



EMPLOYEE HANDBOOK

March 2023

An Equal Opportunity Employer
DBE, MBE, CSB, SBE & EDGE Certified

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WELCOME TO COOK PAVING & CONSTRUCTION Co., Inc.!

Dear Cook Paving & Construction Employees:

Whether you have just joined our team or have been at Cook Paving & Construction for a while, we are confident that you will find our Company a dynamic and rewarding place in which to work, and we look forward to a productive and successful partnership. We consider the employees of Cook Paving & Construction to be one of its most valuable resources.

With industry knowledge and experience at our core, we have earned our customers' trust through the years through our dedication and the incredible work ethic of our employees. We know it takes a team of dedicated people to provide top notch service, and we have chosen you to be a part of our team because we believe you are that kind of person. We recognize that you and all our employees are the cornerstone of our business and the key to our continued success.

This handbook was developed and updated to help you get acquainted with Cook Paving & Construction and our workplace practices. We believe in keeping our employees fully informed about our policies, benefits, employee expectations and employer obligations. Please refer to it regularly for important information and guidance.

We hope that your experience here continues to be challenging, enjoyable, and rewarding.

Sincerely,

A handwritten signature in black ink that reads "Linda Fletcher". The signature is written in a cursive, flowing style.

Linda Fletcher President

ABOUT US – OUR MISSION AND VALUES

Our Mission

Cook Paving & Construction is a multi-faceted construction company dedicated to delivering high-quality services. We value establishing long term relationships with our customers based on Safety, Service, and Integrity.

To help fulfill this mission, Cook Paving & Construction values and respects every team member, and the organization is committed to providing everyone with the resources necessary to be productive in a safe and positive work environment.

Our goal is to continue building on our legacy as an industry and community leader.

Our Values

Our core values are our guiding principles. They are what drive our daily interactions with each other within our Company and how we want to be perceived by our customers and the communities we serve. Our core values include:

- Working as a team to offer the highest quality to customers
- Communicating with respect and professionalism
- Remain positive, upbeat, and courteous always
- Valuing diversity, safety, and acting with integrity

PURPOSE OF HANDBOOK

This Employee Handbook contains information about the employment policies and practices of Cook Paving & Construction. You will gain the most value out of this Handbook by carefully reading it, as it is a valuable reference for understanding your role and Cook Paving & Construction. This Handbook supersedes and replaces all prior Employee Handbooks and any inconsistent verbal or written policy statements.

The policies outlined in this Handbook should be regarded as continually developing to best address the needs of Cook Paving & Construction in an ever-changing work environment and will require changes from time-to-time. Cook Paving & Construction reserves the right to, augment, delete or revoke any policies, procedures, practices, and statements contained in this Handbook at any time without notice. Such changes shall be effective immediately upon approval by management unless otherwise stated.

If any provision or part of a provision of the Handbook shall be finally determined to be invalid, illegal, or otherwise unenforceable pursuant to any applicable legal requirements, such

determination shall not impair or otherwise affect the validity, legality, or enforceability of the remaining provisions or parts of the provision of the Handbook which shall remain in full effect as if the unenforceable provision or part were deleted.

Neither this handbook nor any other Company document confers any contractual agreement; either expressed or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the Company, or you may resign for any reason at any time. No supervisor/manager or other representative of the Company (except the President) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above. Any agreement to alter your employment from at-will status must be in writing and signed by the President of the Company.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will inform you of any changes as they occur.

This handbook and the information in it shall be treated as confidential. No portion of this handbook shall be disclosed to others, except Cook Paving & Construction employees and others affiliated with Cook Paving & Construction whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official documents, such as Benefit Plans. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

This handbook replaces any prior handbooks or practices that are inconsistent with its provisions. You may also receive updated information containing changes to policy from time to time, and these updates should be kept with your copy of the handbook.

Non-Union employees of Cook Paving & Construction are employed at-will, meaning that employees have the right to terminate their employment at any time. Conversely, Cook Paving & Construction has the right to terminate the employment relationship at any time. The at-will relationship can only be altered by the expressed written consent of Linda Fletcher, President/CEO. The provisions of this Handbook are not intended to create any contractual obligations with respect to any matters it covers. Nor is the Handbook intended to create a contract guaranteeing that you will be employed for any specific period of time.

