ROSEVILLE

CRUSHED

Employee Handbook

Version 1.0 – 01/01/2023

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WELCOME TO ROSEVILLE CRUSHED, LLC.

Roseville Crushed, LLC is an aggerate processing facility that does material delivery. Not in this handbook, or any of its policies therein should be understood as constituting an employment contract between Roseville Crushed, LLC. and any employee, or as altering the position of the company as “employer at will”.

We reserve the right to revise, supplement, or rescind any policies or portion of this handbook from time to time as it deems appropriate, in its sole and absolute discretion. Roseville Crushed will use reasonable efforts to notify employees of such changes to the handbook as they occur. This version you have received supersedes and replaces any prior handbooks or policies issued to you by Roseville Crushed, LLC. prior to the date on the cover.

Your dedication, loyalty and personal growth as a hard-working employee is a critical contribution to success and growth of Roseville Crushed. We look forward to working with you and welcome you to the company.

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AFFIRMATIVE ACTION PLAN

Roseville Crushed is an Equal Employment Opportunity Employer (EEO) who proactively makes a concerted effort to recruit, hire and promote women, minorities, disabled individuals and veterans. Upon hire, Roseville Crushed produces and distributes the company EEO policy to all new employees and the policy is posted at all company facilities. Roseville Crushed regularly makes an effort to recruit women and minorities by posting employment and training opportunities to various local resources.

This Affirmative Action Plan and the EEO plan are in direct accordance with the federal guidelines and Title VII of the Civil Rights Act.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Roseville Crushed has equal opportunity for employment to all individuals and its policy is to recruit, hire, train and promote employees based on qualifications without regard to race, color, religion, sex, veteran status, marital status, national origin, age, mental or physical disability or arrest record or other protected category under applicable state or federal law.

As part of Roseville Crushed's EEO Policy, Roseville Crushed prohibits discrimination against any employee, customer or work-related business contact through ethnic, racist, sexist, religious, or age-related comments, references or materials, or with respect to any employee's mental or physical disability (actual or perceived), arrest record, veteran or marital status. Derogatory comments, slurs, statements, or derogatory or objectionable conduct in violation of this policy will result in disciplinary action up to and including immediate discharge, at the sole discretion of Roseville Crushed.

Additionally, Roseville Crushed will not tolerate harassment, including sexual harassment in the workplace, which is a violation of Michigan or federal law. Harassment in the workplace includes unwelcome conduct, based upon race, religion, sex, national origin, age, disability, marital status, veteran status, or arrest record that is either a condition of working or has the purpose or effect of unreasonably interfering with an

individual's work performance or creating an intimidating, hostile, or offensive working environment. Harassing conduct may include, but is not limited to, verbal or physical conduct, name calling, e-mails, telephone calls, and other forms of communication that are unwanted.

Complaint Procedure

Any employee, who believes he or she has been the subject of any illegal discrimination or harassment, including sexual harassment, should report the alleged incident act to a Human Resources Representative within two weeks. Complaints will be properly and thoroughly investigated and processed; however, employees should be aware that delays in filing these types of complaints may greatly hamper Roseville Crushed's ability to effectively investigate and obtain accurate information because of the passage of time. All Complaints must be submitted to the EEO Officer. An employee may submit a complaint to the Supervisor if the EEO Officer is unavailable or if submitting the complaint to the EEO Officer would be inappropriate.

Upon presentation of a Complaint, an impartial and confidential investigation of such Complaint will be undertaken by Roseville Crushed immediately and in a manner to protect confidentiality to the extent practicable under the circumstances. If an employee so requests, a management representative of the same sex will be assigned to an investigation. Any supervisor, agent or other employee who has been found, after appropriate investigation by Roseville Crushed, to have harassed another employee in violation of these policies will be subject to appropriate discipline up to and including immediate discharge at the sole discretion of Roseville Crushed. Employees are encouraged to raise questions he or she may have regarding harassment or discrimination with an appropriate official of Roseville Crushed.

Retaliation

Roseville Crushed not only prohibits harassment and discrimination, but also strictly prohibits any retaliation against an employee who, in good faith, has registered a Complaint under this procedure or who has participated in an investigation alleging illegal discrimination. Any supervisor, agent, or employee who, after investigation, has been determined to have retaliated against any employee for utilizing the complaint procedure in this policy, or participating in the investigation will be subject to appropriate discipline up

to and including immediate discharge, at the sole discretion of Roseville Crushed. If an employee believes he or she has been retaliated against for exercising his or her rights under this policy, the employee should notify a Human Resources Representative.

If you have any questions concerning the above policy, please contact a Human Resources Representative, the EEO Officer or the Supervisor.

COMPENSATION/PTO/HOLIDAYS

Pay

All Roseville Crushed employees are paid every Friday by direct deposit. If a holiday disrupts the normal payroll schedule, communication will be sent to all employees on what day they will be paid.

Referral Bonus

Roseville Crushed encourages all of its employees to submit referrals for full-time regular positions for the company. Personnel who refer candidates to Roseville Crushed for employment will be eligible to receive a discretionary bonus that will be paid out based on the position filled. The referral bonus is payable only if the candidate remains employed at Roseville Crushed for at least 90 days. The referral bonus will be paid out in the first payroll cycle following the candidates 90th day of employment with Roseville Crushed. Contact Human Resources for further details

PTO Policy

Roseville Crushed recognizes that employees need time off to handle emergencies and personal business that must be addressed during working hours such as sick time, bereavement time, doctors' appointments and children's activities. It is also provided as leisure time to go on vacation. Salary and hourly (exempt and non-exempt) full-time employees who work 12 months per year are eligible for Roseville Crushed's Paid Time Off (PTO) Policy. Please see Roseville Crushed's Paid Time Off Policy for more details.

