior to the expiration date of the original document will result in the employee's immediate termination.

### b. Health Requirements

All employees shall be of sufficient good health to properly discharge their duties. Employees who have an infectious disease shall not be permitted to work for the duration of communicability. If an employee becomes ill or injured while on duty, it is his/her responsibility to report such illness or injury to his/her supervisor immediately. Failure to do so may result in

a loss of potential benefits for that illness or injury. If an employee has excessive absences from work due to illness, his/her physical condition may be reviewed to determine the ability to continue in that position, and a physician's release that he/she is able to work may be required.

c. Drug-Free Workplace

Calco Concrete Pumping Inc. is committed to providing a work environment that is free from alcohol and illegal drugs, and prescription or over-the-counter drugs that impair the performance of essential job functions or increase risk of injury, death, or property loss. The costs of alcohol and drug abuse are staggering and are manifested by accidents, tardiness, absenteeism, property damage, increased occupational injury costs, increased health insurance costs, decreased productivity, the cost of replacing and retraining new employees, and employee theft. In an effort to minimize the effects of alcohol and drugs in the workplace, Calco Concrete Pumping Inc. has adopted the following policy. The following are prohibited:

- i. Purchase, use, possession, distribution or being under the influence of alcohol on Calco Concrete Pumping Inc. or client property, during working hours or at any time while on Calco Concrete Pumping Inc. business.
- ii. Purchase, sale, possession, use, manufacture, distribution or being under the influence of any illegal drug at any time during your employment by Calco Concrete Pumping Inc.; or
- iii. Use or being under the influence of any prescription or non-prescription (over the counter) drug that may adversely affect your performance of the essential functions of your job or increase the risk of injury, death or property loss of you or others.
- iv. Purchase, sale, use, distribution or possession, during working hours or while on company business, of any drug paraphernalia, including, but not limited to, any tools, equipment, supplies or materials used, designed or intended for the illegal or improper use of any drug.
- v. Reporting to or being at work with a measurable quantity of any alcohol, drug, intoxicant or narcotic in the blood or urine (except for any prescribed or over-the-counter drug of the type and at a level determined in the sole opinion of Calco Concrete Pumping Inc. or its designee as neither interfering with performance of essential job functions nor increasing the risk of injury, death or property loss of you or others).

Any employee of Calco Concrete Pumping Inc. who at any time during his or her employment with Calco Concrete Pumping Inc. is charged with, or convicted of, violating any law, the basis of which violation in any way involves the use or being under the influence of alcohol or any drug shall immediately report the charge or conviction to his or her immediate supervisor or any company official and in all cases, no later than the beginning of the next work day.

Violation of any part of this policy (or any change or conviction described in "B") may result in disciplinary action, up to and including termination of employment.

d. Smoking

Smoking is only permitted in those places and at those times designated by Calco Concrete Pumping Inc., Do not smoke near any area where flammable or combustible materials, such as solvents, are used or stored. Other rules regarding smoking may apply depending on your work location. If you have any questions, ask your supervisor.

e. Confidentiality of Information

Confidential information of Calco Concrete Pumping Inc., of any nature and in any form whatsoever, including, but not limited to, all data or information that is competitively sensitive or is not generally known or available to the public, client lists and files, and personnel records and data, shall be kept confidential and private and shall not be removed from Calco Concrete Pumping Inc. premises without prior written authorization of Calco Concrete Pumping Inc.. Such confidential information shall only be used for the benefit of Calco Concrete Pumping Inc. and its interests

f. Employee Investigations

Calco Concrete Pumping Inc. recognizes the importance of employees who are honest, trustworthy, qualified, and reliable. For purposes of furthering these concerns and interests, before hiring an individual, Calco Concrete Pumping Inc. reserves the right to investigate the individual's prior employment history, personal and/or business references, educational background, and or other relevant information that is reasonably available. In hiring for certain positions, Calco Concrete Pumping Inc. may review an applicant's credit report and criminal background, if any. Consistent with these practices, all job applicants will be asked to sign a Release of Information Authorization, which will include a release of liability for disclosure of information by a third party. To the extent permitted by law, Calco Concrete Pumping Inc.

reserves the right to exclude any applicant from consideration for employment, where the applicant refuses to sign the Release of Information Authorization form as requested.

In addition, Calco Concrete Pumping Inc. may find it necessary from time-to-time to investigate current employees, where behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Where appropriate, these investigations may include credit reports and criminal records, including appropriate inquiries about any criminal investigation or arrest that is pending further proceedings. Employees subject to such investigations are required to reasonably cooperate with Calco Concrete Pumping Inc. to obtain relevant information, and may be subject to disciplinary action, up to and including termination, for failure to do so.

All employees are strongly encouraged to immediately report any incidents of potentially threatening, harmful, or criminal behavior of co-employees, supervisors, customers, clients, vendors, or visitors.

#### g. Safety Policy

Calco Concrete Pumping Inc. wants every employee to enjoy a safe workplace. Employees must comply with all safety rules and policies (and rules and policies of clients when on client premises) and all requirements of OSHA- the Occupational Safety and Health Act.

In accordance with applicable law, Calco Concrete Pumping Inc. has established a safety committee to constitute and have such duties as defined by applicable state law. Employee members of the safety committee will be paid for their time while attending committee meetings or while otherwise engaged in committee duties. Employees must comply with the injury prevention program adopted by the safety committee.

Please observe Calco Concrete Pumping Inc. safety rules in every phase of your work, with particular emphasis on proper lifting techniques when handling heavy objects. You are required to participate in the safety effort of Calco Concrete Pumping Inc. by working safely and attending safety sessions when offered. Incidents involving personnel are reviewed on a regular basis to identify safety hazards. If you should have an incident or injury or observe an unsafe condition, report it to your supervisor immediately, no matter how insignificant it may seem. Your particular job requirements may include additional specific safety guidelines, which you are required to observe and practice with no exceptions. You will not be subject to reprisal or retaliation for reporting unsafe conditions to management or outside enforcement authorities.

The following guidelines have been established as a part of Calco Concrete Pumping Inc.'s safety policy:

- The safe way is the right way to do each job. Shortcuts are not the way.
- Know your job procedures. If in doubt, ask your supervisor.
- Operate equipment only as authorized and with all safety guards in place.
- Report unsafe acts to your supervisor before someone is injured.
- Report unsafe conditions immediately to your supervisor.
- Report unsafe equipment to your supervisor right away. Do not attempt repairs no matter how skilled you feel you are.
- Report any incident right away (even if no injury) to your supervisor.
- At the scene of an incident, be helpful, courteous, and avoid argument or discussion of the situation. Get your supervisor immediately (documenting conditions helps us help you).
- Get medical aid even for small injuries. Delay can make it worse.
- Arrive at work rested, clean, and in good health. Be able to give full attention to your job.
- Report infections to your supervisor (which can be evidenced by conditions such as: skin eruption, boil, sore throat, vomiting, fever, etc.).
- If you feel ill at work, report to your supervisor. Get medical aid to protect yourself and others. Keep health tests up to date.
- Follow guidelines for health in the prevention of communicable diseases. These guidelines are for your health and safety and those with whom you work.
- Warning signs help you prevent incidents. Obey them! Remind others, too.
- If using chemicals, read labels carefully to follow safety warnings, mixing instructions, etc.
- Horseplay is NOT allowed. Practical jokes can cause serious injury.
- You are required to observe all safety notices posted and any specific safety requirements for your particular job.
- Violent acts in the workplace, including threats and intimidation are NOT allowed. This includes all threats, verbal or physical. Any such occurrences should be immediately reported to management.

#### h. Reporting Injuries

To ensure that proper attention is given and appropriate action taken when an injury occurs within the workplace, please follow these procedures:

1. Report the injury to your on-site supervisor immediately. If your supervisor is not immediately available, report to the manager or other authorized person. Seek or obtain medical attention if required.

2. Report the injury to your Calco Concrete Pumping Inc. supervisor and/or designated human resources representative within 24 hours, or as soon as practical. Worker's Compensation laws require the processing of claims within reasonable time frames. All injuries/accidents MUST be reported promptly for claim submission.

3. If you are involved in or are a witness to an incident, you should provide information in order for the appropriate report to be completed. Please be aware of the importance of immediate action in recording all details of the incident.

#### i. Incident Reports

An incident report must be filled out and signed by any employees who witness an incident or injury immediately following the occurrence. Failure to do so may result in disciplinary action. This policy is important to the safety and wellbeing of all our employees.

#### j. Hazardous Chemicals

##### *Introduction:*

OSHA developed the hazard communication standard with the goal of reducing the chance of chemically caused illnesses and injuries to workers by providing you, as an employee, with information regarding the hazards or chemicals you may be exposed to in your work. The standard requires that we have a written hazard communication program, which includes information on container labeling, Material Safety Data Sheets (MSDS), and an employee-training program.

Although the standard uses the word "Hazardous" to describe the chemicals in question, it also includes items we use every day that many of you would not consider hazardous such as: motor oil, coolants, paint, solvents, and glues. These items are commonly used, sometimes daily, and rarely with any problems. However, they should be treated as hazardous chemicals. Knowing more about chemicals we use will make you aware of potential problems and help reduce or eliminate health and safety problems when you use these chemicals.

There are three areas you should be familiar with about chemical products to which you may be exposed:

- Container Labeling
- Listing of Chemical Products in Use
- Material Safety Data Sheets (MSDS)

#### *Container Labeling:*

Chemical containers cannot be shipped from the manufacturers or distributors unless they are properly labeled with the identity of the chemical. The label should tell you what chemical is in the container, what hazard that chemical may present and name and address of the manufacturer. Labels should not be defaced or removed and no chemical shipments should be accepted, even on a trial basis, without the proper label.

When transferring chemicals from large containers to a smaller container a label should be applied to the new container, unless the product is to be immediately and completely used by the person who transferred the chemical, and he or she knows the new container's content and that the transfer to the new container is appropriate.

The basic purpose of labeling requirements are to give an immediate warning of the chemical inside the container and to remind you that more detailed information is available from Material Safety Data Sheets. If a chemical container has no label, immediately inform your supervisor so that the contents can be labeled appropriately. Do not use the contents of any container that does not have a label.

#### *Chemical Product List:*

Each jobsite and office location has a list of chemical products used in our company's operation. This list is alphabetized by product name and also by manufacturer's name. Should you have questions on any of the chemicals on this list, you can request a copy of the Material Data Safety Sheet for your information. Make your request through your supervisor.

#### *Material Safety Data Sheets (MSDS):*

These are technical bulletins prepared by companies who make chemicals. They should contain the following information:

- The identity of the chemical, including the chemical and common names.
- Physical and chemical characteristics of the chemical.

- Known acute and chronic health effects and related health information on the chemical.
- Exposure limit.
- Whether chemical is considered carcinogenic.
- Precaution measures to take when using the product.
- Name and address of the person who prepared the information.
- Emergency and first aid procedures.

*The safe use of chemicals depends on:*

- Recognizing the hazard: Know the product you are using, read the MSDS, become familiar with precautions to be taken, and heed warnings by the manufacturer. Use only in accordance with label instructions.
- Evaluating your use: Look at yourself and what you are trying to accomplish with the chemical.
- Controlling your exposure: Personal protection should be used as recommended, proper ventilation is required, and follow appropriate storage requirements.

Always consider these three elements when working with any chemicals.

*Chemical Exposure:*

The MSDS should provide information on chemical exposure threshold limits and routes of entry, as these terms are described below.

Threshold limits - How much of a product you can be exposed to without it being hazardous. Example: fumes from solvents, adhesives, welding, etc. A small amount of fumes inhaled over a short period of time may or may not affect you. A small amount breathed continually for 8 hours a day or a 40-hour week will increase the overall dose and could have ill effects. On the other hand, a large amount of fumes for a few minutes may be irritating and may or may not have lasting effects.

Routes of entry - How chemicals get into our system: inhalation (breathing fumes or vapors), absorption (through skin pores after handling or getting on clothing), ingestion (swallowing or eating). Though you would not think of eating a chemical product, if you eat lunch, a snack at break time, or smoke a cigarette without washing your hands, you may be eating the chemical that is on your hands.

Types of Chemicals - Some examples and how they can affect us:

- Corrosives - Such as battery acid and sulfuric acid, corrode or eat away at metals and steel and can do the same to your hands and face.
- Irritants – Such as solvents, do as they say, they irritate the skin or membranes and can cause a rash or dermatitis.
- Sensitizers – Such as epoxy and lacquers, affect the nervous system, coordination, muscle control, and thinking (brain).
- Toxins – Such as carbon monoxide, enter the blood stream and are carried to the brain and nervous system. In excessive amounts, will shut them down.
- Carcinogens – Such as asbestos fibers, are proven cancer causing to lungs and cell tissue.

Hazard communication is common sense thinking about what you are doing, informing yourself, preparing for the task, and taking the necessary precautions. What you do not know CAN HURT YOU. By knowing, checking the MSDS, evaluating your use, and controlling your exposure you can make chemical products work for you successfully and safely.

#### k. During Work Activities

You must observe and comply with the following:

1. Use CAUTION when lifting any item. A two-person team must handle packaged or heavy items. Lifting heavy items requires a two-person lift. Remember, lift with your legs, not your back! Use assistive equipment, such as a dolly, when transporting heavy objects. If in doubt, consult your supervisor.
2. Do not use any existing or new equipment that you have not been trained to use.
3. Observe all safety precautions and/or manufacturer's specifications prescribed for use of equipment. Always consult your supervisor if in doubt.
4. All material handling will be in accordance with manufacturer's specifications for loading, unloading, and moving. Materials stacking shall not exceed authorized heights as prescribed by management, and no unbanned or non-interlocking materials may be stacked higher than can be safely reached while standing on the ground.
5. No off-duty employee may perform any activities, of any nature, on the employer's premises or with the employer's equipment or goods.

#### l. Fire Emergency Procedures

The most frequent causes of fires are chemicals, grease, and careless smoking. In these conditions, a major fire can be only three minutes away from the "flashover" It is vital that you utilize the three major tactics: RESCUE, CONFINE, and ALERT!

- First, RESCUE anyone in the immediate path of a fire.
- Second, CONFINE the fire. Shut doors and/or windows in the room or area where the fire is erupting. This will keep it from spreading into other areas, etc.
- Third, ALERT. Utilize your fire alarm system to tell the fire department about the fire.

After you have completed the above steps, only then can you consider fighting the fire. Make sure you use the correct extinguisher for the type of fire that you are fighting. Do not place your safety in jeopardy. If you cannot RESCUE, CONFINE or ALERT without unreasonable danger or risk, then don't!

#### m. Conduct

The maintenance of extremely high standards of honesty, integrity, performance and conduct is essential to the proper performance of our business, the satisfaction of our clients and the maintenance of our clients' trust. Calco Concrete Pumping Inc. expects its employees to have careful regard for our standards and avoid even the appearance of dishonesty or misconduct. Our employees are expected to conduct themselves at all times in a professional and courteous manner, to exercise good judgment in the discharge of their responsibilities, and to conduct themselves in a manner that can be supported by management.