SECTION 1 – DIVERSITY

Equal Employment Opportunity Statement

Cook Paving & Construction is an Equal Employment Opportunity employer committed to the policy of equal treatment of all people. Cook Paving & Construction is committed to hiring and developing the most qualified people from the available workforce in the communities we serve. It is our policy in all personnel actions to ensure that all individuals are evaluated on the basis of qualification and ability, without regard to race, color, age, religion, sex (including pregnancy), sexual orientation, gender identity, genetic information, military status, national origin, disability status, ancestry or any other classification protected by federal, state and local laws. You should report any situation you deem as discriminatory to any member of management or Human Resources.

Cook Paving & Construction will also ensure that all employment decisions and actions, including but not limited to compensation, benefits, transfers, promotions, layoffs, returns from layoff, discipline, terminations, sponsored training, education, tuition assistance, and social and recreation programs, will be made without regard to race, color, age, religion, sex (including pregnancy), sexual orientation, gender identity, genetic information, military status, national origin, disability status, ancestry or any other classification protected by federal, state and local laws.

Mutual Respect

Cook Paving & Construction's policy against discrimination and harassment requires employees to treat each other with respect. Behavior that a reasonable person would consider offensive and inappropriate in the workplace, even if it does not rise to the level of unlawful conduct, is considered disrespectful. Interactions with coworkers, supervisors/managers, and customers should be guided by courtesy and common sense. Violations should be reported to Human Resources or a member of management.

It is the policy of Cook Paving & Construction that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not limited to, race, color, age, religion, sex (including pregnancy), sexual orientation, gender identity, genetic information, military status, national origin, disability status, ancestry or any other classification protected by federal, state and local laws. The Company will not tolerate harassment of any kind by or of any employees or applicants for employment. Workplace harassment of any kind is strictly prohibited and undermines the integrity of the employment relationship. Anyone engaging in harassing conduct will be subject to discipline up to and including termination of employment.

Prohibited Conduct

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment action and any unwelcome conduct that affects someone because of that individual's protected status. Among the types of unwelcome conduct prohibited by this policy are epithets, slurs, negative stereotyping, intimidating acts, and the circulation or posting of

written or graphic materials that show hostility toward individuals because of their protected status. The Company prohibits that conduct even if it is not sufficiently severe or pervasive to constitute unlawful harassment.

Employees should keep in mind that it is possible to violate this policy even when you are off the Company's premises and outside of work hours. Moreover, electronic communications with co-workers, even if conducted on your personal equipment, may violate this policy.

Sexual Harassment Defined

Sexual harassment is any unwanted verbal, written, visual, or physical advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient. Sexual harassing conduct may occur between individuals of the same gender.

Unwelcome sexual advances, requests for sexual favors, and other verbal, electronic or physical conduct based on sex constitute unlawful sexual harassment when:

1. Submission to or rejection of this conduct is used as the basis for any employment decision.
2. Submission to such conduct becomes an implicit or explicit term or condition of employment.
3. The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other harassing conduct in the workplace, whether committed by supervisor/manager or non-supervisory personnel, is also prohibited. This behavior includes, but is not limited to, offensive sexual flirtations, sexually degrading or vulgar words, unwelcome touching or physical contact, whistling, unwelcome sexual compliments, innuendos, suggestions or jokes, the display of suggestive objects or pictures, the use of offensive gestures or body motions, and any other unwelcome sexual conduct.

This behavior is unacceptable in the workplace and outside the workplace in other settings such as business trips, meetings, and business-related social events.

Individuals Covered under the Policy

This policy forbids any employee, supervisor/manager, member, officer, director, vendor, customer, or agent of the Company to harass any employee, applicant, or any person who provides services to the Company. The Company will not tolerate, condone or allow sexual harassment, or other unlawful discrimination or harassment whether engaged in by employees of the Company or by outside individuals or other non-employees who conduct business with the Company.

Employee Responsibilities

Everyone at the Company is responsible for helping keep our workplace free from prohibited discrimination or harassment. When possible, the Company encourages individuals who believe that they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem.