Holidays

The following nine (9) holidays are observed by Roseville Crushed and this holiday schedule is subject to change due to financial or company considerations:

1. New Year's Eve
2. New Year's Day
3. Memorial Day
4. Independence Day (4th of July)
5. Labor Day
6. Thanksgiving
7. Day after Thanksgiving
8. Christmas Eve
9. Christmas Day

When a holiday falls on a Saturday, the holiday will be observed by Roseville Crushed on Friday (the day before). When a holiday falls on a Sunday, the holiday will be observed by Roseville Crushed on Monday (the day after). The Office will be closed in observance of these holidays. Part-time employees are not eligible for paid holidays. However, when the company is closed in observation of a holiday, part-time employees should not report to work on that day and will not be paid for that day.

COMPANY-ISSUED PROPERTY POLICY

This policy includes use of company-issued property on or from company premises; all electronic media accessed using company equipment or company paid access; and all electronic media used in a manner that identifies the individual with the company. This includes but is not limited to, vehicles, equipment, tools, materials, key fobs, keys, gate openers and all electronic media.

All company-issued property has been issued to employees at no charge for business use only. If lost or damaged by abuse or negligence, the employee shall be responsible for replacement at his/her own expense. Upon hire, in receipt of the company-issued property or as part of the Employee Handbook, employees sign an acknowledgement form stating he/she agrees to the policy and accepts the responsibility of the company-issued property. The form states that employee is financially

responsible for reimbursement to the company and will be made in the form of a payroll deduction. On the form, the employee can state the value of payroll deduction per payroll period. (E.g., An employee may choose to have $50.00 deducted from each weekly paycheck until the amount is achieved.)

Use of all company-issued property is at the discretion of Management. There is no expectation of privacy. All use of company-issued property on or off company time, using company equipment is the property of Roseville Crushed. Employees must surrender the company-issued property upon Management request or upon termination of employment. Loss or damage shall be immediately reported to Management. Should employment be discontinued, the company-issued property must be submitted to Roseville Crushed immediately. Where permitted by applicable laws, Roseville Crushed may withhold from the employees check or final paycheck the cost of any items that are not returned when required. Roseville Crushed may also take all action deemed appropriate to recover or protect its property. Additionally, if the employee or employer terminates employment for any reason, the remaining amount of money owed will be deducted from the final paycheck.

The employee shall not permit other persons to utilize the company-issued property. The company property has been modified to suit Roseville Crushed's business needs, prohibit certain other usages and provide security. Any attempts to circumvent these modifications will be subject to disciplinary action. Any technical problems with usage of the computer property should be reported to the IT Company. Employees should not attempt to diagnose or repair the items independently.

Personal use of company property is prohibited. Employees may not use or divert Roseville Crushed's property, equipment, or employee services for their own personal benefit. The unauthorized removal of material, equipment, or supplies belonging to Roseville Crushed is treated as theft. Similarly, the submission of a fraudulent expense report is viewed as misappropriation.

This policy includes use of company- issued property on or from company premises; all electronic media accessed using company equipment or company paid access; and all electronic media used in a manner that identifies the individual with the company. This includes but is not limited to; computers, tablets, cell phones/smartphones, flash drives, digital cameras and software programs. All Roseville Crushed electronic forms, spreadsheets, photographs, letters, and documents (collectively called "Roseville Crushed electronic documents") are the property of Roseville Crushed and are proprietary.

Property of Roseville Crushed, LLC.

All electronic media and Internet usage via the electronic media have been issued to the employee at no charge for business purposes only and are the property of Roseville Crushed. Electronic communication created on company time or using company equipment is also Roseville Crushed property. Employees are prohibited from using Roseville Crushed issued electronic media to access or download information from the Internet for personal use. The company property has been issued to the employee at no charge and the use of all the electronic media and Internet is at the discretion of Management.

Prohibited Behavior

The employee shall not permit other unauthorized persons to utilize the electronic media or Internet via company property. The employee shall not install personal software on company-issued electronic media without prior authorization. In accordance with software copyright laws and to prevent the risk of contamination, company software (including disks and flash drives) cannot be used on personal electronic media. Employees shall not store company documents on their personal electronic media.

Loss or damage to the electronic media shall be immediately reported to Management. If lost or damaged by abuse or negligence, the employee is responsible for replacement at his/her own expense. The electronic media has been modified to suit Roseville Crushed's business needs, prohibit certain other usages, and provide security. Any attempts to circumvent these modifications, violation of law or violation of the Terms

of Usage provided in all Roseville Crushed policies will result in disciplinary action.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or another person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a rule, if an employee did not create the material, does not own the rights to it, or has not received authorization for its use, it should not be put on the Internet.

There is no expectation of privacy in any electronic communication or any workspaces. Employees must surrender the electronic media upon Management request. Should employment be discontinued, the electronic media, Internet access, passwords or account information must be submitted to your Supervisor immediately.

Employees should not attempt to diagnose or repair the electronic media independently. Any technical problems with any electronic equipment should be reported to a Supervisor or to the IT company directly.

Email Usage

An employee may be provided with an email account for business communication purposes with co-workers, customers, vendors, other contractors, inspectors, etc. The employee shall not utilize this email account for non-business purposes or provide this email address to non-business persons. In addition, personal email addresses may not be given out for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

Internet Usage

Internet access is provided by Roseville Crushed to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. All Internet data that is composed, transmitted, or received via Roseville Crushed electronic communication systems is part of Roseville Crushed's official records and is subject to disclosure to law enforcement or other third parties. Consequently, the employee should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

Employees are responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Employees should take the necessary anti-virus precautions before downloading or copying any file from the Internet.

Employees are required to keep a list of all software and Internet passwords. This list must be available to Management.

Phone Usage

All company-issued desk phones, cell phones / Smart phones and their applications will be used for business-related purposes only. Use of a cell phone for texting, emailing, taking pictures, etc. is strictly prohibited while driving Cell phone use in a motor vehicle shall be restricted to:

1. Use via a hands-free device;
2. While parked safely;
3. Passenger use.

Company issued cell phones/Smart phones are not permitted for personal or recreational purposes including, but not limited to pictures of scenery, family and friends. Employees and visitors must not use the cameras on the phones in areas posted with "No cameras or similar equipment allowed," or into areas where personal privacy is generally acknowledged, including dressing rooms, bathrooms, etc. The employee also shall not permit other persons to utilize the phone. Employees should ask permission of anyone the employee photographs at work, on company premises or at a company function;

Permissible use of company issued camera on a phone includes:

- Documenting on-the-job incidents, injuries, vehicle accidents, etc.
- Documenting an on-the-job OSHA inspection;
- Documenting damaged trucks or equipment;
- Documenting progress on a job per the job specifications or Management request;
- Images used for training purposes;
- Use of company approved phone applications that require camera use.