Any misconduct or violation of the policies in this handbook or otherwise of Calco Concrete Pumping Inc. may result in disciplinary action up to and including termination of employment. Following are examples of conduct that may result in such disciplinary action:

1. Unsatisfactory or careless performance or neglect of duties.
2. Failure to use or maintain Calco Concrete Pumping Inc. or client property in a proper manner.
3. Altering, removing or destroying Calco Concrete Pumping Inc. or client records and/or property.
4. Deliberate or careless damage to Calco Concrete Pumping Inc. or client property.
5. Inappropriate, malicious, disparaging or derogatory oral or written statements concerning Calco Concrete Pumping Inc., or any of its clients, employees or representatives.
6. Falsifying personal, client or Calco Concrete Pumping Inc. records, including any employment application or other employment information, or any other records

or documents related to the Calco Concrete Pumping Inc., its business or any of its clients, employees or representatives.

7. Excessive tardiness, absenteeism or abuse of any paid time off policy.
8. Failure to give proper notice of an expected absence.
9. Dishonesty of any kind, including theft or misappropriation of property of Calco Concrete Pumping Inc., its employees, or past, current or prospective clients or representatives.
10. Possession, use or display of any weapon on Calco Concrete Pumping Inc. premises or while on Calco Concrete Pumping Inc. business.
11. Possession, use or being under the influence of drugs or alcohol on the premises or while on Calco Concrete Pumping Inc. business.
12. Any conduct endangering, or any verbal or nonverbal threat to endanger, property, life, safety or health.
13. Disrespect for management, or any supervisor or employee or client of Calco Concrete Pumping Inc., including insubordination, failure to perform any reasonable assignment, or obscene or abusive language or behavior.
14. Willful violation of HIPAA privacy laws.
15. Violations of Calco Concrete Pumping Inc. harassment policy or any other form of unlawful or unethical conduct, harassment or discrimination.
16. Off-duty or pre-employment conduct that reflects or may adversely reflect on Calco Concrete Pumping Inc. if the employee were to remain employed.

These examples are not all-inclusive, but merely illustrate the kind of conduct that may be detrimental to Calco Concrete Pumping Inc., its clients or employees. Employees may be discharged or disciplined for conduct not specifically mentioned in this handbook, as determined in the sole discretion of the Calco Concrete Pumping Inc.

#### n. DOT Regulation Policy

This procedure is designed to provide you, the employee, with knowledge and training of the US Department of Transportation, hereinafter referred to as DOT, regulations and Calco Concrete Pumping, Inc.'s, hereinafter referred to as Calco, requirements, record keeping processes, and the responsibilities of management and employees necessary to always maintain compliance with the DOT regulations. Calco puts safety ahead of production and, in accordance, recognizes the DOT regulations as safety requirements and establishes the following procedure as safety practices and incorporates this procedure as a part of Calco's

safety policy. If you are in doubt about the safety of any condition, practice or procedure, consult your area manager and/or safety coordinator.

1. **INCIDENT, ACCIDENT, HAZARDOUS CONDITION REPORTING:** Employees are responsible for notifying their area manager and/or safety coordinator of all incidents, accidents, and hazardous conditions, immediately as they occur using the Incident/Accident/Hazardous Condition Report form #30202, hereafter referred to as IAHC Report. Falsification of company records, including employment applications, time records or safety documentation, will not be tolerated and disciplinary measures will be taken which may result in termination. Employees must STOP! any activity when a hazardous condition is encountered or exists. The IAHC is your footprint of any occurrence or incident, and as such, employees are encouraged to use the IAHC to document any and all incidents and/or occurrences that may require documentation or further clarification.
2. **ALCOHOL OR ILLEGAL DRUGS:** Using alcoholic beverages, being intoxicated, or using illegal drugs, or being under the influence of such drugs, on Calco locations, job sites, or while operating Calco equipment or other company vehicles is prohibited and will not be tolerated and may result in termination. Please read and become familiar with Calco's Drug and Alcohol Policy, form #50101. Employees will notify their area manager and/or safety coordinator of any prescription drugs taken that might affect their judgment.
3. **SEAT BELTS:** Employees must wear seat belts when driving or riding in company vehicles or are while performing company business and driving or riding in vehicles other than Calco's,.
4. **HORSEPLAY:** Scuffling, disorderly conduct, and other such activities are prohibited.
5. **MACHINERY:** Report broken or malfunctioning equipment to your area manager and/or safety coordinator immediately. Only trained authorized employees are permitted to service or repair equipment. When equipment, machinery or power tools are used, guards shall be in place and adjusted and protective clothing must be worn. Any deficiencies in this regard are unacceptable and the use of the equipment, machinery or power tools is prohibited. Hand tools, air tools, hydraulic tools and miscellaneous tools and equipment shall be inspected regularly to assure that they are in good operating condition. Defective tools shall be removed from service until repaired or replaced and the lock-out-tag-out procedure will be observed. If the defective tool is not repairable, cut the power cord. If you are not familiar with the safety operation of a piece of machinery or the lock-out-tag-out procedure, STOP! And ask your area manager and/or safety coordinator for instructions.

6. **HAZARDOUS MATERIALS:** Follow proper use and handling procedures for all hazardous materials. Do not use a chemical if you are not familiar with its hazardous properties or have not received and been trained on the required protective equipment.
7. **HOUSEKEEPING:** All employees are required to keep their equipment, vehicle and work areas free of debris or other tripping or slipping hazards. All debris must be disposed of properly in designated areas.
8. **PERSONAL PROTECTIVE EQUIPMENT:** Employees must practice proper use, care and storage of personal protective equipment. If you are uncertain of the correct personal protective equipment necessary to complete your task, consult your area manager and/or safety coordinator before you begin. Items such as sturdy, hard leather work boots (steel toed boots are advisable), hard hats, safety glasses, respirators during painting, durable work gloves, welding hood and gloves while performing any welding task must be worn and/or used at all times. Do not wear torn, loose or frayed clothing while welding or working on equipment.
9. **SIGNS/LABELS:** Pay attention to all signs and posters and read and know warning labels. They are present as a safety reminder. Concrete pumps have the manufacture's warning stickers on the equipment that must be adhered to.
10. **DRINKING WATER:** Always drink from regular water fountains or approved water coolers. Water from any other source may be unsafe to drink. Carry plenty of water on your equipment when away from the shop/yard areas. Drink at regular intervals.
11. **HYGIENE:** It is each employee's responsibility to maintain personal hygiene, particularly when working with hazardous chemicals. Eat or smoke only in designated areas, and always wash your hands before eating or smoking.
12. **CONCRETE DELIVERY SYSTEM:** Employees are not allowed to maneuver by lifting, pushing, carrying or any other activity, 4" or larger concrete delivery system containing concrete, which could result in serious back injury.
13. **17 Feet RULE:** The concrete pump must be a minimum of 17 Feet away from power lines.
14. **POSTED SIGNS:** Adhere to speed limits, yield signs, stop signs and all other traffic signs and signals. Watch for traffic entering the road when leaving yard and job site areas.

15. GRATES: The hopper grates must be lowered at all times during the pumping operation.  
Do not stand or permit others to stand on the grates.

16. PRE-TRIP INSPECTIONS: Before leaving the yard in your concrete pump, complete the Daily pre-trip inspections. Be sure your vehicle paper work is in order, such as registration, Insurance card, and overweight permit.

17. CONCENTRATE: Most accidents can be avoided by concentrating on the job to be done.  
Always be aware of your surroundings and what is going on around you. Safety is a full-time Job.

18. UNAUTHORIZED PERSONNEL: Employees are not allowed to bring unauthorized Personnel or pets to the Company's yards/shops or job sites or allow unauthorized Personnel or pets in company vehicles and/or equipment/machinery at any time.

o. Log Completion Policy

Calco Concrete Pumping Inc. requires all drivers to complete driver logs to meet with the standards as set forth by the Department Of Transportation (Federal Motor Carrier Safety Regulations), Insurance Carrier, State of Colorado, and policies of the company. It is strongly recommended that as you read this policy you refer to the Federal Motor Carrier Safety Regulations, Part 395. The regulations referred to are in italics at the end of each requirement. The following areas will be completed on all logs by the driver;

1. The current; month - day - year (mm-dd-yy)

2. Total miles driving today - total miles must be consistent with speed limit in area you are driving.

If miles show speed limit was excessive a violation will be flagged and you will receive a notice of violation.

3. Vehicle Number

4. Driver's Signature in full - Required.

5. Vehicle Number

6. Co-Driver Name - Only mark in this area if documentation of a co- driver is appropriate.

7. Grid - Grid is completed using time standard at home terminal.

8. Total Hours - Hours are to be documented one number in each box starting at left.  $\frac{1}{4}$  hour = .25,  $\frac{1}{2}$  hour = .50,  $\frac{3}{4}$  hour = .75. Hours must always = 24. Total hours are documented in the bottom 2 boxes.

If logs show an Hours of Service violation you will receive notice of violation.

9. Remarks - This area is to be used to document status changes. Anytime a status change is documented on the grid a corresponding line is to be made to the remarks area.

For each change of duty status the name of city, town, village with state abbreviation will be recorded. If duty status change occurs at a location other than a city town or village, show one of the following(1)the highway number and nearest milepost followed by city town and state abbreviation,(2)the highway numbers of the nearest two intersecting roadways followed by city, town or village and state abbreviation.

a. Also a reasonable amount of time for pre-trip inspection shall be Documented and shown as on duty, not driving. The initials PTI (pre-trip inspection), VI (vehicle inspection) are acceptable.

b. There shall also be a post trip inspection done and a reasonable amount of time to complete it and documented as on duty not driving.

1. Post-trip Inspection Signed - Every driver shall prepare a report (DVIR) in writing at the completion of each day's work on each vehicle operated and the report shall cover at minimum the following parts and accessories:

a. Service brakes including trailer brake connections

b. Parking (hand) brake)

c. Steering mechanism

d. Lighting devices and reflectors

e. Tires

f. Horn

g. Windshield wipers

h. Rear vision mirrors

i. Coupling devices

- j. Wheels and rims
- k. Emergency equipment

10. Drivers shall keep their record of duty status current to the time shown for the last Change of duty status. All entries relating to driver's duty status must be legible and in The driver's own handwriting.

11. Shipper/Commodity - Document shipper and commodity, or shipping document number.

12. # of days off duty includes today. Two or more consecutive 24-hour periods off duty may be recorded on one duty status log.

13. Driver will retain the prior 7 days log copies and the current day in the commercial motor vehicle at all times.

14. Driver will submit or forward the original driver's record of duty status to the regular employing motor carrier within 13 days following the completion of the form.

p. Customer Relations

As an employee, you make a major contribution to our business growth. Your honesty, integrity, and competence in performing your job are necessary for customer satisfaction. Your ability to develop positive customer relations is essential to our job performance. If your duties include a support role, other employees should be treated as customers.

q. Dress Code

A neat professional appearance is a requirement at Calco Concrete Pumping Inc.. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. Any employee not dressed appropriately will be subject to discipline.

r. Work Area

Calco Concrete Pumping Inc. strives to make your working conditions as pleasant as possible. We ask your cooperation in keeping your work area neat and company equipment in good working order. The need for repairs or adjustments to mechanical equipment should be reported immediately to your supervisor. Secure confidential work papers and computer files away before leaving your office or work area for the day.

s. Telephone Courtesy and Usage

A large portion of Calco Concrete Pumping Inc. business is conducted over the telephone. All telephone calls, whether from customers, fellow employees, or outside business associates should be handled promptly and courteously.

You may make necessary local personal telephone calls during the workday as long as they do not interfere with daily business or your performance of your work. Personal calls must be short in duration and very limited in number. Personal long distance telephone calls generally are not permitted. Your supervisor must approve long distance telephone calls in advance and payment arrangements must be made prior to placing the call.

Please make note that all telephone calls are subject to monitoring for training, or other Calco Concrete Pumping Inc. purposes.

t. Use of Calco Concrete Pumping Inc. Equipment

Equipment and resources such as copier, fax, computers, laptops, smart phones, postage machines, e-mail, internet access, telephone, pagers, and voice mail systems are in place to facilitate effective day-to-day business operations. Employees may not use Calco Concrete Pumping Inc. equipment or resources for personal use or benefit without prior supervisor approval.

u. Desks, Lockers, and File Cabinets

The Calco Concrete Pumping Inc. or its clients may from time to time provide office space, desks, computers or file cabinets for employee use in the performance of employment responsibilities, or locker space for employee use while at work. Calco Concrete Pumping Inc. does not guarantee the security of any locker and employees are responsible for furnishing their own locks. Any lock will be voluntarily and immediately removed at the direction of Calco Concrete Pumping Inc. Calco Concrete Pumping Inc. is not responsible for any article or item placed in any office space, locker, desk, file cabinet or computer, or otherwise brought on Calco Concrete Pumping Inc. or client premises or on Calco Concrete Pumping Inc. business, that is lost, damaged, stolen or destroyed. Weapons, explosives, alcohol and drugs are prohibited on Calco Concrete Pumping Inc. premises, client premises or Calco Concrete Pumping Inc. business and may not be placed in any office space, locker, desk or file cabinet. Employees have no privacy rights in any office space, locker, desk, file cabinet or computer (or their contents) on Calco Concrete Pumping Inc. or client property, or provided by the Calco Concrete Pumping Inc. or a client of the Calco Concrete Pumping Inc., for or on Calco Concrete Pumping Inc. business. The Calco Concrete Pumping Inc. reserves the right to inspect any such office space, locker, desk, file cabinet, computer, and their contents, and any other place or item on Calco Concrete

Pumping Inc. or client property, with or without advance notice or consent of any employee. Any person designated by the company or client may conduct such an inspection. Any employee who, upon request, fails or refuses to cooperate with any such inspection may be subject to disciplinary action, up to and including termination of employment.

v. Personal Property

All employees are cautioned not to bring valuables or large amounts of cash to work. Purses and wallets should be kept with you or stored in a locked place at all times. Calco Concrete Pumping Inc. is not responsible for personal property that is lost, stolen, damaged, or destroyed; this includes your personal vehicle or other means of transportation. If you ride a bicycle to work, be sure to securely lock it in the designated space. Employees are responsible for providing their own locking devices.

w. Packages

Supervisors, department managers, administrative officers, and security personnel have the authority to request that any employee open for inspection any package or other container brought, carried, in possession or found on, or taken from, Calco Concrete Pumping Inc. premises. Any employee who refuses to comply with a request for inspection will be subject to discipline up to and including termination of employment.

x. Gifts

To avoid a conflict of interest between what's good for our customers and what might be personally advantageous for an employee, we have set the following policy on accepting gifts:

1. Samples, T-shirts, hats, and desk accessories may be accepted, up to a total estimated value of all gifts from a particular customer or vendor at one time of \$15.00 without prior approval of your supervisor. You must report all such gifts to your supervisor.
2. All other vendor or customer gifts, including activities, travel, merchandise, and contests, must be approved by your supervisor through use of a special form provided by him or her. Oral pre-approval is acceptable for meals only.
3. Solicitation of vendors or customers for any gift or money is not allowed.

Acceptance of any non-approved or non-qualifying vendor or customer gift may result in disciplinary action, up to and including immediate termination of employment.