The Company recognizes, however, that an individual may be uncomfortable for a number of reasons attempting to resolve the issue this way and may prefer to pursue the matter through the complaint procedure outlined below. Employees are not required to notify the offender of the offensive nature of the action before bringing a complaint forward.

Internal Investigations

Cook Paving & Construction takes allegations of harassment and discrimination very seriously and will take prompt action to investigate. If you feel that you have been the recipient of harassing or discriminatory behavior in the workplace, report it immediately to Human Resources or other members of management. When the investigation is completed, you will be informed of the outcome of the investigation. Any employee that knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination.

Based on the results of the investigation, Cook Paving & Construction will take prompt and appropriate corrective action. Any employee found to have engaged in prohibited conduct as defined by this policy will be subject to appropriate discipline, up to and including termination.

Employees are expected to cooperate in any internal investigation conducted by the Company. The Company respects its employees' privacy and will maintain the confidentiality of information shared to the fullest extent possible, disclosing information only to those who need to know. Of course, maintaining confidentiality is only possible if everyone who participates in the investigation honors this request. Nothing in this policy prohibits employees from discussing wages and working conditions in accordance with the law.

Retaliation is Prohibited

Retaliation against an individual who has reported or complained of harassment or discrimination, or who assists another person in making a report, or who cooperates in the investigation of a claim of harassment or discrimination is prohibited. An employee who retaliates against a complainant or witness will be subject to disciplinary action up to and including termination. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

Bullying

Cook Paving & Construction will not tolerate bullying behavior, whether verbal, physical or social media, or otherwise. All employees are expected to be treated and to treat others with dignity and respect always. Cook Paving & Construction considers the following types of behavior examples of bullying:

1. Verbal – slandering, ridiculing, name-calling of a person or their family; persistent name-calling that is insulting or humiliating; offensive remarks.
2. Physical – pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property.

3. Gesture – threatening gestures; glances that can convey threatening messages.
4. Exclusion – excluding or disregarding a person in work-related activities.

If an employee is using disparaging words or bullying against another employee on social media even after hours, will not be tolerated. These examples are not intended to be all-inclusive and may include other examples.

Any acts of harassment or bullying will be investigated and dealt with in the appropriate manner.

Furthermore, due to the risks inherent with dating/personal relationships developing at work, employees are encouraged to avoid having relations with other employees, particularly when it is a supervisor-subordinate relationship. Employees should be aware of the fact that such fraternization may lead to a variety of problems if the relationship becomes non-consensual. If any such relationship develops, management reserves the right to transfer the employees or end the employment relationship with one or both of the individuals.

Disability and Other Accommodations

Cook Paving & Construction is committed to complying with all applicable provisions of the Americans with Disabilities Act and its Amendments (ADA). The Company will make reasonable accommodations for qualified individuals with known disabilities who are able to perform the essential functions of the job unless doing so would result in an undue hardship on Cook Paving & Construction. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

The Company will not discriminate against a qualified applicant or employee because of a known disability. Under the ADA, a “qualified disability” is a physical or mental impairment that substantially limits a major life activity. Employees with disabilities have equal access to all benefits and privileges of employment that are available to similarly situated employees without disabilities. Individuals with disabilities must make their disability known to the Company so the various reasonable accommodations can be examined.

On receipt of an accommodation request, your supervisor/manager and Human Resources will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Cook Paving & Construction might make to help overcome those limitations. The Company will determine the feasibility of the requested accommodation considering various factors such as the nature and cost of the accommodation and the accommodations’ impact on business operations and safety. The Company will require medical documentation to substantiate the need for the accommodation. The medical information requested will only pertain to the disability and what the medical practitioner believes are viable options for accommodation. This information is kept confidential.

The ADA permits the Company to suggest alternative accommodation options that are reasonable in light of the medical circumstances (i.e., schedule modification, job transfer, leave of absence) and does not require that it implement the employee’s preferred accommodation. Nor does the law require the Company to provide personal use items (such as eyeglasses, hearing

aids, wheelchairs, etc.). An employee or job applicant who has questions regarding this policy should contact Human Resources. All such inquiries or complaints will be treated confidentially to the extent permissible by law.