Use of personal cameras or other equipment capable of capturing images is not permitted on company property or at company functions without authorization from Management. Personal media capable of capturing images is only permitted in public areas of the company's facilities. (See the Driving Policy for reference.)

USB Flash Drive/ External Hard Drive Usage

USB flash drives are furnished to employees for business purposes only. Employees should not create and use a personal password or transmit any company information on flash drives to non-company issued electronic media without authorization.

The employee shall use Roseville Crushed's virtual network to work on business-related electronic documents off company premises or outside the typical work hours. The use of a flash drive or external hard drive should be very limited.

Workplace Monitoring

Workplace monitoring may be conducted by Roseville Crushed to ensure quality control, employee safety, security, and customer satisfaction. All electronic media furnished to employees are the property of Roseville Crushed. As such, to ensure compliance with this policy, Roseville Crushed reserves the right to monitor or access electronic media, Internet access and electronic communication and retrieve and read any products of electronic media, including, but not limited to data, documents, files, voicemail and email that is composed, sent, or received through company online connections and stored in company property or systems.

There is no expectation of privacy in any electronic communication or any workspaces. Just as office memoranda and business letters are the property of the employer, all electronic media, documents, files and communication created or accessed on company time, using company equipment are proprietary, and are not to be copied, scanned, transferred, printed, e-mailed, or provided to non-employees except during the course of Roseville Crushed business as approved by Management.

Any images taken or present on company property relating to company business are considered company property. Any images found in violation of this policy are subject to confiscation.

SOCIAL MEDIA POLICY

At Roseville Crushed, LLC. "Roseville Crushed", we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. If used inappropriately, or in a manner that causes damage to Roseville Crushed or its' clients, your employment may be terminated. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for Roseville Crushed including but not limited to Subcontractors, Vendors, Suppliers, and associated firms.

Managers and supervisors should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

GUIDELINES

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the

Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Roseville Crushed, as well as any other form of electronic communication, public or private. Absolutely no Roseville Crushed or affiliate/client/customer worksites may be photographed or posted to any platform without the express written consent of Roseville Crushed management.

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

KNOW AND FOLLOW THE RULES

Carefully read these guidelines and policies noted in Roseville Crushed's Employee Handbook and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

BE RESPECTFUL

Always be fair and courteous to fellow associates, customers, members, suppliers, subcontractors, or people who work on behalf of Roseville Crushed. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. In any case, using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene,

threatening or intimidating, that disparage customers, members, associates or suppliers, subcontractors, or that might constitute harassment or bullying is absolutely forbidden. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

BE HONEST AND ACCURATE

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

POST ONLY APPROPRIATE AND RESPECTFUL CONTENT

Maintain the confidentiality of Roseville Crushed trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Do not create a link from your blog, website or other social networking site to a Roseville Crushed website without identifying yourself as a Roseville Crushed associate. Never link any personal postings to other entities without their written consent; doing so may violate contractual agreements entered into by Roseville Crushed on behalf of all our employees.

Express only your personal opinions. Never represent yourself as a spokesperson for Roseville Crushed. If Roseville Crushed is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent

those of Roseville Crushed, fellow associates, members, customers, suppliers, subcontractors, or people working on behalf of Roseville Crushed. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Roseville Crushed." Please keep in mind; this statement alone will not protect you from discipline or termination if the content conflicts with Roseville Crushed policies.

USING SOCIAL MEDIA AT WORK

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

RETALIATION IS PROHIBITED

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

MEDIA CONTACTS

Associates should not speak to the media on Roseville Crushed's behalf without contacting a Human Resources Representative. This includes all media including but not limited to TV, Radio, and Online. All media inquiries should be directed to the Human Resources Department.

FOR MORE INFORMATION

If you have questions or need further guidance, please contact a Human Resources Representative.

SMOKING POLICY

In accordance with the Michigan Smoke Free Air Law and in efforts to protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, Roseville Crushed is a smoke and vape-free company. The use of all tobacco products, including chewing tobacco, is banned from the Roseville Crushed workplace, except as designated in this policy. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

Smoking and vaping are prohibited in all enclosed areas within Roseville Crushed property and worksites, without exception. This includes common work areas, the shop facilities, classrooms, conference and meeting rooms, private offices, hallways, the lunchrooms, stairs, restrooms, vehicles, job trailers, equipment, and all other enclosed facilities owned or leased by Roseville Crushed.

The only designated smoking area in Roseville Crushed is outdoors, 50 feet or greater from all doors and windows of the building.

While Roseville Crushed makes these areas available to smokers and vapers, it in no way has any legal responsibility to do so. Employees who choose to use these smoking/vaping areas do so at their own risk. No additional breaks are allowed to any employee who smokes/vapes. Smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean work environment for all employees and visiting partners and customers. All Roseville Crushed premises are monitored by Management.

ROSEVILLE CRUSHED DRUG & ALCOHOL- FREE WORKPLACE POLICY

Refer to both the Roseville Crushed Drug & Alcohol Abuse Testing Policy for Employees Performing Jobs Regulated under DOT/FMCSA and Non-DOT Substance Abuse Testing Policy. Please contact the Human Resources Department for further questions.

Roseville Crushed is committed to safety, service and quality to both our employees and customers. Roseville Crushed, LLC. "Roseville Crushed", mandates that our employees operate all vehicles owned by or operated by the company (herein referred to as "company vehicle") in a safe and economical manner. This policy applies to all Roseville Crushed employees who drive company vehicles and those operating their personal vehicles for business use. Roseville Crushed is in compliance with the Federal Motor Carrier Safety Administration (FMCSA), the Department of Transportation (DOT), the Michigan Department of State and Commercial Driver's License Program.