## XII. BENEFITS AND INSURANCE

NOTE: Any benefits or benefit plans described in these policies are convenient summaries only. An employee's eligibility for or rights to any benefits will be subject to and governed by the governing benefit plan documents and applicable law, as either may be amended from time to time. Calco Concrete Pumping Inc. reserves to itself and to any administrator or fiduciary of any benefit or benefit plan described or referred to in this handbook (or any other benefit or benefit plan of Calco Concrete Pumping Inc.), the discretionary authority to determine eligibility of any employee or claimant for or under any such benefit or plan, pursuant to the terms of the relevant plan document and applicable law, as either may be amended from time to time, and to interpret and construe the terms of any such benefit or plan. Calco Concrete Pumping Inc. further reserves the right to at any time add, amend, modify, supplement or terminate any benefit, benefit plan or employee benefit. For answers to any questions you may have regarding any benefit or benefit plan, first refer to the applicable plan documents. For additional assistance, you may contact the plan administrator listed in the plan documents.

### a. Medical Insurance

All full-time employees become eligible to participate in Calco Concrete Pumping Inc.'s group health plan on the first day of the month following 1 days of consecutive employment and satisfaction of any eligibility or other requirements of the group health insurance policy in effect at the time. Upon qualification for health insurance benefits you will be given the applicable documentation and details of what options are available to you.

### b. Dental Insurance

All full-time employees become eligible to participate in Calco Concrete Pumping Inc.'s dental plan on the first day of the month following 1 days of consecutive employment and satisfaction of any eligibility or other requirements of the applicable dental policy in effect at the time. Upon qualification for dental insurance benefits you will be given the applicable documentation and details of what options are available to you.

### c. Workers Compensation and Unemployment

Employees are covered for benefits under the Workers Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and Calco Concrete Pumping, Inc., any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from Calco Concrete Pumping, Inc.

### d. Social Security/Medicare/ Medicaid

Calco Concrete Pumping, Inc. participates in the provisions of the Social Security, Medicare, and Medicaid programs. Employees' contributions are deducted from each paycheck

and Calco Concrete Pumping, Inc. contributes at the applicable wage base as established by federal law.

e. Retirement Plan

Calco Concrete Pumping, Inc. provides a retirement program for eligible full-time and part-time employees who are 21 years of age or older. Calco Concrete Pumping, Inc. contributes to the employees' retirement plan when the employee becomes vested after one year of employment. Eligible employees may contribute to retirement plan at start of employment. Employer percentage contributions to the retirement program is review and determined annually by the Calco Concrete Pumping, Inc. Executive Director.

f. Payroll Advance

Requests for salary payments in advance of any normal pay period may be granted only on an approval basis from the Executive Director and after an employee has exhausted all other options or available recourses. A request for payment and repayment terms set forth between employee and Executive Director will be written out and signed by all parties. If at any point a change needs to be made it shall be brought to the Executive Directors attention and therefor will be made upon approval.

XIII. LEAVE BENEFITS

a. Holidays:

The following holidays are observed by Calco Concrete Pumping Inc. and its offices and work-sites will be closed:

New Year's Day

Easter Sunday

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas Eve Day

Full-time employees will be paid for a full eight (8) hour workday on such holidays. Holidays falling on a Saturday or Sunday will be observed on either the preceding Friday or following Monday as directed by management. If a recognized holiday falls during an employee's paid time off, holiday pay will be provided in place of the paid time off that would

otherwise have applied. Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

b. Paid Time Off ( Vacation )

Calco Concrete Pumping Inc. provides 40 first year 80 second year 120 fifth year and after. of paid time off (PTO) to employees who can use the time for personal needs such as vacation, illness, doctor's appointments or for any other personal reason.

Each full time employee will accrue PTO every pay period in hourly increments with the total prorated over a twelve month period. These hours will be added to the employees PTO account and will be subtracted from this account when used. Part-time and contract employees are not eligible for PTO. PTO is accrued based on a 40 hour work week, and is prorated based on the number of hours worked.

PTO will not accrue in the case where the employee takes unpaid leave, is on disability, or worker's compensation leave.

Time that would not qualify under the definition of PTO would include jury duty, bereavement leave, mandatory jury duty, and any paid company holiday.

In order to take PTO, a minimum of 48 hour notice must be given to the employee's supervisor, unless it is an emergency. Either way, the PTO must be approved by the employee's supervisor in advance. It is encouraged to give as much notice as possible when you are scheduling your PTO.

c. Sick Leave

Sick leave benefits are earned on a prorate basis of one day (7hours) per month for full-time employees beginning at first day of employment. Part-time employees receive prorated sick leave benefits, (i.e., 3.5 hours per month if the employee works 17.5 hours per week). Temporary employees are not eligible for paid sick leave benefits. Use of sick leave is subject to approval by the supervisor and the Executive Director and must be requested in hourly increments.

Unused sick leave can accumulate from year to year up to a maximum of 30 days (210 hours) for full-time employees. This limitation on actual of sick leave benefits is prorated accordingly for part-time employees. No sick leave benefits are paid upon separation of employment from Calco Concrete Pumping, Inc. for any reason. If an employee's illness or injury requires a consecutive absence of five (5) days or more, physician documentation will be required. Calco Concrete Pumping, Inc. Also may recommend that the employee apply for state disability insurance (SDI). If the employee receives SDI and the compensation does not equal the employee's sick leave accruals, Calco Concrete Pumping, Inc. will make up the difference until all sick leave benefits are used.

#### d. Personal Leave

Calco Concrete Pumping, Inc. provides three (3) days of personal leave per calendar year to all Full-Time and Part-Time employees who have completed six months of employment. Personal leave benefits are prorated accordingly for part-time employees. Temporary employees are not eligible for paid personal leave benefits. Personal leave is accrued at the beginning of each calendar year and cannot be carried into the next year. Personal leave may not be taken in the first 6 months of employment. All personal leave is subject to prior approval by the supervisor and Executive Director and must be requested in hourly increments. No personal leave benefits are paid upon separation from employment with Calco Concrete Pumping, Inc. for any reason.

#### e. Military Leave

Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take and unpaid leave in accordance with applicable law. The employee must provide advance notice of his or her need for a military leave and Calco Concrete Pumping, Inc. will request a copy of the employee's orders, which will be kept on record by Calco Concrete Pumping, Inc.

The time an employee spends on military leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

For military leave extending 30 days or less, Calco Concrete Pumping, Inc. will continue to pay the portion of the premium on health insurance, if any, that it was paying before military leave began. In order to continue such health insurance, the employee must continue to pay his or her portion of premiums during this period. For military leave extending beyond 30 days, the employee will have the option to continue his or her insurance coverage at the employee's cost.

Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods.

#### f. Civic Responsibility

Calco Concrete Pumping, Inc. believe in the civic responsibility of its employees and encourages this by allowing employees time off to serve jury duty when required and to serve as nonpartisan Election Day poll workers when appropriate and approved.

##### 1. Jury Duty

For time served on Jury Duty, Calco Concrete Pumping, Inc. will pay employees the difference between his or her salary and any amount paid by the government, unless prohibited by law, up to a maximum of ten days. If an employee is required to

serve more than 10 days of jury duty, Calco Concrete Pumping, Inc. will provide the employee with unpaid leave. Employees must provide Calco Concrete Pumping, Inc. a copy of proof of service received by court in which they serve.

## 2. *Election Day Poll Workers*

Calco Concrete Pumping, Inc. will pay employees the difference between his or her salary and any amount paid by the government or any other source, unless prohibited by law for serving as an Election Day worker at the polls on official election days (not to exceed two elections in one given calendar year). While performing their official nonpartisan duties at the polls, Election Day workers may not be engaged in political activity or campaign for or against any candidate or ballot measure. Calco Concrete Pumping, Inc. requires that employees provide proof of service for their time at the polls. Employees interested in using this benefit, must have written approval from the Executive Director 30 days before the election. The Executive Director will assure that the employee's absence will not seriously interfere with the organization's operations.

### g. Parental Leave

The DC Parental Leave Act entitles employees to certain unpaid parental leave. For purposes of this section only, the following definitions apply: (1) "parent" means the natural mother or father of a child; a person who legally has custody of a child or who acts as a guardian of a child regardless of whether he or she has been appointed legally such as; an aunt, uncle or grandparent of a child; or a spouse to the above individuals; (2) "school-related event" means an activity sponsored by either a school or an associated organization such as a parent-teacher association which involves the parent's child as a participant or subject, but not as a spectator, including a student performance, such as a concert, play or rehearsal, the sporting fame of a school team or practice, a meeting with a teacher or counselor, or any similar type of activity.

A parent is entitled to a total of 24 hours of unpaid leave during any 12 month period to attend or participate in school-related events for his or her child. Calco Concrete Pumping, Inc. reserves the right, however to deny such leave if such leave would disrupt Calco Concrete Pumping, Inc. operations. While parental leave is unpaid, employees may elect to use accrued vacation or personal leave.

### h. Bereavement Leave

Employees shall be entitled to bereavement leave with pay of five (5) days in the event of a death in the employee's immediate family (spouse/life partner, child or parent) and three (3) days for grandparent, sister or brother, father-in law, mother in-law, or grandchildren. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the Executive Director immediately, Approval of bereavement leave

will occur in the absence of unusual operating requirements. An employee may use, with the Executive Director's approval, available paid leave for additional time off as necessary and in accordance with operating needs.

i. Extended Personal Leave

Employees who have been employed by Calco Concrete Pumping, Inc. for at least one year may apply for personal leaves of absence for up to eight weeks. Personal leaves are unpaid and are discretionary with the management of Calco Concrete Pumping, Inc. When considering a request for a personal leave, Calco Concrete Pumping, Inc. will consider factors such as the employee's position, the employee's length of service, the employee's performance record including attendance, the purpose of the leave, the needs of the department in which the employee works, the effect of the leave on other employees, and Calco Concrete Pumping, Inc. general business needs.

Personal leaves generally are unpaid. However, accrued vacation or personal time may be used to continue an employee's salary during the leave. Vacation and sick time will not continue to accrue during the leave. Vacation and sick time will not continue accrue during the leave of absence. Medical and life insurance benefits will continue on the same basis as if the employee were activity working.

Calco Concrete Pumping, Inc. cannot guarantee reinstatement upon return from a personal leave. Calco Concrete Pumping, Inc. will, however, make a reasonable effort to place the employee in an available position for which he or she is qualified. If such a position is not available, then the employee's employment will terminate. Even in that event, the employee may later apply for reemployment.

Employees who fail to report to work after an approved leave of absence are deemed to have voluntarily resigned. When an approved has been exhausted, the employee may request additional leave. The Executive Director must approve all unpaid leave.

j. Meetings and Conferences

Staff me be given limited time off by the Executive Director with pay to participate in educational opportunities related to the staff member's current or anticipated work with Calco Concrete Pumping, Inc. An employee serving as an official representative of Calco Concrete Pumping, Inc. at a conference or meeting is considered on official business and not on leave.

k. Severe Weather Conditions

Calco Concrete Pumping, Inc. closes when federal government office in the Eagle County area are closed due to severe weather conditions. Calco Concrete Pumping, Inc. also will follow a liberal leave policy when the federal government announces that liberal leave is applicable. Under Calco Concrete Pumping, Inc. liberal leave policy, annual and /or personal leave may be

taken without prior scheduling and approval if the employee is unable to reach the office due to severe weather conditions.

#### XIV. REIMBURSEMENT OF EXPENSES

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses.

Employees serving in an official capacity for Calco Concrete Pumping, Inc. at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved by the Executive Director, employees are reimbursed for travel expenses, course fees and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or Calco Concrete Pumping, Inc. current and anticipated work. Expenses for these purposes can be paid by Calco Concrete Pumping, Inc., if funds are available, and the employee obtains prior written approval of such expenses.

Employees are responsible for transportation costs between the office and home during normal work hours. Transportation cost are paid by Calco Concrete Pumping, Inc. for work outside normal work hours if the employee is one official business for Calco Concrete Pumping, Inc. Employees authorized to use their personal care for Calco Concrete Pumping, Inc. business are reimbursed at the U.S. Internal Revenue Service approved rate.

Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

#### XV. SERPERATION

Either Calco Concrete Pumping, Inc., or the employee may initiate separation. Calco Concrete Pumping, Inc. encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Executive Director or his/her designee. The Executive Director has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

1. Resignation: Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign

should be made known as far in advance as possible. Employees who resign are entitled to receive accrued, unused Vacation benefits.

2. Termination or Lay-off: Under certain circumstances, the termination or lay-off of an employee may be necessary. Employees who are terminated or laid off are entitled to receive accrued, unused Vacation benefits.

The Executive Director has authority to discharge an employee from the employ of Calco Concrete Pumping, Inc. As stated above, all employment at Calco Concrete Pumping, Inc. "at-will." That means that employees may be terminated from employment with Calco Concrete Pumping, Inc. with or without cause, and employees are free to leave the employment of Calco Concrete Pumping, Inc. with or without cause. Reasons for discharge may include but, not limited to:

- Falsifying or withholding information on your employment application that did or would have affected Calco Concrete Pumping, Inc. decision to hire you (this will conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to Calco Concrete Pumping, Inc. or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Refusing to work reasonable overtime;
- Negligence in the performance of duties likely to cause or actually causing person injury or property damage;
- Fighting, arguing, or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including Calco Concrete Pumping, Inc. property;
- Breach of confidentiality;
- Failure to comply with all safety trainings and standards of practice set forth by the Government safety standards and by Calco Concrete Pumping, Inc.;
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of Calco Concrete Pumping, Inc. or its customers or vendors;
- Placing oneself in a position in which personal interests and those of Calco Concrete Pumping, Inc. are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;

- Using Calco Concrete Pumping, Inc. property or services for personal gain or taking, removing, or disposing of Calco Concrete Pumping, Inc. material, supplies or equipment without proper authority;
- Gambling in any form on Calco Concrete Pumping, Inc. property;
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the Calco Concrete Pumping, Inc. premises at any time in violation of Calco Concrete Pumping, Inc. policies;
- Carrying or possessing firearms or weapons on Calco Concrete Pumping, Inc. property;
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

Failure to comply with all safety trainings and regulations set forth by Government safety standards and by Calco Concrete Pumping, Inc. is at will for separation of employment. At the sole discretion of the Executive Director, the employee may be asked to leave immediately or be given a period of notice.

#### XVI. RETURN OF PROPERTY

Employees are responsible for Calco Concrete Pumping, Inc. equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Credit Cards,
- Identification Badges,
- Office/building keys,
- Computers, Cell Phones

In the event of separation from employment, or immediately upon request by the Executive Director or his or her designee, Employees must return all Calco Concrete Pumping, Inc. property that is in their possession or control. Where permitted by applicable law(s), Calco Concrete Pumping, Inc. may withhold from the employees final paycheck that cost of any property, including intellectual property, which is not returned when required. Calco Concrete Pumping, Inc. also may take any action deemed appropriate to recover or protect its property.

#### XVII. PERSONAL RECORDS

Personnel records are the property of Calco Concrete Pumping, Inc., and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

All employees must complete, within two days of the end of each pay period, their time and attendance record for review and approval by the Executive Director. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary actions, including separation from employment with Calco Concrete Pumping, Inc.