Employees may also request reasonable accommodation for religious purposes based on a sincerely held belief or religious practice. Such accommodations will be made unless it creates substantial cost or difficulty on the Company.

Any employees with questions or concerns about unlawful discrimination, harassment or reasonable accommodation should bring these issues to the attention of management or Human Resources immediately. Retaliation against an employee for making a good faith complaint is prohibited. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

SECTION 2 - EMPLOYMENT

Background Checks

To ensure that individuals who join Cook Paving & Construction are well qualified and to ensure that Cook Paving & Construction maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks. Background checks may include verification of any information on the applicant's resume or application form. Background checks may also include a criminal record check as well as additional inquiries such as a driving record on applicants for particular job categories if appropriate and job related.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Company and/or its customer contractual specifications. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Cook Paving & Construction to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy.

Cook Paving & Construction also reserves the right to conduct a background check for current employees to determine eligibility for assignment in the same manner as described above.

Employment Status

Full-Time Employees

Those scheduled to work thirty (30) or more hours per week on a regular and consistent basis and are expected to regularly work a 40-hour workweek. Such employees may be classified as "exempt" or "non-exempt" as defined below.

Part-Time Employees

Those scheduled to work less than thirty (30) hours per week on a regular and consistent basis. Such employees may be classified as “exempt” or “non-exempt” as defined below.

Temporary/Seasonal Employees

Those hired as interns or seasonal workers to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work either a full-time or part-time schedule. These individuals may be supplied directly by employment agencies and, in those cases, will be employees of the respective agency and not of Cook Paving & Construction.

Contract Employees

Individuals who are self-employed and work under a separate written independent contractor agreement with Cook Paving & Construction to provide professional services.

Employee Classification

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. You will be informed of your initial employment classification as an exempt or non-exempt employee at time of hire. If you change positions during your employment because of a promotion, transfer or otherwise, you will be informed by Human Resources of any change in your exemption status.

Please direct any questions regarding your employment status or classification to Human Resources.

- **Non-Exempt Employees** are to be paid out overtime pay as required by applicable federal and state laws.
- **Exempt Employees** are not covered by the overtime provisions of the Fair Labor Standards Act (FLSA) and are not eligible for overtime pay.

Introductory Period

All employees will be subject to a 60-day introductory period when hired, transferred or promoted. Unsatisfactory performance during this introductory period may result in termination. A 30-day extension beyond the standard 60-day introductory service period may be imposed at the employer’s discretion. Some technical and professional positions may require an introductory period of up to six (6) months.

Please understand that completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Please also understand that completion of the introductory period does not imply that you now have a contract of employment with the Company, other than at-will. Completion of the introductory period does not alter the at-will employment relationship.

Separation of Employment

Separation of employment within an organization can occur for several different reasons. Regardless of the reason for separation, health insurance terminates the last day of the month employment ended. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. An exit interview may be conducted at the time of separation by Human Resources or a member of the management team.

The most common reasons for termination are as follows:

- **Resignation (Voluntary):** We hope your employment with us will be a mutually rewarding experience; we understand that varying circumstance cause employees to voluntarily resign. The company requests that the employee (union & non-union) provide a minimum two-week written notice to facilitate a smooth transition. Failure to provide a two-week notice will result in forfeiting any unused PTO. Employees are not permitted to use PTO in lieu of working out their two-week notice. The company reserves the right to accelerate the notice period (with or without pay) at its discretion and in situations where a job or business needs warrant such action.
- **Retirement (Voluntary):** Employees who wish to retire are strongly encouraged to notify their department supervisor/manager and the Human Resource department in writing at least one (1) month before the planned retirement date.
- **Job Abandonment (Involuntary):** Employees who fail to report to work or contact their supervisor/manager for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor/manager shall notify the Human Resource department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are not eligible to receive accrued benefits and are not eligible for rehire.
- **Employee Termination (Involuntary):** Employees of Cook Paving & Construction are employed on an at-will basis, and the Company retains the right to terminate an employment relationship at any time and for any reason with or without advance notice.