Driver Qualifications & Responsibility

Company vehicles and equipment have been issued to employees at no charge, for business purposes only. Operation of certain vehicles may require skill and experience as determined by Management and/or qualification by the state. Management reserves the right to use its discretion in determining applicability of this policy, the use of all company property and to designate qualified drivers for specific vehicles. As a condition of employment, drivers are expected to comply with this policy and meet the state and federal requirements. Driver's must remember that they are representing Roseville Crushed at all times when operating a company vehicle, therefore, they must always reflect responsibility for themselves and for the company. A few Driver qualifications and responsibilities are as follows:

1. Individuals under the age of 21 are not permitted to drive company vehicles unless they are a company employee. However, *no one under the age of 18 will be allowed to operate a company vehicle, employee or otherwise*.
2. Drivers must be physically and mentally able to drive safely.
    a. Drivers must arrive to work <u>*Fit for Duty*</u>*: Physically and mentally able to perform the essential duties and/or functions of his/her job in a safe, secure and productive manner without reasonable accommodation; has received an adequate amount of rest and is without influence of alcohol, drugs or prescription medication that will affect his/her ability to work safely.*

        i. Drivers must advise Management when taking prescription medication or other medications that may impair his/her driving ability.
3. Drivers must conform to all traffic laws.
    a. Any violations of traffic laws written to the driver must be paid by the employee. Tickets issued to the company will be submitted to HR@rosevillecrushed.com and reviewed.
4. If the vehicle has any maintenance issues, Driver is to reach out to their Supervisor and Fleet Manager immediately to report the issue(s).
5. Drivers must ensure that cargo is secured, and all doors locked when in route and while vehicles are parked. When a vehicle is not in use or unattended, the vehicle must be shut off and keys must remain with the driver (not left in the vehicle).
6. As a job requirement of some positions, some drivers must possess a current, valid Commercial Driver's License (CDL) and current medical card to drive commercial motor vehicles. These drivers, herein referred to as "CDL drivers" shall:
    a. Comply specifically with the Federal Motor Carrier Safety Regulation Standard – Party 383 and all other applicable federal and state laws;
    b. Comply with the company policies and requirements;
        i. Employees must provide the HR Department with a copy of his/her Driver's License and Medical Card with the Certified Examiner's signature.
    c. Certify the medical card with the Secretary of State – If a driver completes a physical examination and obtains a medical card, but does not certify it with the state, the medical card is considered invalid.
    d. Perform regular vehicle pre-trip inspections; and
    e. Shall not operate any vehicle unless in a safe operating condition.

Use of Personal Vehicles

Employees who drive a personal vehicle during the conduct of company business may be required to provide proof of insurance to Management. Company business does not include transit to and from work but does include errands and transit from one business-related task or function to another. Rentals associated with out of town travel are included. The minimum liability limits for employees who use their personal vehicle on a routine basis for business purposes will be $100,000 per person and $300,000 per accident.

Prohibited Behavior

Roseville Crushed strives to maintain a safe workplace free of accidents and injuries, therefore the company prohibits the use of any company vehicles or equipment in ways that are disruptive, offensive, harmful or unsafe to others. To ensure the safety of Roseville Crushed employees and the public, specific behavior is strictly prohibited. Engaging in such behavior while operating a moving vehicle, competes for the driver's attention and increases the likelihood of an accident. To minimize risk, a few examples of prohibited behaviors are as follows:

1. Employees are at all times prohibited from using the vehicles for personal use without prior permission.
2. Employees shall not permit other unauthorized persons to utilize or drive the company vehicles/ equipment without prior authorization.
3. Drivers must not transport hitchhikers or passengers, other than company employees at any time.
4. Drivers must not take notes or refer to maps or other materials while the vehicle is in motion. (This applies regardless of phone use.)
5. Drivers must not have any alcoholic beverages in a company vehicle during working or non-working hours.
    a. All drivers must conform to the company's Drug & Alcohol-Free Workplace Policy. (See the policy for details)

All vehicles and equipment are the property of Roseville Crushed and are issued to employees at no charge, for business purposes only. Loss or damage by abuse or negligence to company vehicles/ equipment shall be immediately reported to your Supervisor. Repeated damage, failure to comply with driver qualifications, engaging in the prohibited behavior

listed above, failure to abide by the state and federal laws and operation of a company vehicle in a manner inconsistent with this Driving Policy and/or the company Drug and Alcohol-Free Workplace Policy may result in forfeiture of driving privileges, and/or disciplinary action, up to and including termination of employment.

There is no expectation of privacy in any company vehicles/equipment. Employees must surrender the company-issued property upon Management request. Should employment be discontinued, the vehicle, and/or equipment must be submitted to Roseville Crushed Management immediately. Failure to return company-issued property may result in legal or criminal action.

Accidents and Damages

All accidents or damages of any type to company vehicles or equipment must be reported to applicable supervisors immediately. All accident reports will be reviewed, and drivers deemed negligent may be subject to disciplinary action, up to and including termination. Following a vehicle and/or equipment accident, the onsite Supervisor should follow the incident-injury-accident procedure. If a Supervisor is not present at the time or unable to do so, an employee who is a direct witness to the accident must complete the procedure to the best of his/her ability. The procedure consists of:

1. Calling 911 if necessary;
2. Calling a direct Supervisor;
3. Taking pictures from all angles of the accident;
4. Filing a police report & recording the police report number;
5. Obtaining the other drivers' information;
6. Completing an Incident-Injury-Accident Report and any other applicable reports; and
7. Submitting the Incident-Injury-Accident Report and all related documentation/information to a direct Supervisor and HR@rosevillecrushed.com within 24 hours of the accident.

Following an accident, any employees involved in the accident may be subject to post-accident drug and alcohol testing. (See the Drug & Alcohol-Free Workplace Policy for details.) Refusal to participate in post-accident testing is considered a failed test and may subject the employee to discipline, up to and including termination of employment.