#### XVIII. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about Calco Concrete Pumping, Inc., or its members or donors, as a result of working for Calco Concrete Pumping, Inc. that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Calco Concrete Pumping, Inc. or to other persons by Calco Concrete Pumping, Inc. who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secret, is vital to the interests and the success of Calco Concrete Pumping, Inc. The disclosure, distribution, electronic transmission or copying of Calco Concrete Pumping, Inc. confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to donors, and pending projects and proposals.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential Calco Concrete Pumping, Inc. information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

#### XIX. COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of Calco Concrete Pumping, Inc. computer and communication systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and Calco Concrete Pumping, Inc. telephone, voice mail and electronic mail systems.

Calco Concrete Pumping, Inc. has provided these systems to support its mission. Although limited personal use of Calco Concrete Pumping, Inc. systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, Calco Concrete Pumping, Inc. ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in Calco Concrete Pumping, Inc. computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of Calco Concrete Pumping, Inc. Calco Concrete Pumping, Inc. may inspect and monitor such data recorded in Calco Concrete Pumping, Inc. systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to Calco Concrete Pumping, Inc. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

Calco Concrete Pumping, Inc. systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, Calco Concrete Pumping, Inc. systems must not be used to solicit or proselytize others for commercial purposes, cause, outside organizations, chain messages or non-job related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to Calco Concrete Pumping, Inc. host computer system, networks, and voice mail system. In addition, Security Facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.

- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the Executive Director.
- Additions to or modifications of the standard software configuration provided on Calco Concrete Pumping, Inc. PCs should never be attempted by individual users (e.g. autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the Executive Director.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from Flash Drives or any other portable storage devices.
- Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the Executive Director.

## XX. INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the internet is provided to employees when there a necessity and the access has been specifically approved. Calco Concrete Pumping, Inc. has provided access to the internet for authorized users to support its mission. No use of the internet should conflict with the primary purpose of Calco Concrete Pumping, Inc., its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

Calco Concrete Pumping, Inc. mat monitor usage of the internet by employees, including reviewing a list of sites accessed by and individual. No Individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, Calco Concrete Pumping, Inc. may restrict access to certain sites that it deems necessary for business purposes.

Calco Concrete Pumping, Inc. connection to the internet may not be used for any of the following activities:

- The internet may not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious, or political beliefs.
- The internet may not be used to access, send, receive, or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the internet in an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Executive Director.
- Without prior approval of the Executive Director, software should not be downloaded from the internet as the downloaded could introduce a computer virus onto Calco Concrete Pumping, Inc. computer equipment. In addition, copyright; laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of Calco Concrete Pumping, Inc.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal email or Instant messaging software to Calco Concrete Pumping, Inc. computers.
- The internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The internet should not be used to solicit or proselytize other for commercial purposes, causes, outside organizations, chain messages, or other non-job related purposes.
- The internet should be used to endorse political candidates or campaigns

Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

This Calco Concrete Pumping, Inc. Employee Handbook is for the safety and knowledge of all Calco Concrete Pumping, Inc. Employees Company wide and company itself. If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor, or the Executive Director.

### **SAFETY POLICY STATEMENT**

It is the policy of Calco Concrete Pumping, Inc. that safety in all of our operations is the number one priority of our corporation in the operation of our business and is considered to be a never ending process. No other consideration is more important to Calco than providing a safe working environment to our employees, contractors, and the general public at all Calco locations, on all Calco equipment, and all job sites. Therefore, all levels of management have a primary responsibility for the safety and well-being of our employees and to create an attitude of safety consciousness wherever our work is located. Accident prevention and efficient production go hand in hand. The nature of our work brings all of us into contact with severe hazards and multiple opportunities for personal injuries which require all employees to conduct their operations carefully. It is Calco's intent to comply with all local, state and federal safety standards, codes and regulations. We expect all people in the Company to perform their jobs in a safe manner and in accordance with the procedures outlined in this safety program.

To this end, we have formulated this written policy to govern all the operations of Calco Concrete Pumping, Inc.

It is a condition of employment with Calco that all employees adhere faithfully to the requirements of this policy, as well as the safety rules, instructions and procedures issued in conjunction with it. Failure to do so will result in disciplinary action or termination.

Calco will make an effort to ensure that the operations of other contractors not under our control do not endanger the safety of our employees. All employees are required to report hazardous conditions and/or activities of other employees to Calco management.

Our employees have the full support of management in enforcing the provisions of this policy as it relates to responsibilities assigned to them. Companywide efforts to reduce incidents, accidents, and hazardous conditions provide Calco employees a safe working environment, reduced insurance premiums, less time loss, and increased productivity by which we all benefit in many ways.

## **SAFETY POLICY INFORMATION**

### **RESPONSIBILITY ASSIGNMENTS**

#### **Management**

1. Establish rules and programs designed to promote safety and make known to all employees these established rules and programs.
2. Provide all area managers with copies of appropriate rules and regulations.
3. Provide the training necessary for employees to perform their tasks safely.

4. Provide protective equipment for employees when required.
5. Record all instances of violations and investigate all incidents, accidents, and hazardous conditions.
6. Encourage all contractors to work safely.
7. Appoint a safety coordinator and safety officer with enforcement authority over safety matters.

### **Area Managers**

1. Prepare and maintain a bulletin board in an obvious place at locations where emergency data and safety information are posted.
2. Plan production so that all work will be done in compliance with Calco safety rules and practices.
3. Be completely responsible for on-the-job safety and health and secure the correction of safety deficiencies.
4. Make sure proper safety materials and protective devices are available and used and that all equipment is in safe working order.
5. Instruct new employees of safety requirements and practices using the New Employee Field Orientation Checklist, form 40201.
6. Investigate accidents, supervise correction of unsafe practices completing the Incident/Accident/Hazardous Condition Investigation Report, form 30204, (hereafter referred to as the IAHC Investigation Report) and assist employees in completing the Incident/Accident/Hazardous Condition Report, form 30202 (hereafter referred to as the IAHC Report).
7. Conduct safety meetings and provide employees with proper instruction on safety requirements.

8. Require contractor conformance to safety standards.
9. Conduct safety inspections of Calco locations, equipment and/or vehicle(s), maintain records, and continually monitor the program for effectiveness.
10. Secure prompt medical attention for any injured employees.
11. Provide for the protection of the public from company operations.
12. Maintain MSDS sheets at Calco locations, in equipment and/or vehicle(s), and main office.
13. Attempt to ensure safe performance by others present on the job site, including owner(s) and contractor(s) or their representative(s).
14. Notify safety coordinator of safety violations.

## **Employees**

1. Carry out safety programs at the work level.
2. Be aware of all safety requirements and safe working practices. Follow all safety rules.
3. Plan all work activities to comply with safe working practices.
4. Make sure protective equipment and all safety devices are available, maintained, and used.
5. Make sure work is performed in a safe manner and no unsafe conditions or equipment is present or used.

6. Correct all hazards including unsafe acts and conditions which are within the scope of your position.
7. Report all injuries and safety violations to your area manager and/or safety coordinator.
8. Complete, with signature of other party involved, if applicable, an IAHC Report, form 30202, and return it to your area manager and/or safety coordinator the day of the occurrence.
9. Work safely in such a manner as to ensure your own safety as well as that of coworkers and others.
10. Request help when unsure about how to perform any task safely or of hazardous conditions.
11. Report any uncorrected unsafe acts or conditions to your area manager and/or safety coordinator.
12. Report for work in good mental and physical condition to safely carry out assigned duties.
13. Take advantage of company and industry sponsored safety programs.
14. Provide fellow employees help with safety requirements.
15. Check in with the job site supervisor so personal protective equipment may be provided such as hard hats, eye protection and respirators, if necessary.
16. Employees are not allowed to bring unauthorized personnel or pets to the Company's yards/shops or job sites or allow unauthorized personnel or pets in company vehicles and/or equipment/machinery at any time.
17. If you see a co-worker engaging in an unsafe practice, warn him about the danger(s) and remind him/her of the Company safety guidelines. If necessary, report the unsafe practice to an area manager or the safety coordinator. Safety is always in the hands of those on the job!

## **All Personnel**

1. Strive to make all operations safe.
2. Maintain mental and physical health conducive to working safely.
3. Keep all work areas clean and free of debris.
4. Assess the result of your actions on the entire workplace. Work will not be performed in ways that cause hazards for others.
5. Before leaving work, replace or repair safety precaution signs or labels removed or altered. Unsafe conditions will not be left to imperil others.
6. Abide by the safety rules, regulations and warning signs on every construction site.
7. Work in strict conformance with federal, state and local regulations.
8. Horseplay will not be tolerated.
9. Use Calco tools and equipment only as authorized.

## **INTRODUCTION**

An accident means unwanted cost in pain, money and time to everyone concerned. It is an unplanned, unforeseen and unexpected event that interferes with or interrupts the orderly progress of work. It may involve injury to personnel, damage to equipment, loss in time and material, or any combination of these items.

Safety is the control of hazardous actions or conditions that can cause an accident. Safety is sometimes difficult to define in words. The main point to consider is, "can an accident occur considering all practical conditions involved".

Accident prevention is important to you because it is the mark of an efficient worker. It is necessary to the Company because we do not want our employees injured or our equipment damaged. Accidents are very costly for the company and for you. Therefore, knowing the causes of accidents is essential to preventing them.

All accidents must be reported to your area manager, the safety officer, and/or safety coordinator immediately. The smallest cut or puncture can result in serious infection, a small sprain can get worse, and a bad bruise could be a fractured bone. The area manager and/or safety coordinator will determine whether the employee needs to be treated by a doctor and then report the accident to the safety coordinator for workers' compensation purposes.

Company safety rules and regulations, safe working procedures, analysis of accidents and potential hazards will be discussed at safety meetings. Any hazardous or unhealthy condition or work practice are pointed out at this time. Corrections are planned and scheduled. Specific individuals are responsible for follow through. Documented minutes of the meetings shall be retained by the safety coordinator as well as records of the safety material and training provided employees using the Safety Training Completion Record, form 60201. The safety committee, safety coordinator, and their responsibilities, will be made know to all employees and shall be posted at Calco locations.

## **GENERAL SAFETY RULES**

Safe practices on Calco locations must always start with the individual. Active and cooperative compliance with the safety policy and guidelines plus a common sense approach to all construction operations are necessary at all times by each individual to protect himself/herself, co-workers and the general public. The General Safety Rules, form #20501, will be reviewed with all employees and conspicuously posted at Calco locations.

### **Attitude**

Employees are required to treat safety as the number one priority. As such, they are expected to report to work in good mental and physical condition to safely perform their assigned duties.

Before starting any task, employees must consider the possible effects of their actions on themselves and others and take appropriate protective measures.

### **Before You Start**

Learn the safe way to do your job before you start. If you are not sure you thoroughly understand the job, ask your area manager for instructions.

Work clear of suspended loads. If a load is moved above where you are working or walking, stand clear until it has passed by.

### **Proper Dress**

1. Approved, hard-soled work boots, safety glasses, long pants in good condition and shirts with sleeves must be worn at all times on Calco locations or while operating Calco equipment. Canvas and/or tennis shoes and sandals are expressly forbidden. Shorts and cutoffs are not allowed on Calco locations and job sites.
2. Keep your shirt on. It may save you from sunburn, weld or burn splatter or concrete burns or cuts.
3. No loose fitting or frayed clothing or loose cords on clothing will be allowed on Calco locations or while operating Calco equipment to avoid being caught in machinery or tools while working.
4. Always wear proper ear and eye protection when needed. Wear burning goggles or a hood, gloves, and coveralls when you weld or burn. Wear full-face shields when you handle molten materials or run a grinder. Know where an eye wash station is and how to use it. Wear a respirator or particle mask when necessary.
5. Proper clothing must be worn when using chemicals, solvents, soaps, etc.
6. Hard hats and safety glasses will be worn on construction sites at all times.

## **Welding**

1. Welding area should be free from flammable products and free from any other debris including water.
2. Appropriate protective gear and clothing must be worn while welding. No frayed clothing will be allowed while welding.
3. All equipment should be checked for wear, cut or frayed cables before starting of welder.
4. All gas bottles shall be secured properly and stored in their proper areas.
5. Welding and torch cutting equipment will be used only by trained personnel approved by an area manager.
6. Insure there is proper ventilation while using a welder.
7. Keep all oxyacetylene equipment (torches) free from grease and oil.
8. Before opening gas or oxygen bottles, back off the regulator to prevent any sudden surge of pressure that may explode the regulator.

## **Lifting**

1. While lifting objects by hand always keep back erect and lift with your legs bent. If you have been trained on the forklift, use it to pick up and move heavy loads or get help.
2. If using a forklift, check loads being picked up to ensure that they are free of other items surrounding them and that they are secure. When picking up oversized loads with a forklift, always use someone to help guide you while moving the load.

## **Air Tools**

1. Always check the tool(s) you are using for the general condition and oil the air fitting before connecting the air pressure.
2. When you are using a chipping hammer, always wear a face shield for protection.
3. Use all tools only for the purpose for which they are designed.
4. When finished with any and all tools, put them in their proper storage place.
5. Tag unsafe equipment and tools. Never use a tool or piece of equipment that has been tagged. Cut the plug off unsafe extension cords or power tools.
6. Always check an air hose before using and store it in the designated area when not in use.

### **General Shop Rules**

1. When using overhead doors, always open the doors completely and close them when finished.
2. Before working in a Calco location, be aware of the location of all safety equipment.
3. Always report any potential safety hazard to the area manager and/or safety coordinator immediately.
4. Use of any chemicals, solvents, soaps, etc., will be covered under the company's Hazard Communication Program which is a part of Calco's safety program. Consult your area manager, the safety officer, and/or safety coordinator with any questions.
5. Do not lift booms in the shop areas, until you are aware of obstructions and electrical wires, i.e. light fixtures, heat ducts, and extension cords.
6. Be sure all electrical devices and power tools are properly grounded.

7. Keep all tools and equipment in good, safe condition. Use them only for their designed purposes. Do not force tools beyond their intended capacities.
8. Store combustibles, toxins and corrosives correctly. (More about hazardous materials in the Hazard Communication Program.)
9. Use ladders carefully. Make sure they are in good repair. Face the ladder when you are using it. Do not carry things up or down a ladder. Make sure your footing is good when you are climbing a ladder.
10. Employees are not allowed to bring unauthorized personnel or pets to the Company's yards/shops or job sites or allow unauthorized personnel or pets in company vehicles and/or equipment/machinery at any time.

## **Fire Protection**

1. Each Calco location and concrete pump must have a fire protection plan. This plan shall include the posting of the Fire Department's telephone number, posted location of MSDS sheets for hazardous materials, locations for storage of hazardous materials, and posted and clearly identified locations of fire extinguishers with a minimum of the following:
  - a. One (1) extinguisher per 3,000 square feet on one building level
  - b. One (1) extinguisher per building level
  - c. One (1) extinguisher in each concrete pump
  - d. One (1) extinguisher in each flammable material storage location and welding location
2. All fire extinguishers shall be a ten pound minimum.
3. Make sure fire extinguishers are properly located and charged. Know where they are and how to use them.

4. Fire Retardant Protection Suits are to be kept available to concrete pump operators to be worn when required by the contractor on specific job sites.

## **Housekeeping**

All Calco locations, concrete pumps, and other Company vehicles must be kept clean and free of tripping hazards. Scrap material and debris should be removed and/or disposed of at the earliest feasible time. Policing locations and pumps for trash and scraps is expected of employees.