Employer Notification

In compliance with the FMCSA, drivers must notify Management of any traffic violation conviction, other than a parking ticket, regardless of the nature of the violation, type of vehicle or if the conviction was during business or personal time. If a driver's license is suspended, revoked or canceled, the driver must notify HR by the end of the next business day following receipt of the conviction. Any driving restriction limits the job tasks an employee can perform for the company, and therefore may affect a job classification or employment status.

All traffic tickets received by employees while operating company or personal vehicles must be reported to an HR Representative. If the ticket is written to the employee, it must be paid by the employee.

Motor Vehicle Reports

Roseville Crushed participates in the Michigan Department of State Driving Record Subscription Program.

Post- Offer of Employment

Following a job offer and acceptance, a Motor Vehicle Report (MVR) will be verified for all applicants. The program will provide an initial driving record to the Human Resources (HR) Department when the employee is hired. Upon receipt of results, the HR Department will determine continuation of employment and status of driving privileges.

During Employment

Throughout employment, the program will notify Roseville Crushed whenever action is taken by the department of the courts which may affect an employee's driving record such as: violations, restrictions, suspensions, or revocations posted to the record. When Roseville Crushed is informed of any negative driving activity posted to the employee's driving record, HR Department and/or Management reserve the right to determine continuation of employment and modify the status of an employee's driving eligibility accordingly. *See the Driving Eligibility Status table below.

Annually

Additionally, the Secretary of State program will also generate an annual record one (1) year from the date the driver was initially enrolled in the program.

Driving Eligibility Status

The MVR will be reviewed to determine that the employee holds a valid license, and that the driving record is within the parameters of this policy. All employee MVRs will be categorized into status categories of Clear, Valid, Warning, and Invalid based on the type, quantity and combination of accidents, minor, major and serious violations. Regardless of whether the violations occurred during company time or personal driving, if the MVR reveals any violations that meet the criteria of Warning or Invalid, the employee will receive a written letter and his/her driving privileges may be suspended. Depending on the type of violations and eligibility to drive, the employee's employment status may also be affected.

Driving a company vehicle with an invalid driving status is a direct violation of this policy and will result in immediate discipline up to and including termination. In addition, the driver will be held personally responsible for any liability incurred as a result of driving while restricted. Management reserves the right to use discretion to restrict employees from driving based on MVR status or company driving history, even if the employee's MVR meets the above standards.

Violations including but not limited to the following below constitutes how Roseville Crushed reviews the employee's MVR:

a. **Minor:** Speeding 5-10mph over limit, following vehicle too close, failing to stop at stop sign, parking tickets, talking on phone while driving, no proof of insurance
b. **Accident:** Vehicle accident resulting in ticket
c. **Major:** Speeding 15mph over limit, erratic lane change, operating w/o license in possession, operating w/o proper CDL class, violation in connection to a fatal accident, reckless driving, drag racing
d. **Serious:** Failure to possess a valid driver's license/having a suspended license, speeding 25mph over limit, operating while driving privileges are suspended/ revoked/ cancelled or disqualified, leaving scene of accident or police officer, vehicular homicide, assault by motor vehicle, any vehicle-related felony (e.g. dispensing controlled substances), DWI or under influence of controlled substance, alcohol concentration of < 0.04, refusing to take alcohol or substance abuse test

	CLEAR	VALID	WARNING	INVALID
DESCRIPTION	A clear MVR with no violations at all.	A motor vehicle report that indicates minor violations, at least one accident.	A MVR that indicates a greater number of violations or previous suspension of driver's license that is now reinstated.	A MVR that indicates a greater number of violations or has any serious violations. The MVR does not meet the requirements of the company policy and/or insurance policy.
TIME PERIOD	*n/a*	*In past 3 years*	*In past 3 years*	*In past 3 years*
		≤ 2 minors	3-4 minors	≥ 4 minors
		≤ 1 accident	2 accidents	≥ 3 accidents
			1 major	≥ 2 majors
			1 serious	≥ 2 serious
REQUIREMENTS	Allowed to operate company vehicles in accordance with this policy.	Allowed to operate company vehicles in accordance with this policy.	1) Allowed to operate company vehicles in accordance with this policy. 2) Subject to additional driving restrictions.	1) RESTRICTED from driving company vehicles until Management determines the MVR is in compliance with all applicable laws & policies. 2) Required to sign a written form acknowledging the invalid status of his/her driving status with Roseville Crushed
HR ACTION	No action		1) Issue letter to employee	1) Issue letter to employee 2) Request signed document acknowledging invalid driving status

EMERGENCY ACTION PLAN

This emergency action plan is intended to work in conjunction with the Incident – Injury – Accident Policy below which provides more details for emergency situations.

1. All employees are required to report any incident, injury, accident, near miss and spills to their supervisor and HR@rosevillecrushed.com.
2. When an emergency arises, immediate action shall be taken to administer first aid services, extinguish a fire and/or call 911. Roseville Crushed designates the 911 system as its first response in the event of a medical emergency and/or rescue operation.
3. Site specific safety plans will indicate the nearest emergency medical facility and hospital and a list of emergency phone numbers. That information can also be obtained by contacting your Supervisor directly.
4. Roseville Crushed, LLC. ensures that at least one person trained in CPR and First Aid will be at each jobsite.

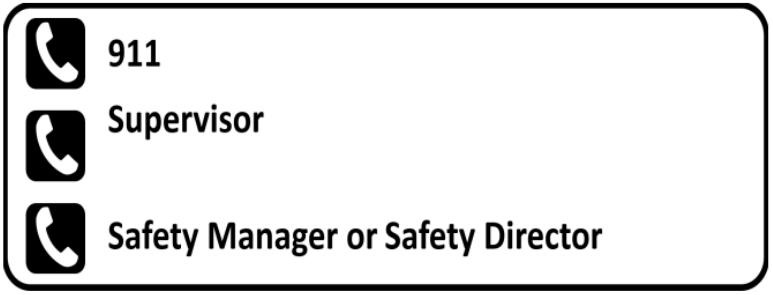
Employee Responsibilities

1. Each employee of Roseville Crushed shall comply with all appropriate Safety & Health rules, work policies, and use the required personal protective equipment that is necessary to mitigate recognized hazards to an acceptable level for the worker.
2. **Each employee shall arrive to work Fit for Duty** which is defined as: Physically and mentally able to perform the essential duties and/or functions of his/her job in a safe, secure and productive manner without reasonable accommodation; has received an adequate amount of rest and is without influence of alcohol, drugs, or prescription medication that will affect his/her ability to work safely.
3. Employees are required to comply with all Federal, State, Local, and Employer safety rules, laws, regulations, and policies. Any violations of such may subject employees to Company disciplinary action.
4. Supervisors are responsible for the safety and compliant work behavior of their subordinates.