## **ACCIDENT PREVENTION PROGRAM FOR CONCRETE PUMP OPERATORS**

### **Leaving the Yard**

1. Visually check vehicle for any obvious damage, leaks, or other malfunctions which would affect safe operation. Do a walk around your pump.
2. Test lights, brakes, windshield wipers, turn signals, mirror adjustments, and horn. Also check to ensure that any previously reported malfunctions have been properly repaired. Report any malfunctions to your area manager.
3. Check to be sure all safety equipment such as hard hats, gloves, boots, safety glasses, truck safety equipment and pump safety equipment are secured in truck. You are responsible for fines levied against you or Calco for failure to comply with state, federal, or local requirements.
4. Check all concrete delivery system ordered for the job scheduled. Make sure the system is clean and in good repair. All pipes, hoses, clamps, etc., are properly secured before leaving yard.
5. Have directions to job clearly mapped out before leaving for the job site.
6. Arrive in and leave the yard on time which gives you plenty of time to arrive at your destination safely.

7. Have someone help guide you when backing up your equipment and/or vehicle.

## **Driving**

1. Each driver must have a proper driver's license endorsement for the vehicle he/she is driving.
2. Employees possessing a Commercial Driver's License (CDL) will adhere to the Company's "Commercial Driver's License Requirements Procedure" and acknowledge that periodic monitoring of the motor vehicle report (MVR) will be performed by human resources. Negative activity reported may result in termination.
3. Be sure all permits and registration are current.
4. Check floor board of truck for obstructions i.e. cans, tools, garbage.
5. Operate the vehicle at a safe speed for traffic and road conditions.
6. Observe all traffic rules and practice defensive driving to avoid accident situations.
7. Permit only authorized riders in your vehicle. An authorized person is a Calco employee, no family, friends or contractors.
8. Do not permit an unauthorized person to drive your equipment and/or vehicle. Employees are prohibited from driving non-company owned vehicles (i.e. contractor's pickups) at any time.
9. Keep alert to fuel level and refuel at prescribed locations daily. Do not use any smoking materials while refueling. Shut off the fuel dispenser at the fuel dock when finished fueling.
10. Do not make any unauthorized stops. Any deviation from route, schedule, or designated stops must be cleared by your area manager or central dispatch.
11. Observe telephone procedures and use proper language while on the phone.

12. Do not operate your vehicle in a manner which would cause excessive wear to clutch, gears, brakes, etc. Do not pump air brakes.
13. In the event of a breakdown, call your area manager or central dispatch with information on the nature of malfunction, location, and other pertinent information. Do not attempt to make vehicle repairs unless instructed, trained or authorized. Complete an IAHC Report, form #30202, and submit to your area manager.
14. Allow extra driving time for unfavorable weather conditions.

### **Job Site Procedures**

1. Verify proper location by confirming the address, directions to the job site, and the customer who ordered the pump with central dispatch.
2. Observe all job site safety rules and traffic patterns.
3. Before set up, check with superintendent and discuss the set up for the pour scheduled. Ask if you can wash out on the jobsite.
4. Identify the designated signal person. There should be only one person on the crew whom you will exchange signals with. The operator must hold a meeting with the designated signal person before the pour starts and discuss the signals to be used, the special hazards in the area, the process and schedule of the pour as well as the responsibilities of the signal person. When the operator sees a plain view hazardous condition which his pumping operation could have a negative effect on, STOP! Report to the controlling contractor on site and call your area manager and/or safety coordinator before setting up and proceeding.
5. Do not attempt to operate a vehicle in an area which is unsafe or which could result in the vehicle becoming stuck. Notify central dispatcher for instructions.
6. Do not permit your vehicle to be pushed, pulled, or towed into or out of a job site unless first receiving authorization or instructions from your area manager. If towing is authorized, check to ensure that a proper hookup is made to avoid vehicle damage. Never allow your vehicle to be pushed by any excavating vehicle bucket, blade, etc.

7. Watch vehicle clearance on all sides to avoid hitting buildings, power poles or lines, ditches, excavations, etc. Walk around your vehicle before backing up checking for any obstruction. Always use your review mirrors and a spotter, if necessary.
8. Never jump from your vehicle. Step down carefully checking to ensure solid footing.
9. Ensure a clean working area with stable ground, proper outrigger extension, no overhead obstructions, and especially no power lines. The American Concrete Pumping Association's 17 foot rule requires that you do not set up where your extended boom is closer than 17 feet from power lines. If you encounter power lines on the job site STOP! call your area manager and/or the safety officer before proceeding and setting up the pump.
10. Visibility of the job is absolutely necessary. If your concrete pump is not equipped with a radio remote, use remote cords to get to the best vantage point for operating safely. If visibility remains unclear, STOP! And notify your area manager and/or safety officer for instructions.
11. Do not allow anyone to stand on the hopper grate or the operator platform at any time. Always mount and dismount the concrete pump using the "3 Point Rule" which is one hand and two feet or two hands and one foot area to be in contact with a secure surface at all times. Standing on the truck cab or an outrigger is expressly forbidden at all times. There are no exceptions to this rule.
12. Do not lift more weight with the boom than the manufacturer recommends unless cleared through management.
13. Read the Operator's Manual and the Schwing Safety Manual, which must be on the pump you are assigned.
14. Contact your area manager and/or the safety officer immediately in case of machinery failure or any kind of injury on the job site. Complete and sign an IAHC Report, form 30202, with a signature of the contractor and any witness.
15. Have someone guide you as you back up on the job site.

### **Pumping Through Line**

1. Check all system for cleanliness and wear before you leave the yard.
2. Always use cement slurry to prime line.
3. During priming of line, turn off pump immediately when sudden rises of pressure occur.
4. Always relieve pressure before unclamping system to dislodge blockages.
5. Lifting 4" or larger concrete delivery system containing concrete is strictly forbidden.
6. Clean system as it is dismantled. If done by laborers, check for cleanliness.
7. Blowing out of system with air must be done with extreme caution. Make sure blow-out area is clear of people and property and blow-out pipe is secured. Blowing out through rubber hose is strictly forbidden.

### **Wash Out**

1. Drive slowly through batch plant yards, job sites and Calco locations. Obey batch plant rules and safety equipment requirements.
2. Clarify clean-out area with foreman or contractor when you arrive on the job.
3. Ask to have someone stay until you are washed out and ready to leave.
4. Do not stick your hands in the valve box or the water box at any time.
5. The agitator and the truck must be off before lifting grates for cleaning. There are no exceptions to this rule.
6. Boots must be clean and the floor board free from obstructions before leaving the job site.

## **Arriving in the Yard**

1. Stay with the truck while fueling and be sensitive to spills. Do not smoke while fueling at any Calco fuel locations.
2. Drive slowly and cautiously through Calco locations.
3. Have someone help guide you when backing up in the yard(s).
4. No washing outside of designated areas.
5. Steam cleaners are a privilege. Use as directed by your area manager.
6. Unload system in designated areas only. Keep yard clean and neat.
7. Work your time card daily and turn in completed paperwork at the end of the week.

## **FALL PROTECTION PROCEDURE**

The purpose of this procedure is to provide specific instructions for the use of fall protection, and

Provide affected employees training and awareness of the safety provisions that are required by federal and state regulations. This procedure is designed for Calco Concrete Pumping, Inc. employees whose job assignment exposes them to fall hazards above six feet.

### **Responsibility**

1. The Company shall be responsible for providing fall protection equipment.
2. Area managers and/or the safety officer shall be responsible for ensuring employee compliance with this procedure.

3. Employees shall:

- a. Follow this Fall Protection Procedure
- b. Wear the Personal Protective Equipment (PPE) provided or assigned to them
- c. Ensure their fall protection equipment is in safe operating condition

4. The Safety Coordinator shall

- a. Develop and maintain this Fall Protection Procedure
- b. Provide training to all affected employees

**Procedure**

1. A site specific fall protection work plan will be coordinated by an area manager and the contractor. The area manager and/or the safety officer and the employee(s) shall hold a safety meeting(s) prior to performing work where the operator is required to be on the structure at a height of six feet or more. A fall protection work plan shall be discussed for each project when needed and documented on the Safety Meeting Roster form #60301. Whenever possible, such as quarterly safety meetings or tailgate safety meetings, the area manager shall review and approve fall restraint and anchor points with employee.
2. Employees working or moving about in an elevated area where a fall exposure exists shall make use of fall protection equipment by securing their safety harness via a safety lanyard whenever feasible to an available substantial anchoring point.
3. Anchor points shall be selected based on force and load requirements (see specific requirements limits listed in Definitions below). These requirements will be provided to the area manager and/or the safety officer and/or employee by the project/contractor's safety officer. The use of anchor points shall be discussed during the safety meeting.

The selection of the anchorage point shall reduce free fall to the shortest distance possible. Guardrails and railings shall be used only as anchor points if they have been so designated.

4. Each employee on a walking or working surface four feet or more above ground level shall be protected from falling by a guardrail system (a safety net system or a personal fall arrest/restraint system may also be used), whenever feasible.
5. Employees performing maintenance and periodic boom inspections shall use personal fall arrest systems on elevated skeletal steel structures where a fall hazard of six feet or more exist.
6. When performing an access and/or egress always make use of a ladder.
7. A body harness and restraint system shall be used when climbing ladders greater than 25 feet in height, unless the ladder is enclosed with protective case. Ladders shall be secured at the base or top to prevent slipping.
8. A full body harness, lanyard, lifelines, and rope grabs shall be used as fall protection equipment when necessary for fall arrest purposes and fall restraint. Personal fall devices shall meet ANSI requirements. Under **no** circumstances shall a body belt be used as a personal fall arrest device.
9. Fall protection equipment shall be inspected prior to use. These inspections shall include visually observing the load stitches are intact and belts and lanyards are not deteriorated or frayed. Any equipment found defective shall be removed from service and reported to the safety officer and/or safety coordinator.

## Definitions

1. Anchorage - A secure point of attachment for lifelines, lanyards, or deceleration devices. The anchorage point strength for fall arrest shall be capable of

supporting 5,000 pounds. The anchorage point strength for fall restraint shall be capable of supporting four times the intended load.

2. Body Harness – Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching them to other components of a personal fall arrest system.
3. Connector – A device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabineer, or it may be an integral component or part of the system (such as a buckle or D-Ring sewn into a body harness or a snap hook spliced or sewn to a lanyard or self-retraction lanyard).
4. Free Fall – The act of falling before a personal fall arrest system begins to apply force to arrest the fall.
5. Guardrail System – A barrier erected to prevent employees from falling to lower levels.
6. Infeasible – Impossible to perform the work using a conventional fall protection system (i.e. guardrail system, safety net system, or personal fall arrest system) or technologically impossible to use any one of these systems to provide fall protection.
7. Lanyard – A flexible line of rope, wire rope, or strap which generally has a connector at Each end or connecting the body belt or harness to a deceleration device, lifeline, or suitable combination of these.
8. Personal Fall Arrest System – A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, and a body harness and may include a lanyard(s), deceleration device, lifeline, or suitable combination of these.

9. Personal Fall Restraint System – A system used to prevent an employee from falling. It consists of anchorages, connectors, and body belt/harness. It may include lanyards, lifelines, and rope-grabs designed for this purpose.
10. Self-Retracting Lifeline/Lanyard – A deceleration device containing a drum-wound line that can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.
11. Work Area – The portion of a walking or working surface where job duties are being performed.
12. Walking or Working Surface – Any surface, whether horizontal or vertical, on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

#### **INCIDENT, ACCIDENT, HAZARDOUS CONDITION PROCEDURE**

1. Refer to the IAHC Reporting and Investigation Procedures, forms #30201 and #30203 appropriately, and The Company's Claims Management Procedure, form #30101, for additional guidelines in the event of an incident, accident, or hazardous condition..
2. Call your area manager, the safety officer, and/or safety coordinator immediately.
3. Do not admit any fault or guilt of your own or the Company's. Before calling a law enforcement officer, contact your area manager, the safety officer, and/or safety coordinator or central dispatch.
4. If an employee needs medical attention, they will be driven to one of the Company's designated medical providers. The Designated Medical Provider list, form #30402, must be in Calco equipment and/or vehicle(s) and on Calco locations at all times. Whoever takes the injured employee to a medical facility will stay with that person and help

complete medical forms. If you are out of area to the Company's designated medical provider's facilities, go to the nearest medical and/or emergency facility.

5. When an accident of any type occurs, an IAHC Report, form #30202, must be filled out in detail by the operator and signed by the contractor. Witness's names and phone numbers should be included.
6. The workers' compensation First Report of Injury form must be completed and mailed to the Company's workers' compensation insurance carrier immediately by the safety coordinator.
7. Accidents must be investigated by an area manager, the safety officer, and/or safety coordinator, and the IAHC Investigation Report, form #30204, must be completed in full. Accident details requiring special attention during an investigation are as follows:
  - a. Name of any injured person(s) and the extent of the injuries
  - b. Verification of how the accident happened
  - c. Identify the witnesses, if any
  - d. The date the injury was reported
  - e. The date the injury happened
  - f. Recommended corrective steps to be taken and when they were completed.
8. If Calco has any reason to believe the injury is not valid or the employee is observed in activities that are not compatible with the type of injury sustained, additional comments should be made on the IAHC Investigation Report.
9. A fatality, serious injury, or the hospitalization of three or more employees must be reported within eight hours to the nearest OSHA area office by the safety coordinator.

## **SAFETY TRAINING AND ENFORCEMENT**

## **Safety Orientation**

1. Area managers or the safety officer will give a safety orientation to new employees before they start work for Calco completing the New Employee Field Orientation Checklist, form 40201. This will be done the first day the new employee starts working at Calco locations and/or on concrete pumps. The checklist will be completed and signed by the new employee and the area manager and/or safety officer giving the orientation. Follow through by the area manager and/or safety officer and the new employee will take place in a timely fashion including review of the American Concrete Pumping Association and Schwing Safety Manuel's as well as Calco's safety policy, procedures, and guidelines. The completed and documented checklist will become a permanent part of the employee's personnel file.
2. The new employee will review and complete the New Employee Administration Orientation Checklist, form #40101, with the safety coordinator. The safety coordinator will conduct 10, 20, and 30 days follow through with the new employee, completing the New Employee Administration Orientation Checklist, form #40101, assuring the new employee understands posted and written safety requirements. The completed admin checklist must be documented and executed, by signatures and dates, and become a part of the employee's permanent personnel file.
3. Records of these and additional ongoing safety training will be maintained on the Safety Training Completion Record, form #60101, by the safety coordinator.