Employer Responsibilities

1. Roseville Crushed shall furnish its workers a workplace free from recognized hazards that can cause or is likely to cause death or serious physical harm; or shall provide the necessary work policies or personal protective equipment to mitigate those recognized hazards to an acceptable level for the worker.
2. Roseville Crushed shall ensure a competent or qualified person is present on all jobsites.

Emergency Procedure



In the event of an emergency:

1. Protect the public;
    a. If applicable, manage the situation (e.g., extinguish the fire);
    b. Barricade the jobsite/roadway as necessary; and
    c. Evacuate the area (e.g., in the event of a gas leak all equipment should be shut off and all people must leave the area).
2. Make the scene safe;
    a. Employees shall put the equipment and tools in a safe location and stop work until the supervisor has been notified of the event and has cleared employees to resume work.
    b. In the event of a massive event such as an explosion, fire, gas leak, etc., employees should gather at a pre-determined location.

c. Employees working at the main office and shop are to follow the emergency fire evacuation plan that is posted in the building.
d. In the event of weather-related hazardous conditions such as tornadoes, windstorms, winter storms, etc., employees should be prepared and devise a plan with their crew.
    i. EXAMPLE: In the event of a tornado, employees on a work site should park their vehicles far to the side of the road and find a sturdy shelter. If a suitable shelter is not available, employees should position themselves in a low safe point, such as a ditch, and avoid unsafe areas such as highway overpasses, new excavations.

3. Call 911 if necessary;
    a. Roseville Crushed designates the 911 system as its first response in the event of a medical emergency and/or rescue operation.
    b. For severe or life-threatening incidents, 911 should be called immediately. Trained employees should administer First Aid or CPR, if appropriate, until an EMS crew arrives.
    c. Site specific safety plans will indicate the nearest emergency medical facility and hospital and a list of emergency phone numbers. This information can also be obtained by contacting the Supervisor or a Human Resources Representative directly.
    d. When working in Michigan and if the injury requires treatment (as per Roseville Crushed's insurance carrier), the injured employee must receive medical attention from a Third-Party Medical Center if possible. Managers should call their Supervisor/Human Resources Representative for a clinic location.
    e. When necessary, injured employees should be accompanied to the clinic by another employee to a pre-determined medical facility. (The office may be contacted if help is needed.) For injuries and medical conditions that are beyond the standard capabilities of

routine first aid or are considered life threatening, an ambulance shall be used.

f. Injured persons should not be moved unless absolutely necessary. Further injury may result. Co-workers should keep the injured employee comfortable and utilize available first aid equipment until emergency services arrive.

4. Contact your direct Supervisor

INCIDENT, INJURY, ACCIDENT POLICY

1. Safety and incident / injury / accident prevention are of the utmost importance on all Roseville Crushed jobsites. It is Roseville Crushed's goal to maintain a workplace free of harm.
2. Examples of what employees are expected to report:
    a. All illnesses
    b. All injuries
        i. Report any injury that is more than a scratch, even if medical attention is not necessary at the time. In some cases, the injury may worsen, requiring medical attention at a later time.
        ii. The Supervisor must **immediately** report injuries to HR@rosevillecrushed.com or by calling the Human Resources Department.
    c. Property damage events
    d. Motor vehicle accidents
    e. Motor carrier stops
    f. Complaints against Roseville Crushed or the jobsite
    g. Unsafe actions, conditions, or imminent danger situations
    h. Near-miss accidents
    i. Criminal acts, threats, etc.

The Supervisor must complete a written (incident, injury, or accident) report and submit it HR@rosevillecrushed.com within 2 days. In certain cases, the situation may require more than one form to be completed. All forms must be submitted together. The Supervisor should document

evidence relevant to the incident. **Photographs MUST be taken for all incidences, injuries and accidents.**

1. Report must be completed, even if medical attention is not needed at the time. This information is required for recordkeeping in the office.
2. All forms provided to the employee by the physician must be submitted to HR@rosevillecrushed.com as soon as possible.
    a. Physicians will provide a form stating the injured employee's medical status and recommendations for returning to regular work activity.
    b. If the doctor issues a Return-to-Work form ***with*** restrictions, the employee must submit the paperwork immediately for Management to determine whether the employee can safely perform a job with the restrictions.
    c. A Supervisor should NOT allow the injured employee to return to work until he sees a Return-to-Work form.

First Aid

1. There shall be at least one person trained in CPR and First Aid present at each job site location.
    a. This person shall be available to render first aid if necessary.
    b. Training records indicating which employees have completed CPR and First Aid training shall be kept in the confidential employee files.
    c. Employees trained in CPR and First Aid must have proof of training with them at all times.
2. First aid will be administered only by trained personnel. Under no circumstances shall any employee attempt to administer any medical treatment beyond First Aid training (e.g. remove foreign objects from a fellow employee).
3. At least one vehicle on each crew shall be equipped with an adequate first aid kit and made easily accessible to all employees.
    a. Supervisors are responsible for notifying the Safety Manager if replenishment of supplies is necessary.

Hazard Recognition

To prevent incidents, injuries and accidents, the following should be completed:

1. Job sites shall be kept as neat and orderly as can be reasonably expected. Keep the workplace clean, organized, and free of materials that could potentially expose the employee to slips, trips, falls, pinch points, crushing, being struck, electrical shocks, or any other identifiable hazard.
    a. All debris, tools, and equipment should be picked up and either stored or disposed of in the proper location.
2. A survey of the workplace is to be performed to identify actual and potential hazards exposure(s) to the employee. The survey should focus on:
    a. The number of workers on site; tools, equipment, machines, vehicles to be used; and the job tasks to be performed;
    b. The actual, potential, or introduced hazards related to the above; and
    c. Policies, procedures, methods, and/or PPE to mitigate those hazards.