## **Safety Discipline**

1. Calco will take disciplinary action against any employee who engages in unsafe acts. Such acts include, but are not limited to:
  - a. Engaging in acts of violence or threats of violence toward fellow employees, fighting or horseplay
  - b. Using any medication, whether or not prescribed by a doctor, which might in any way affect your ability to do your job or operate your concrete pump and/or other equipment, unless the medication was reported to and approved by your area manager and/or safety coordinator before working the first day of usage

- c. Using alcoholic beverages, being intoxicated, or using illegal drugs, or being under the influence of such drugs, on Calco locations, job sites, or in concrete pumps and/or other vehicles
  - d. Carrying any weapon (gun, knife, etc.) on Calco locations, job sites, or in a concrete pump or other company vehicles
  - e. Willful disregard for safety
  - f. Refusing to change manner of dress, wearing dangling jewelry, shorts, sandals, etc., when changing is required for reasons of safety
  - g. Refusing to wear appropriate safety equipment, such as respirators, safety glasses, gloves, ear plugs, etc.
2. Safety violations will be documented, whether verbal or written, and disciplinary action will be taken for any infractions up to and including termination. All facts will be carefully reviewed and the employee will be given a full opportunity to explain his/her conduct before any final action is taken. Employees will be given a verbal warning or a written warning and receive instructive counseling and training at the end of which the employee will better understand the nature of the violation and the safety rule. The affected employee will be asked to sign a Safety Rule Violation, form #20601, which will become a permanent part of the employee's personnel file. Employment may be terminated at the discretion of management. Please reference "The Company Safety Rules and The Employee", form #20301, a part of the Company's Cost Containment Program, for further review.

## **DRUG AND ALCOHOL POLICY**

1. Calco strictly prohibits the use, possession or distribution on all Calco locations, job sites, and in equipment and/or vehicle(s) of any of the following:
  - a. Alcoholic beverages
  - b. Intoxicants and narcotics
  - c. Illegal or unauthorized drugs (including marijuana)

- d. "Look-alike" (simulated) drugs
  - e. Related drug paraphernalia and contraband.
2. Calco employees must not report for duty under the influence of any drug, alcoholic beverage, intoxicant or narcotic or other substance (including legally prescribed drugs and medicines) which will in any way adversely affect their working ability, alertness, coordination, response or the safety of others on the job.
  3. Entry into or presence on Calco locations, job sites, or operating equipment and/or vehicle(s) by any person is conditioned upon the Company's right to search the person, personal effects, vehicles, baggage and any employee or other entrant for any substances named in the paragraph above. By entering into or being present on Calco locations, job sites, or operating equipment and/or vehicle(s) any person is deemed to have consented to such searches which may include periodic and unannounced searches. These searches may include, but are not limited to taking of blood, urine or saliva samples for testing by trained medical specialists to determine the presence of substances named in the paragraph above.
  4. The Company also reserves the right at all times to have authorized personnel conduct periodic examinations of its employees for the purpose of determining if any such person(s) present on Calco locations, job sites, or operating equipment and/or vehicle(s) are using unauthorized legal drugs or illegal drugs and/or alcohol.
  5. The taking of blood, urine or saliva samples for analysis may also be required from any person on Calco locations who is suspected of being under the influence of drugs and/or alcohol who is involved in an accident or who is injured in the course of employment.
  6. Any person who refuses to submit to a search, screening or testing as described in this policy, or who is found using, possessing or distributing any of the substances named in the paragraph above, or who is found under the influence of any such substances is subject to disciplinary action up to and including termination, or removal and future prohibition from the premises if not our employ.
  7. Legally prescribed drugs may be permitted on Calco locations, job sites, or while operating equipment and/or vehicle(s) provided the drugs are contained in the original prescription container and are prescribed by an authorized medical practitioner for the current use of the person in possession. Usage of legally prescribed drugs must be

approved by the area manager and/or safety coordinator before the employee will be allowed to perform his/her job duties.

8. The Company has the right, at its discretion, to report the use, possession, or distribution of any substance named in the first paragraph to law enforcement officials and to turn over to the custody of law enforcement officials any such substances on property under the control of Calco Concrete Pumping, Inc.
9. Refer to the Drug and Alcohol Policy for further guidelines incorporated herein as an Appendix I.

## **COST CONTAINMENT**

Cost Containment is an initiative of the Company and all of its employees to strive toward the prevention of injuries, accidents and incidents by providing a safe work environment through training and education creating an awareness of employees. Knowledge and practice of the procedures and polices pertaining to cost containment insure its effectiveness, which will be achieved by safety training specified in the Cost Containment Program. The Company, its management team, and the employee's adherence are imperative for the success of this program. Refer to the Company's Cost Containment Program manual which is incorporated herein as Appendix 2.

## **DISCLAIMER**

These rules are not all inclusive and do not replace other safety and precautionary measures that cover usual or unusual conditions. If these rules, in any way, conflict with any state, local or federal statute or regulation, said statute or regulation shall supersede these rules and it shall be the responsibility of each employee to comply herewith.

## **THE BOTTOM LINE**

The most effective safety device is you. **THINK** about the potential hazards in each situation, and keep yourself safe. Don't depend on anyone else for your own safety - take care of yourself. Take Calco's safety program stated in this policy seriously and attend all safety training meetings and retain all safety training material provided.

### **COMPANY SAFETY RULES AND THE EMPLOYEE**

It is Calco's intention to heighten the employee(s) awareness of the overall importance of safety in every aspect of our work environment, responsibilities, tasks and duties. The Company considers **safety an ongoing, never ending process** applicable to all Calco employees; applicable to all contractors, vendors, and suppliers with whom we conduct business; applicable at all Calco locations where we conduct business; and applicable to the general public. In that regard, the Company provides each employee, at the time of hire, a bound **Safety Program** book to be read, reviewed, understood, documented, and complied with at all times by the employee. The Safety Program will be kept in all Calco equipment and vehicles and at all Calco locations. Employees will keep the Safety Program current at all times with the literature and training that will be consistently provided as necessary, and it must be made available to management or a safety committee member by the employee upon request.

Documentation will be kept by the safety coordinator of all safety material made available to Company employees. Employees must acknowledge by their signature and/or initials the receipt, review and their understanding of the Company's safety guidelines. The date of the employee's receipt of safety material must accompany the employee's signature.

Calco strongly enforces safety rules, and employees who violate them will be subject to disciplinary action. Depending on the severity of the violation, an employee who violates a safety rule will receive instructive counseling and training at the end of which the employee will better understand the nature of the violation and the safety rule. However, nothing in this policy or this safety program will preclude management from terminating an employee for a

safety violation. Discipline of safety violations is not a progressive discipline system. Numerous violations of the same infraction by an employee will result in termination, and any safety violation may result in termination without prior instruction or warning. The Company's management reserves the right to impose whatever disciplinary action it deems appropriate. Employees may be:

1. Verbally warned and counseled, documentation in personnel file
2. Written warned and counseled, documentation in personnel file
3. Terminated

**SAFETY RULE VIOLATION**

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Describe Violation:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Result of Violation:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Disciplinary Action:** \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, have been presented, read and understand the safety rules and requirements of Calco Concrete Pumping, Inc. I agree to act in accordance with these safety guidelines and requirements at all times while operating Company equipment and/or vehicle(s) and at all Calco locations, and I understand that the violation of any rule is cause for stern disciplinary action which may include termination of employment.

**Workers' Compensation benefits**, by law, can be reduced by 50 percent (50%) if a work related injury or illness is the result of a safety guideline violation and may result in suspension without pay and/or termination.

I understand this violation will become a permanent part of my employee file. A duplicate copy has been given me for my records. \_\_\_\_\_ (employee initial receipt).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Area Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **CLAIMS MANAGEMENT PROCEDURE**

**Report all injuries immediately, no later than 24 hours!**

Report injuries to your area manager and/or safety coordinator. They are as follows:

**Eric Isenhardt,** Western Slope Operations Manager

**Jim Sischo** Front Range Operations Manager

**Brad Dickens,** Northwest Colorado Operations Manager

**Steve Robertson,** Western Colorado Operations Manager

**Jim Wall** Wyoming Operations Manager

**Mary Parker,** Safety Coordinator, Human Resources Officer

## **Guidelines to Assist in the Event of a Work Related Injury or Illness**

1. Call your area manager and/or safety coordinator immediately and report the injury.
2. If an employee needs medical attention, they will be driven, if needed, to a company designated provider. The list of Designated Medical Providers, form 30402, is hereby incorporated as part of this Claims Management Procedure. If the designated provider's facilities are not near you or the injured employee, go to the nearest medical and/or emergency facility. When necessary, an employee will take an injured employee to the medical facility. The assisting employee will stay with the injured employee and aid in the completion of the injured employee's medical forms.
3. Should an ambulance be required, the assisting employee is required to go to the medical and/or emergency facility with the injured employee. Follow instructions from your area manager and/or safety coordinator.
4. If the injury is not an emergency, an appointment will be made with a designated provider as soon as possible, if needed.
5. The area manager will notify the general manager and the safety coordinator of a reported injury.
6. The safety coordinator will consult with the injured employee to gather his/her accident information necessary to prepare and submit the First Report of Injury, hereby incorporated as part of this Claims Management Procedure, to the Company's workers' compensation insurance carrier.
7. The safety coordinator will complete the First Report of Injury and report the injury by calling the Pinnacol Assurance service team between 7:30 a.m. and 5:30p.m., Monday through Friday. The Pinnacol Assurance service team member will assign a claim number.
8. The area manager and/or safety coordinator will conduct an incident, accident, hazardous condition investigation following all work related injuries. The investigator will use Incident/Accident/Hazardous Condition Investigation Report, form 30204, hereafter referred to as the IAHC Investigation Report, following the Incident/Accident/Hazardous Condition Investigation Report Procedure, form 30203, hereafter referred to as IAHC Investigation Report Procedure.

9. The Physician's Report of Worker's Compensation Injury, supplied by the attending physician(s) and all documentation pertaining to any ongoing treatment must be provided by the injured employee to the safety coordinator in a timely fashion.
10. Should a loss time case occur, the safety coordinator will contact the injured employee at least once a week to answer questions, monitor the injured employee's condition, keep the injured employee informed of information relevant to the claim(s), and discuss return to work options.
11. The safety coordinator will contact the medical provider treating the injured employee after each appointment as to the employees work status, medical progress, and to ensure that appointments are being kept.

#### **Modified Duty**

1. The medical restrictions will be evaluated by the employee's area manager and/or safety coordinator, who will determine when the employee can return to his/her job duties.
2. If the employee is unable to return to normal job duties, the area manager and/or safety coordinator will determine if the employee's position can be temporarily modified to accommodate the restrictions.
3. If the job cannot be modified, the area manager and/or safety coordinator will evaluate other tasks or positions the employee may be able to perform or fill until the medical restrictions have been lifted.
4. Should the employee be unable to return safely to a modified position, the medical restrictions will be re-evaluated by the area manager and/or safety coordinator after each doctor's visit so that the injured employee is returned to work as soon as possible.

Please contact the safety coordinator with questions concerning this Claims Management Procedure at (970) 524-7922.

## INCIDENT/ACCIDENT/HAZARDOUS CONDITION REPORT PROCEDURE

**Incidents** include circumstances having to do with Calco locations or job sites where Calco does business, circumstances in connection with equipment and/or a vehicle(s), circumstances involving contractors with whom Calco does business, circumstances pertaining Calco management and/or employees, and the general public that have and/or may create a situation that must be resolved, controlled, amended, or stopped.

**Accidents** are where circumstances have caused injury to a Calco employee and/or another person, damage to Calco equipment and/or a vehicle(s), or damage at any Calco location including job sites.

**Hazardous Conditions** are circumstances that may potentially place a Calco employee and/or another person in a dangerous situation that may result in an injury. A hazardous condition may also cause damage to equipment and/or a vehicle(s), tools, shops, yards, and job sites.

Calco employees are responsible for notifying their area manager and/or safety coordinator of all incidents, accidents, near misses, and hazardous conditions immediately as they occur using the Incident/Accident/Hazardous Condition Report, form 30202, hereafter referred to as IAHC Report, form 30202. Falsification of this report will not be tolerated and disciplinary measures will be taken which may result in termination.

It is imperative, that any and all incidents, accidents, near misses and hazardous conditions be accurately recorded and documented by all parties involved, witnesses, and an area manager and/or safety coordinator. Employees are further advised that the IAHC Report is not to lay blame on anyone, but to provide the facts as verification, document the circumstances, and correct any conditions that have or may result in an injury or property damage.

Thoroughly complete and execute by signature the IAHC Report, form 30202. Obtain driver's license information (state and license number) and insurance information and telephone numbers from parties involved and record them in the spaces provided on the form. To the best of your ability, describe the incident, accident, near miss, or hazardous condition using the back of the form for a sketch if necessary. If you are on a job site, ask the contractor for instructions or comments he/she would like to express on the IAHC Report, form 30202. Record witness's names, addresses, and phone numbers.

When applicable, signatures and dates are required by the employee completing the IAHC Report, form 30202, a witness, the party(s) involved, and the contractor.

The area manager will add his/her comments, include photos if necessary, in the bottom portion of the form apprising the incident, accident, near miss, or hazardous condition. The area manager will sign and date the IAHC Report, form 30202, and submit to the safety coordinator. The safety coordinator will execute and date the form and organize the follow through investigation by a qualified person trained in the circumstances or injury and/or an area manager, as well as report to management of the occurrence and the follow through procedure.

**INCIDENT/ACCIDENT/HAZARDOUS**  
**CONDITION REPORT**

<input type="checkbox"/> Incident/Accident <input type="checkbox"/> Near Miss <input type="checkbox"/> Injury <input type="checkbox"/> Hazardous Condition <input type="checkbox"/> Safety Violation <input type="checkbox"/> Property Damage
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Incident/Accident Date/Time: \_\_\_\_\_ Name/Unit #: \_\_\_\_\_ Job Ticket: \_\_\_\_\_

Name(s) of Party(s) Involved:

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Party(s) Involved Driver License/ID:

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Insurance Name:

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Insurance Address:

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Insurance Policy/Phone #:

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Incident/Accident Address:

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Describe Incident/Accident (use back of form for sketch):

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Instructions from Contractor:

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Witness Name/Address/Phone:

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Employee Signature Date

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Witness Signature Date

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Party Involved Signature Date

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Contractor Signature Date

Manager Comments (include photos if necessary): \_\_\_\_\_

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Manager Signature

Date

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Safety Coordinator Signature

Date

**INCIDENT/ACCIDENT/HAZARDOUS CONDITION INVESTIGATION**

**REPORTING PROCEDURE**

Investigations will be conducted to determine both the cause of the incident, accident, and/or hazardous condition, and the measures necessary to prevent a similar situation, recording the facts, interviews, and investigative determinations on the Incident/Accident/Hazardous Condition Investigation Report, form 30204, hereafter referred to IAHC Investigation Report. A hazardous condition that could have resulted in a serious injury must be investigated, analyzed by management, and acted upon immediately. The incident, accident, hazardous condition investigation will assist the Company in correcting the hazardous condition, in determining the facts, may be useful in legal proceedings and will serve to communicate the hazard to employees.

A thorough investigation should yield, at least, the following information:

1. Part of vehicle damaged or part of body injured and the type of injury sustained (i.e., fracture, burn).
2. The type of incident, accident, or hazardous condition (i.e., unsafe set-up for concrete pump, jumping off pump or skipping a step resulting in twisted ankle, vehicle collided with another vehicle)

3. Condition or act that caused or permitted the incident, accident, or hazardous condition to happen (i.e., poor design, defect, adjusting machinery while in operation, driver hit another vehicle).
4. Person(s), equipment and/or vehicle(s), or other structure directly involved in the incident, accident, or hazardous condition (i.e., concrete pump, backhoe, or chemical).
5. Factors contributing to the incident, accident, or hazardous condition (i.e., lack of training, caused by subcontractor and/or subcontractor's employees, or carelessness).

Persons appointed to investigate the incident, accident, hazardous condition should be experienced and able to carry out the investigation in an impartial manner. The area manager is usually the most qualified investigator, due to his/her familiarity with the requirements of Calco locations, knowledge of the employees involved, and the correct applications required for the work situation. The safety coordinator may also carry out the investigation.

The investigation of an incident, accident, or hazardous condition must be performed using the IAHC Investigation Report, form 30204, and must be accompanied by the Incident/Accident/Hazardous Condition Report, form 30202. Submit both forms to the safety coordinator within 24 hours.

The investigator must:

1. Your first and number one priority is attending to an injured employee(s), should that be the case. Assist the injured employee(s), seeing that proper medical attention is given. In case of a life threatening or loss of limb accident, take the injured employee to an emergency medical facility at once. Another employee is required to accompany the injured employee to the emergency medical facility and assist in completion of the medical forms. If another employee is not available to go to the emergency medical facility, the investigator will accompany the injured employee. The investigator will call the area manager and/or safety coordinator for further instructions. The area manager and/or safety coordinator will arrange for another investigator to go to the site immediately and proceed with the investigation.
2. Begin investigating the incident, accident, or hazardous condition in a timely fashion, as soon as the occurrence takes place, before the scene can be changed and important evidence removed or destroyed. Complete and execute the IAHC Investigation Report, form 30204. Look and listen for clues.

3. Secure the area, equipment and personnel from injury and further damage.
4. Discuss the incident, accident, or hazardous condition with the person(s) involved.
5. Talk with witnesses and those familiar with conditions immediately before or after the incident, accident, or hazardous condition, preferably away from the distractions of the work area. Encourage witnesses to give their ideas.
6. Take pictures and physical measurements of the incident, accident, or hazardous condition site and the equipment involved.
7. Search for small details and gather facts which might yield clues to the cause of the accident.
8. Reconstruct the events leading up to the incident, accident, or hazardous condition from clues and eyewitness accounts.
9. Determine the most probable cause of the incident, accident, or hazardous condition.
10. Complete the IAHC Investigation Report, form 30204, in as much detail as possible. Accurate reporting of the incident, accident, or hazardous condition is imperative.
11. Correct any unsafe or hazardous conditions and/or procedures you encounter during the investigation and/or advise proper authorities of corrections that need to be made. List your recommendations on the IAHC Investigation Report, form 30204. List the actions you take to correct the conditions in the Action Taken section.

If an accident results in a fatality, the following steps should be taken using the investigators discretion:

1. Cover the body, but do not move it.
2. Take accurate measurements to define the physical interrelationship between the body and any equipment and materials involved.
3. Photograph the body, any body parts, machinery, equipment and surroundings from all angles. These are important for litigation purposes.

- 4. Collect and identify any and all pertinent material. Mark it in relation to the accident scene for use during reconstruction.

**INCIDENT/ACCIDENT/HAZARDOUS CONDITION**  
**INVESTIGATION REPORT**

- Incident/Accident
- Near Miss
- Injury
- Hazardous Condition
- Safety Violation
- Property Damage

Date & Time of Accident: \_\_\_\_\_

Incident/Accident Address:  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses Name, Phone, Address:  
\_\_\_\_\_  
\_\_\_\_\_

Party's Driver License/ID:  
\_\_\_\_\_

Insurance Name & Address:  
\_\_\_\_\_

Policy #/Phone:  
\_\_\_\_\_

Describe the incident/accident (photo and/or sketch may be necessary, *use back of form for sketch*)

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Describe conditions and/or actions that led to the incident/accident

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**INVESTIGATOR'S RECOMMENDATIONS** – Describe the corrective procedures

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Signature

Date

**ACTION TAKEN**

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*form 30204*

**RETURN TO WORK/MODIFIED DUTY**  
**CORRESPONDENCE WITH ATTENDING PHYSICIAN FORM**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Physician: \_\_\_\_\_

**TIME SENSITIVE:**

Medical Facility: \_\_\_\_\_

**URGENT RESPONSE REQUIRED**

Physician Address: \_\_\_\_\_

**FAX to:** \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Attn:** \_\_\_\_\_

Phone: \_\_\_\_\_

**Phone:** \_\_\_\_\_

Claim # \_\_\_\_\_

Dear Dr. \_\_\_\_\_:

Calco Concrete Pumping, Inc.'s employee, \_\_\_\_\_, is currently unable to perform the work required of his/her job duties. However, we do have a temporary position(s) I have outlined below for your review and consideration.

**Job Tasks**

- 1. Allowable Work Shift \_\_\_\_\_ days (physician complete)

2. Job duties entail maintaining and servicing vehicles and/or concrete pump trucks. May alternate sitting and standing. Fifteen to 20 pounds lifting may be required.
3. Purchasing of parts, by calling vendors and suppliers. Driving from Calco locations to parts houses. No sitting for extended periods. Fifteen to 20 pounds lifting may be required.
4. Office work including maintenance of files, calculating job tickets, computer skills. Stuff invoices in envelopes, seal, and apply postage. Position involves sitting and possible bending.

Employer's Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

**Attending Physician: Patient is able to perform the tasks checked above. Indicate the number of days per week and the number of hours per day employee is allowed to work. Specific instructions may be listed below regarding the position(s). Please use the space provided below for additional comments or recommendations.**

**COMMENTS:**

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Physician's Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

*form #30301*

**RETURN TO WORK/MODIFIED DUTY EMPLOYEE NOTIFICATION**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Address: \_\_\_\_\_ Claim #: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Attending Physician: \_\_\_\_\_

Your attending physician, Dr. \_\_\_\_\_, has released you to modified work. We have \_\_\_\_\_ or have not \_\_\_\_\_ identified a temporary position for you, which your physician states you are able to perform. If the Company has a modified duty position available, please refer to the return to work and/or modified duty section of this letter below stating the position and job task requirements. Your return to work and/or modified duty has been approved and executed by Dr. \_\_\_\_\_ on \_\_\_\_\_.

**RETURN TO WORK/MODIFIED DUTY**

Modified Duty Position: \_\_\_\_\_ Start Date: \_\_\_\_\_

Hours Per Day: \_\_\_\_\_ Days Per Week: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Start Time: \_\_\_\_\_

Calco Location: \_\_\_\_\_ Area Manager: \_\_\_\_\_

Upon receipt of this letter, please contact your area manager and/or safety coordinator for further instructions or any clarification you may need.

We look forward to your return to Calco and wish you a continued recovery.

Sincerely,

Area Manager/Safety Coordinator

**RETURN TO WORK/MODIFIED DUTY CERTIFICATE OF SERVICE**

I, \_\_\_\_\_ hereby certify that I delivered the attached Return To Work/Modified

Duty offer to \_\_\_\_\_ on \_\_\_\_\_.

Signed: \_\_\_\_\_

Area Manager/Safety Coordinator

\_\_\_\_\_ Date

### **DESIGNATED MEDICAL PROVIDER PROCEDURE**

A list of Designated Medical Provider(s), form 30402, have been selected to provide medical attention to Calco employees should a work related injury occur. These physicians and medical facilities have been approved by the Company's workers' compensation insurance carrier and are the providers employees are to seek when medical attention is necessary. It is the Company's intention to offer a list of providers that insure prompt access to the closest medical treatment facility to all Calco locations where employees may be working and a possible injury may be sustained.

The list has been selected and written so that employees can quickly locate the physical address and telephone number(s) of a clinic and/or emergency facility nearest the location of the injured employee. Employees are instructed to contact an area manager and/or safety coordinator for assistance and instructions in case of an injury. If the injury is life threatening, the employee is to go directly to the nearest medical facility, regardless if the medical facility is or is not named on the list of Designated Medical Provider(s), form 30402.

The list of Designated Medical Provider(s), form 30402, shall be conspicuously posted at all Calco locations, and employees will be made aware of its location. Employees will be given a copy of the list of providers in their Safety Program book. The list will be reviewed, explained, and understood during the new employee orientation. The human resource officer, area manager and/or safety coordinator conducting the new employee orientation shall document this process on the New Employee Administration Orientation Checklist, form 40101, and the form will become a permanent part of the employees personnel file. Employees are required

to read and execute by their signature that they have been provided the list of Designated Medical Provider(s), form 30402, and that they understand its purpose and correct usage.

For further information concerning the procedures to be followed should an injury occur, employees are encouraged to read and become familiar with the Company's Claims Management Procedure, form 30101. The area manager and/or safety coordinator are available to assist employees in interpretation and understanding any of these procedures.

*form 30401*

**DESIGNATED MEDICAL PROVIDER**

As part of Calco Concrete Pumping, Inc.'s cost containment program the following designated medical providers have been selected for each of the Company's work areas. Should a Calco employee require medical assistance as a result of a work related accident, please go immediately to one of the medical facilities and/or practitioners listed below. In addition, employees are directed to go to the nearest hospital emergency room at once if emergency medical attention is necessary.

<b><u>AREA</u></b>	<b><u>MEDICAL PROVIDER</u></b>	<b><u>LOCATION</u></b>	<b><u>PHONE #</u></b>
<b>Vail Valley</b>	Doctors On Call	142 Beaver Ck Pl # 112, Avon	970-949-5434
	Vail Valley Med Ctr (hospital)	181 West Meadow Dr., Vail	970-476-2451
<b>Eagle Valley</b>	Colorado Mountain Medical- Eagle	232 Broadway, Eagle	970-328-1650
	Vail Valley Medical Center (hospital)	181 W Meadow Dr., Vail	970-476-2451
<b>Rifle Valley</b>	Grand River Primary Care	501 East 5th St., Rifle	970-625-1100
	Grand River Medical Clinic	525 Aspen Ave, Rifle	970-625-1510
<b>Glenwood Spgs</b>	Valley View Hospital	1906 Blake Ave, Glenwood	970-945-6535
	Glenwood Medical Associates	1905 Blake Ave, Glenwood	970-945-8503
<b>Aspen</b>	Aspen Valley Hospital	0401 Castle Ck. Rd., Aspen	970-925-1120
	Aspen Medical Care	611 West Main St., Aspen	970-920-0104
<b>Basalt</b>	Alpine Medical Group-Basalt	1450 E. Valley Rd, Basalt	970-927-6101

**Breckenridge**

Breckenridge Medical Center      555 S Park Ave, Breckenridge      970-453-1010

**Frisco**

Frisco Medical Center      0018 School Rd., Frisco      970-668-3003

**Craig**

Mountain Medical Specialists      595 Russell St., Craig      970-826-0911  
Memorial Hospital      785 Russell St., Craig      970-824-9411

**Steamboat Springs**

Yampa Valley Medical Center      1024 Central Park, Steamboat      970-879-1322

**New Castle**

New Castle Family Health      820 Castle Valley Blvd.,      970-984-0651

**Gr Junction**

Primary Care Partners      3150 North 12<sup>th</sup> St, Gr Jct.      970-245-1220

*form #30402*

**DESIGNATED MEDICAL PROVIDER EMPLOYEE NOTIFICATION LETTER**

Dear:

Date:

Enclosed, please find your copy of the Company's Designated Medical Provider, form #30402, and the Designated Medical Provider Procedure, form #30401. The Designated Medical Provider is a list of medical facilities you, a Calco employee, are to use should you suffer a work related injury and/or illness resulting in medical attention. The Claims Management Procedure, form 30101, located in your Safety Program book, provides you complete guidelines to follow if an injury or illness should occur. It is important you read and understand them.

In the event of a life or limb threatening emergency, the injured employee will be taken to the nearest emergency medical facility. The injured employee will consult with the safety coordinator when further medical care is required. The safety coordinator will assist you in getting approval from your attending physician and/or the treatment or medical facility from the Company's workers' compensation insurance carrier.

If the injury is not life threatening or is considered a non-emergency, contact your area manager and/or safety coordinator for instructions.

Should you sustain a work related, non-emergency injury and seek medical attention from a medical provider and/or facility not included on the Designated Medical Provider list, you will be responsible for payment of the unapproved treatment.

You are required to sign below, acknowledging you have received and understand this company policy. Again, read and review the Claims Management Procedure, form 30101, for detailed guidelines, and contact your area manager and/or safety coordinator for assistance or interpretation of this Company policy.

I, \_\_\_\_\_, have read and am fully aware of Calco Concrete Pumping Inc.'s policy regarding medical treatment for work-related injuries and illnesses.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sincerely,

Area Manager/Safety Coordinator

### **Drug and Alcohol Abuse Policy**

Calco Concrete Pumping, Inc. has a vital interest in maintaining a safe, healthy, and efficient work environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of an illegal drug, and the use, possession, or being under the influence of alcohol in the workplace also pose unacceptable risks for safe, healthy, and efficient operations.

Calco has the right and obligation to maintain a safe, healthy, comfortable, and efficient workplace for employees, and to protect the Company's property, information, equipment, operations and reputation. The Company recognizes its obligation to its employees and customers for the provision of services that are free of the influence of illegal drugs and alcohol, and will endeavor to provide drug and alcohol free services. The Company further expresses its intent to comply with federal and state rules, regulations, and laws that relate to the maintenance of a workplace free of illegal drugs and alcohol.

The Drug and Alcohol Abuse Policy, form 50101, applies to all departments, all employees (the term employee includes contracted employees) and all job applicants. Employees are required to abide by the terms of this policy as a condition of employment, and to notify Calco's management of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Company reserves the right to terminate any employee who fails to comply with the rules provided in its Drug and Alcohol Abuse Policy, form 50101.

This policy outlines the goals and objectives of Calco's drug and alcohol testing program and provides guidance to management and employees concerning their responsibilities for carrying out the program.

## Definitions

**Alcohol** means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.

**Company locations** means all property of Calco Concrete Pumping Inc. including, but not limited to, the equipment and/or vehicle(s), shops, yards, offices, facilities and surrounding areas on Calco owned or leased property, parking lots and storage areas, and job sites where Calco conducts business.

**Contraband** includes illegal drugs and alcoholic beverages, drug paraphernalia, lethal weapons, firearms, explosives, incendiaries, stolen property, and, but not limited to, counterfeit money. The employee's possession of such contraband while on Company locations or while conducting Company business will be a violation of the Drug and Alcohol Abuse Policy, form 50101.

**Drug testing** means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimen(s) of the human body for the purpose of detecting a drug and/or alcohol.

**Illegal drug** means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained, any prescribed drug not legally obtained, any prescribed drug not being used for the prescribed purpose, any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer, and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look alike drugs.

**Legal drug** means any prescribed drug or over-the-counter drug, legally obtained, and used only in accordance with the directions provided by the prescribing physician or manufacturer.

**Reasonable belief** means a belief based on objective facts sufficient to lead a prudent person to conclude that an employee is unable to satisfactorily perform his/her job duties due to drug or alcohol impairment. Such inability to perform may include, but not be limited to, decreases in the quality or quantity of the employee's productivity, judgment, reasoning, concentration, psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of "reasonable belief" situations.

**Under the influence** means a condition or detectable manner in which a person is affected by a drug and/or alcohol. The detectable manner symptoms of influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test such as urinalysis or blood analysis, and, in some cases, by the opinion of a layperson.