Housekeeping

To prevent slips, trips and falls, employees should do the following:

1. Mop floor in area of spills immediately and post a sign stating, "WET FLOOR". Never leave spills unattended.
2. Use an oil absorbing material to control small oil spills in the workplace.
3. During inclement weather, keep rugs, mats, and floors dry. Snow and ice should be removed from all sidewalks, drives and access points used by the general public or employees**.**
4. Keep all floors, stairs, ladders, walkways, sidewalks and driveways in good repair.
5. Be aware that electrical cords cause many tripping injuries.
6. Keep the work area clean and free of debris; paying close attention to stairs, aisles and walkways.
7. Analyze each job site/ work area to consider the possible hazards.

Job Site Access

1. Absolutely no one is permitted onto a Roseville Crushed job site without the express permission of the Roseville Crushed designated Competent Person at that site. Employees should make a good faith effort to keep the public and all other unauthorized persons away from the work area.
    a. Any non-Roseville Crushed employees on a Roseville Crushed jobsite (additional workers, visitors, customer representatives, MIOSHA inspectors, etc.) are subject to all the same policies and procedures that apply to the Roseville Crushed employees working the site. This is designed to prevent injury or illness to anyone while ensuring the safety and well-being of everyone.
    b. In the event of a non-Roseville Crushed employee's failure to follow Roseville Crushed Safety Policies and Procedures on a Roseville Crushed jobsite, the Competent Person on site shall cease all work procedures and contact their supervisor immediately.

Safety Meetings

1. Weekly
    a. Weekly Safety Meetings are held to help keep all personnel abreast of appropriate safety measures. During a safety meeting, company policies, procedures, rules, and regulations can be communicated to employees. The use of posters, pamphlets, signs, and safety films will help promote employee involvement. These safety meetings are to be documented and signed by all employees attending the session. A file will be kept on all safety activity that is communicated to the employees by the methods mentioned above.

Weather Related Hazard Prevention Guidelines

1. Due to the nature of construction industry, employees may be exposed to extreme weather, heat, and cold conditions. Employees must make a diligent effort to prepare for extreme temperature conditions onsite.
2. To help prevent Heat-Related Illness, employees should:

a. Take intermittent breaks to rest in the shade or cooler areas;
b. Increase their water consumption;
c. Eliminate caffeine consumption;
d. Wear light, loose fitting, breathable clothing that allows air flow across the body;
e. Regularly observe their co-workers to determine if they are exhibiting any signs of heat-related illness; and
f. Make the best effort to perform the heaviest work during the coolest part of the day.

3. To help prevent Cold-Related Illness, employees should:
    a. Layer tight-fitting clothing and bring additional clothing to change into in the event their existing clothing becomes wet;
    b. Consume warm liquids and eat warm, high caloric foods;
    c. Wear hats, gloves, ear protection, and boots to protect their extremities;
    d. Take frequent breaks in warm, dry areas;
    e. Regularly observe their co-workers to determine if they are exhibiting any signs of cold-related illness; and
    f. Make the best effort to perform the heaviest work during the warmest part of the day.

THEFT – LOSS POLICY

Loss prevention is of great importance to Roseville Crushed. It is Roseville Crushed's goal to maintain a workplace free of harm and to minimize any thefts or losses. However, when a loss does occur on the job, at a storage yard or anywhere on Roseville Crushed property, all employees should follow this procedure.

1. Employees must report any potential theft to their supervisor even if he/she is not certain if it was stolen or misplaced.
2. In the event an employee witnesses a theft as it occurs, the employee should call the local police or 911 immediately. Employees shall NOT approach or communicate with the thief.

    a. Once the police have been notified, the employee should call his/her supervisor.
3. The employee must report any losses or thefts to their direct Supervisor/Human Resources Representative **immediately**. This is necessary to ensure a proper investigation is completed.
4. Once it is determined that the item is lost or stolen, the employee should notify the local police department and file a police report.
5. The employee should take pictures of anything related to the incident such as:
    a. Footprints, tire tracks, broken property, location of missing material/items, etc.
    b. In times of theft/loss, employees must remember to call:
        i. 1st 911
        ii. 2nd Direct Supervisor (Office Manager/HR Representative)
6. The employee who noticed the loss needs to **complete a written Loss Report** and submit it to HR@rosevillecrushed.com as soon as possible
    a. **Pictures should be taken** and submitted along with the Loss Report.

FAMILY MEDICAL LEAVE ACT (FMLA) POLICY

The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for specified family, medical, and military-related reasons. Employees of Roseville Crushed are entitled to FMLA leave if they meet the conditions and requirements of this policy.

Employee Eligibility

To be eligible for FMLA benefits, an employee must:

- Have worked for Roseville Crushed for a total of 12 months (need not be consecutive); and
- Have worked at least 1,250 hours in the 12 months before the leave is to begin.

The time constraints listed above do not include personal commute time or time spent on vacation or medical/sick leave. Time taken off work due to pregnancy complications can be counted against the 12 weeks of FMLA leave.

Reasons for FMLA Leave (Leave Entitlement)

Eligible employees may take FMLA for one or more of the following reasons:

- The birth and care of the newborn child;
- Placement with the employee of a son or daughter for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent, not in-law) with a serious health condition;
- To handle qualifying exigencies caused by a family member's military service; and
- If the employee is unable to work because of a serious health condition.
    - A "Serious Health Condition" is defined as: an injury, illness, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

How Much Leave Permissible

An eligible employee is entitled to up to 12 workweeks of unpaid leave during a 12-month period. The 12-month period begins on the first day the employee's FMLA leave begins. Subsequent 12-month periods begin the first time FMLA leave is taken after the completion of any previous 12-month period.