## **Prohibited Activities**

1. Legal Drugs
  - a. The undisclosed use of any legal drug by any employee while performing Calco business or while on Calco locations is prohibited. However, an employee may continue to work even though using a legal drug if the area manager and/or safety coordinator has determined such use does not pose a threat to safety and the using employee's job performance is not significantly affected. Otherwise, the employee may be required to take leave of absence or comply with other appropriate action.
  - b. An employee whose medical therapy requires the use of a legal drug must report such use to his/her area manager and/or safety coordinator prior to the performance of Calco's business. The area manager and/or safety coordinator will determine if the use of a legal drug of this nature will impede the employee from safely performing his/her duties, and further consult the safety committee for guidance.
  - c. The Company at all times reserves the right to judge the effect that a legal drug may have on job performance and to restrict the using employee's work activity or presence at the workplace accordingly.
2. Illegal Drugs and Alcohol
  - a. The use, sale, purchase, transfer, or possession of an illegal drug or of alcohol by any employee while on Calco locations and/or job sites or while performing Calco business is prohibited.

## **Discipline**

1. An employee who possesses, distributes, sells, attempts to sell, or transfers illegal or legal drugs on Calco locations and/or job sites or while performing Calco business will be subject to discipline up to and including termination.
2. An employee who is in violation of this policy and found to be in possession of and/or under the influence will be subject to discipline up to and including termination.
3. An employee who is found to be in possession of contraband in violation of this policy will be subject to discipline up to and including termination.
4. Any employee who is found, through drug or alcohol testing, to have in his/her body a detectable amount of an illegal drug and/or of alcohol will be subject to discipline up to

and including termination. The employee may be offered a one-time opportunity to enter and successfully complete a rehabilitation program that has been approved by Calco at the employee's expense.

### **Drug and Alcohol Testing of Job Applicants**

1. Drug and alcohol testing is required of all applicants for employment, including for part-time and seasonal positions and applicants who are former employees, before the employment process begins. Testing and chain of custody will be arranged by the safety coordinator and performed by non-biased, trained, medical staff, designated by the Company, and not employed or related to a Calco employee(s). Test results are strictly confidential, and the safety coordinator will review the results and discuss them with the applicant in a private setting.
2. An applicant shall be notified of Calco's drug and alcohol testing policy prior to being tested. The applicant is hereby advised of his/her right to refuse to undergo such testing and is hereby informed that the consequence of refusal will result in termination of the pre-employment process.
3. An applicant will be provided written notice of this policy, and by signature below, will acknowledge receipt, understanding, and acceptance of the policy.
4. If an applicant refuses to take a drug or alcohol test, or if evidence of the use of illegal drugs and/or alcohol by an applicant is discovered, either through testing or other means, the pre-employment process will be terminated.

### **Drug and Alcohol Testing of Employees**

1. Drug and/or alcohol testing of employees will be conducted on a random selection basis through a private agency trained in the drug and alcohol screening process. Management and employees are forbidden to influence the selection process in any way what so ever. Therefore, the Company has selected and joined a consortium which selects monthly, by random draw, employees to be drug and/or alcohol tested.
2. The safety coordinator will be notified by the consortium the employee(s) selected, and assist the selected employee(s) with the appropriate paperwork and testing facility arrangements. The employee(s) will have 24 hours from being notified to perform the drug and/or alcohol test. The safety coordinator and the area manager will make arrangements to allow the employee(s) time away from his/her duties to take the drug and/or alcohol test.
3. Calco reserves the right to test any employee who manifests reasonable belief behavior. An employee who is tested in a reasonable belief situation may be suspended pending receipt of written test results.

4. An employee who is involved in an accident that results or could result in the filing of a workers' compensation claim will be tested. An employee involved in an accident of any nature, may be drug and/or alcohol tested at management's discretion.
5. An employee who is required by federal or state rules, regulations or laws to drug and/or alcohol testing will be drug and/or alcohol tested accordingly.

### **Employee Policy Awareness and Training**

1. The Drug and Alcohol Abuse Policy, form 50101, will be incorporated in the New Employee Administration Orientation Checklist, form 40101, and the safety coordinator will provide each new employee a copy of the Drug and Alcohol Abuse Policy, form 50101, as part of the Company's Safety Policy. All employees will acknowledge the receipt, understanding and acceptance of the Drug and Alcohol Abuse Policy by his/her signature below.
2. This policy will be announced and reiterated in various written communication and made a part of employee safety training meetings with documentation kept by the safety coordinator in the employee personnel file and on the Safety Training Completion Record, form 60201.
3. Employees are to be informed of the health and safety dangers associated with drug and/or alcohol abuse and the effects on the work place and co-workers. Employees will be advised of the safety violation involved and the appropriate disciplinary actions that will be taken when this policy is not adhered to. See below the "Discipline" section of this policy. The area manager and/or safety coordinator will complete a Safety Rule Violation, form #20601, which must be signed by the employee, and retain in the employee's personnel file.
4. Area managers and/or the safety coordinator will be trained as a job responsibility to detect signs and behavior of employees who may be using drugs and/or alcohol in violation of this policy, and intervening in this type of situation. Suspected employees will not be allowed to operate Calco equipment and must be relieved of his/her duties immediately. Suspected employees are required to cooperate with management in a relieved from duty situation.

### **Appeal of a Drug or Alcohol Test Result**

1. An applicant or employee whose drug and/or alcohol test reported positive will be afforded a meeting to offer an explanation. The purpose of the meeting will be to determine if there is any reason that a positive finding could have resulted from some cause other than drug or alcohol use. The area manager and/or safety coordinator will judge whether an offered explanation merits further inquiry.
  
2. An employee whose drug and/or alcohol test is reported positive will be offered the opportunity to:
  - a. Obtain an independent test, at the employee's expense, of the remaining portion of the urine specimen that yielded the positive result,
  
  - b. Obtain the written test result and submit it to an independent medical reviewer at the employee's expense,
  
  - c. If the employee is eligible for medical benefits, he/she may use Calco's insurance plan, to the extent that coverage may apply, for meeting the costs of a second test and/or review by an independent medical professional,
  
  - d. During the period of an appeal and/or any resulting inquire, the pre-employment selection process for an applicant will be placed on hold, and the employment status of an employee may be suspended. An employee who is suspended pending appeal will be permitted to use any available annual leave in order to remain in active pay status. If the employee has no annual leave or chooses not to use it, the suspension will be without pay.

### **Rehabilitation and Employee Assistance**

The Company, at management's discretion, will make an attempt to assist and support and employee who has demonstrated his/her desire to attain rehabilitation in lieu of discharge

1. Provided the employee has not violated this policy by buying, selling or otherwise transferring illegal drugs or other contraband and/or serious misconduct. Calco will provide to any employee, upon request and at no cost to the employee, information concerning local resources that are available for the treatment of drug and/or alcohol related problems.

2. The area manager and/or safety coordinator will evaluate the employees intentions with the assistance of persons trained in rehabilitation of this nature. The safety coordinator will investigate the medical benefits available to the rehabilitating employee through the Company's health insurance, if the employee qualifies for such benefits. The safety coordinator will communicate with the rehabilitating employee and the attending medical physician(s) during the rehabilitation process and report to management of the employee's progress. The safety coordinator will maintain documented records in the employees personnel file using the Return to Work procedure.
3. During rehabilitation, the employee will be subject to unannounced drug or alcohol testing, at the expense of the employee. If an employee tests positive during or following rehabilitation he/she will be subject to disciplinary action, appropriate to the case situation, up to and including termination.
4. Upon return to work from rehabilitation, the employee will be subject to unannounced drug and/or alcohol testing for a period of six months or, at management's discretion, an indefinite period of time at the expense of the employee.
5. An employee who is in rehabilitation will be suspended from work duties, except when indicated by the circumstances of the case and/or with the written recommendation of a licensed physician or recognized rehabilitation professional. An employee may be permitted to work while undergoing out patient rehabilitation. The safety coordinator will follow the Return to Work procedure and must have a written release from a licensed physician or recognized rehabilitation professional before an employee may be permitted to work while undergoing rehabilitation on an out patient basis. The written recommendation must include a statement to the effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, co-workers, contractor's employees, or others.
6. An employee whose rehabilitative therapy involves drug maintenance, hospitalization or detoxification will not be considered for the exception from suspension described above.
7. Rehabilitation assistance given by Calco shall be limited to those medical benefits available in the employee's medical benefits plan, and will be obtained through a rehabilitation program that has been pre-approved by the Company and the Company's medical benefits plan. If possible, rehabilitation must be during times that will not conflict with the employee's work time (except that the employee may use any available sick leave or annual leave to be absent from the job with pay).

## **INSPECTIONS AND SEARCHES**

1. The area manager and/or safety coordinator may conduct unannounced general inspections and searches for drugs and/or alcohol on Calco locations or equipment and/or vehicle(s) without interference from affected employees.
2. Search of an employee and his personal property may be made when there is reasonable belief to conclude that the employee is in violation of this policy.
3. An employee's consent to a search is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.
4. Illegal drugs, drugs believed to be illegal, and drug paraphernalia found in possession of an employee on Calco locations and/or equipment will be turned over to the appropriate law enforcement agency, and full cooperation will be given to any subsequent investigation. Substances that cannot be identified as an illegal drug by a layman's examination will be turned over to a forensic laboratory for scientific analysis.
5. Other forms of contraband, such as firearms, explosives, and lethal weapons, will be subject to seizure during an inspection or search. An employee who is found to possess contraband on Calco locations or while conducting Calco business will be subject to discipline up to and including termination.
6. If an employee is the subject of a drug-related investigation by the Company or by a law enforcement agency, the employee may be suspended pending completion of the investigation.

## **CONFIDENTIALITY**

All information relating to drug and/or alcohol testing or the identification of persons as users of drugs and alcohol will be protected by the Company as confidential unless otherwise required by law, with the exception of public health and safety concerns, or authorized in writing by the employee in question.

### **EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM**

By my signature below, I acknowledge that I have received and read the Employee Handbook for Calco Concrete Pumping Inc., that I have been given the adequate opportunity to ask questions and receive clarification, regarding the policies and procedures set forth in the Employee Handbook, and that I understand its contents.

I understand that I am required to abide by, and agree to abide by, Calco Concrete Pumping Inc.'s policies as set forth in the Handbook or as otherwise adopted or implemented by "company" from time to time. I understand that there may be other policies or procedures in effect at Calco Concrete Pumping Inc. from time to time that are not included in the Employee Handbook, and I agree to abide by those policies and procedures.

Unless otherwise agreed in writing by the Chief Executive Officer, Chief Operating Officer, or Chief Financial Officer of Calco Concrete Pumping Inc. (or a designee of any such Officer), I understand that I have no contract of employment with Calco Concrete Pumping Inc. for any definite period of time, either oral or written, and that either I or Calco Concrete Pumping Inc. may terminate my employment at any time with or without cause or notice. I understand that I am an "at will" employee of Calco Concrete Pumping Inc. and that no agent or employee of Calco Concrete Pumping Inc., other than the officers listed in the preceding sentence has any authority to alter or make any agreement other than the "at will" relationship. I understand that neither this handbook nor any provision herein constitutes an employment contract, an offer to enter a contract of employment or part of an employment contract, or confers any contract rights.

I understand that Calco Concrete Pumping Inc. may rescind, modify, change, or deviate from the Employee Handbook or any of its policies or procedures at any time, and any such rescission, modification, change, or deviation may become effective regardless whether the Employee Handbook has been revised or I have been notified.

I understand that this signed acknowledgement will be inserted in my personnel file.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Employee Name

**SAFETY POLICY EMPLOYEE ACKNOWLEDGMENT**

I have read and understand the Safety Manual of Calco Concrete Pumping, Inc., and I agree to act in accordance with the safety rules at all times while working. I understand that violating the safety rules is cause for disciplinary action which could include termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Management Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

Print Name

**COMPANY SAFETY RULES**  
**AND THE EMPLOYEE ACKNOWLEDGEMENT**

I have read the Company Safety Rules and understand the intention of Calco and the safety program. I agree to act in accordance with the safety rules at all times while working. I understand that violating the safety rules is cause for disciplinary action which could include termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Management Signature

\_\_\_\_\_  
Date

---

Print Name

**Log Completion Policy Acknowledgement**

Calco Concrete Pumping Inc. Require all drivers to complete driver logs to meet with the standards as set forth by the Department Of Transportation (Federal Motor Carrier Safety Regulations), Insurance Carrier, State of Colorado, and policies of the company. It is strongly recommended that as you read this policy you refer to the Federal Motor Carrier Safety Regulations, Part 395. The regulations referred to are in italics at the end of each requirement. The following areas will be completed on all logs by the driver;

1. The current; month - day - year (mm-dd-yy)

2. Total miles driving today - total miles must be consistent with speed limit in area you are driving.

If miles show speed limit was excessive a violation will be flagged and you will receive a notice of violation.

3. Vehicle Number

4. Driver's Signature in full - Required.

5. Vehicle Number

6. Co-Driver Name - Only mark in this area if documentation of a co- driver is appropriate.

7. Grid - Grid is completed using time standard at home terminal.

8. Total Hours - Hours are to be documented one number in each box starting at left.  $\frac{1}{4}$  hour = .25,  $\frac{1}{2}$  hour = .50,  $\frac{3}{4}$  hour = .75. Hours must always = 24. Total hours are documented in the bottom 2 boxes.

If logs show an Hours of Service violation you will receive notice of violation.

9. Remarks - This area is to be used to document status changes. Anytime a status change is documented on the grid a corresponding line is to be made to the remarks area.

For each change of duty status the name of city ,town , village with state abbreviation will be recorded. If duty status change occurs at a location other than a city town or village, show one of the following(1)the highway number and nearest milepost followed by city town and state abbreviation,(2)the highway numbers of the nearest two intersecting roadways followed by city, town or village and state abbreviation.

a. Also a reasonable amount of time for pre-trip inspection shall be

documented and shown as on duty, not driving. The initials PTI (pre-trip inspection), VI (vehicle inspection) are acceptable.

b. There shall also be a post trip inspection done and a reasonable amount of time to complete it and documented as on duty not driving .

1. Post-trip Inspection Signed - Every driver shall prepare a report (DVIR) in writing at the completion of each day's work on each vehicle operated and the report shall cover at minimum the following parts and accessories:

a. Service brakes including trailer brake connections

- b. Parking (hand) brake
- c. Steering mechanism
- d. Lighting devices and reflectors
- e. Tires
- f. Horn
- g. Windshield wipers
- h. Rear vision mirrors
- i. Coupling devices
- j. Wheels and rims
- k. Emergency equipment

10. Drivers shall keep their record of duty status current to the time shown for the last change of duty status. All entries relating to driver's duty status must be legible and in the driver's own handwriting.

11. Shipper/Commodity - Document shipper and commodity, or shipping document number .

12. # of days off duty includes today. Two or more consecutive 24-hour periods off duty may be recorded on one duty status log.

13. Driver will retain the prior 7 days log copies and the current day in the commercial motor vehicle at all times.

14. Driver will submit or forward the original driver's record of duty status to the regular employing motor carrier within 13 days following the completion of the form.

I have read and understand the above log completion policy.

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Signature

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Date

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Print Name