FMLA can be used in an intermittent leave schedule in separate blocks of time. This intermittent schedule is a reduced number of hours from the hours the employee normally worked prior to filing for FMLA leave. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday. Intermittent leave because of an employee's own serious health condition, or to care for an employee's spouse, child or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt Roseville Crushed's business operations. When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment, Roseville Crushed may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

Use of Paid and Unpaid Leave

FMLA provides eligible employees with up to 12 workweeks of unpaid leave. If an employee has paid time off (PTO hours), the employee must use any qualifying paid leave (PTO) first before using FMLA leave. ("Qualifying paid leave" is leave that would otherwise be available to the employee for the purpose for which the FMLA leave is taken.) The remainder of the 12 workweeks of leave, if any, will be unpaid FMLA leave. Any paid leave used for an FMLA qualifying reason will be charged against an employee's entitlement to FMLA leave. This includes leave for disability or workers' compensation injury/illness, provided that the leave meets FMLA requirements. The substitution of paid leave for unpaid leave does not extend the 12-work week leave period.

Maintenance of Health Benefits

An eligible employee's health insurance coverage will be maintained while on FMLA leave whenever such insurance was provided *before* the leave was taken. The health insurance coverage will be provided on the same terms as if the employee had continued to work. For hourly and salary, employees, arrangements will be made for employees to pay their share of health insurance premiums while on leave from work. If the employee's payment of health insurance premiums is more than 30 days late, Roseville Crushed may discontinue health insurance coverage upon notice to the employee. If the employee returns from FMLA leave, Roseville Crushed will not require the employee to meet any qualification requirements imposed by the group health plan (e.g. waiting period).

Notices and Certification

Employees seeking to use FMLA leave must provide a 30-day advance notice of the need to take FMLA leave when the need is foreseeable, and notice is practical. For unforeseeable leave, the employee must provide

notice as soon as possible. Employees who do not provide enough information to Roseville Crushed may risk denial of the leave.

After requesting FMLA leave, and if the employee meets the eligibility requirements, Roseville Crushed will provide the eligible employee an Eligibility/Rights and Responsibilities Notice. Roseville Crushed will also require the eligible employee to provide the following:

- Certification by a medical professional for the need for leave;
    - When leave is taken to care for a family member, Roseville Crushed may also require verification of the employee's relationship to the family with the Serious Health Condition.
- Have an employer-designated medical professional contact the treating physician to clarify or authenticate the initial certification;
- Have a second medical opinion by a Roseville Crushed-designated medical professional at Roseville Crushed's expense;
    - If the initial and second certifications differ, Roseville Crushed may, at its expense, require the employee to obtain a third and final certification from a jointly selected medical professional;
- Obtain periodic recertification; and
- Provide periodic reports to Roseville Crushed during FMLA leave regarding the employee's or employee's family member's status and intent to return to work; and
- When the leave was taken for the employees own serious health condition:
    - A fitness-for-duty report certifying that the employee is able to return to work with respect to the reason for the FMLA leave.

The eligible employee has 15 calendar days to provide the required certification for the leave. If the employee provides an incomplete or insufficient certification, Roseville Crushed will provide a written request of what needs to be completed and the employee has 7 calendar days to provide the corrections.

Once the certification has been received by Roseville Crushed, the employee will be provided a Designation Notice which will include information on whether or not the requested leave will be designated as FMLA leave. Along with the Designation Notice, Roseville Crushed will also request a Fitness-for-Duty certification.

Roseville Crushed may provisionally designate the employee's leave as FMLA leave if Roseville Crushed has not received medical certification or has not been able to confirm that the employee's leave qualifies as FMLA leave. If the employee has not notified Roseville Crushed of the reason for the leave, and the employee's intent is to qualify for FMLA leave, the employee must notify the Human Resources Manager within 2 business days of the employee's return to work that the leave was for an FMLA reason.

If the employee's anticipated return-to-work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide Roseville Crushed within 2-5 business days of the change and explanation of the changed circumstances and new return-to-work date. If the employee notifies Roseville Crushed that he/she does not intend to return to work, the employee will be considered to have voluntarily resigned.

FMLA leave or return-to-work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Also, a failure to provide requested documentation of the reason for an absence from work may lead to termination of employment.

Records

All employee medical information will be kept confidential and separate from general personnel files.

Job Restoration

Upon return from FMLA leave, an employee will be restored to his/her original job, or an equivalent job with equivalent pay, benefits and other terms and conditions of employment. An employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before taking the leave. An employee is entitled to reinstatement only if he/she would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to

reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

Under specific circumstances where restoration to employment will cause substantial economic injury to business operations, Roseville Crushed may refuse to reinstate certain employees after using FMLA leave.

Failure to Return-to-Work following FMLA Leave

If an employee does not return to work following the conclusion of FMLA leave, the employee will be considered to have voluntarily resigned.

CONFIDENTIALITY POLICY

Roseville Crushed entrusts its employees with important information relating to business. All records and information relating to Roseville Crushed, its employees or its customers are confidential, and employees must, therefore, treat all matters accordingly. No Roseville Crushed or Roseville Crushed-related information, including but not limited to documents, notes, files, electronic files, passwords, oral information, passwords, bidding information, or employee information may be disclosed without prior authorization from Management.

Under no circumstances are the contents of Roseville Crushed's records or information otherwise obtained in regard to business, or any portion thereof may not be disclosed to anyone or taken from the company without authorization of Management, except where required for business purpose. Employee must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the company. Information or documents are not to be released to anyone outside of the office staff without a signed authorization allowing the information to be given to the specific person or agency so requesting. For business information, the authorization is to be signed by the President and for employee personnel information, authorization is to be signed or verbally stated to the Human Resources Manager by the employee himself/herself, not a spouse, child, or another related person.

It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know”. If there is a question of whether certain information is considered confidential, the employee should first check with his/her immediate supervisor for clarification.

Photographs of Roseville Crushed employees and work completed by employees are not to be used outside of the company without prior written consent of the individual or other personal legally empowered to give consent as identified on the form.

Failure to comply with the above provisions is considered Breach of Confidentiality according to this policy and employees will be subject to disciplinary action, up to and including termination for knowingly or unknowingly revealing information of a confidential nature.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

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