Company Property

The separating employee must return all Company property at the time of separation, including cell phones, keys, PCs, iPads and credit cards. Failure to return some items may result in deductions from the final paycheck in accordance with the law.

An employee who damages or loses Company property in their possession, custody, or control (including having an item stolen while in their possession) may also be responsible for reimbursing the Company for the cost of the lost or damaged item. Reimbursement will occur through paycheck deduction.

Employees who continue employment after signing verification of receipt and review of their

employee handbook consent to these deductions.

Eligibility for Rehire

Former employees who left Cook Paving & Construction in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resource department, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, equipment operator requirement and safety training, as required.

Supervisor/manager must obtain approval from the Human Resource department or designee prior to rehiring a former employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits except where required by law.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

SECTION 3 - WORKPLACE SAFETY

Drug-Free Workplace

Cook Paving & Construction is committed to providing a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment, field operations and facilities. For these reasons, Cook Paving & Construction is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of alcohol and/or drug use that affect the workplace. This policy applies to all employees and all applicants for employment at Cook Paving & Construction. The Human Resource department is responsible for policy administration. Please refer to any separate Drug and Alcohol related policies and/or regulations that may apply.

Employees are prohibited from reporting to work or working with the presence of drugs or alcohol in their body, using drugs, or taking prescription medication without a prescription, while on the employer's premises. Employees are prohibited from drinking alcohol or being intoxicated while on the employer's premises. Employees are further prohibited from selling, distributing, possessing, purchasing, or transferring any controlled substance anywhere on the Company's premises or while conducting company business. Possession of paraphernalia used in connection with the use of any drug is evidence of violation of this rule.

Use of prescription medication while at work is permitted as long as the drug has been prescribed for the employee by a licensed medical provider, is used in accordance with instructions and does not impair the employee's ability to safely and effectively perform their job duties. Employees are responsible for consulting with their medical provider about the drug's possible side effects and whether it is safe to work while taking it.

As a part of our policy prohibiting drug or alcohol use, drug and/or alcohol testing may be required.

An employee violates this policy by testing positive in a confirmed test for drugs or alcohol. Refusal to cooperate in the drug testing procedure is equivalent to testing positive. Refusal to cooperate includes refusing to produce or provide a specimen at the time or place requested, attempting to adulterate a specimen, or otherwise manipulate the testing process.

It shall be an independent violation of this policy to refuse to agree to a search of one's person, bag or purse, lunch box, locker, work area, automobile or any other area on Company premises, including Company parking lots, when the Company determines there is conduct and/or circumstance to create a suspicion of improper use or possession of drugs or alcohol.

Employees are required to report any drug-related criminal charges brought against them, whether the result of on-duty or off-duty conduct. Any violation of this policy will result in discipline, up to and including discharge.

Also, please note that while alcohol may be served at approved Company functions, entertainment facilities or other off-site venues hosting a Company get-together, Cook Paving & Construction does not condone the excessive or irresponsible consumption of alcoholic beverages. It is the responsibility of each employee to act in a professional and responsible manner. Alcohol consumption at such events must be limited and carefully controlled, and all Company policies apply during these events.

If any provision of this policy directly contradicts a Collective Bargaining Agreement or is silent on an issue covered by a Collective Bargaining Agreement which applies to a specific employee, the terms of the Collective Bargaining Agreement will control.

Please reference the full Drug and Alcohol-Free Workplace Policy for more details.

Violence in the Workplace

Cook Paving & Construction is committed to preventing workplace violence and maintaining a safe work environment. We will not tolerate any type of violent behavior or threats of violence, either direct or implied, during business hours, on our premises, or on a job site.

Workplace violence may include, but is not limited to:

- Causing physical injury to another person
- Making threatening remarks
- Physical intimidation
- Stalking
- Bullying
- Intentionally damaging employer property or property of another employee
- Possession of a weapon of any kind during the scope of employment
- Committing acts motivated by, or related to harassment or domestic violence
- Any other aggressive or hostile behavior that creates a reasonable fear or injury to another person

Incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor/manager, Human Resources or any member of management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in harm's way, nor should they attempt to intervene during an incident.

Cook Paving & Construction will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making the report will be protected as much as possible. Cook Paving & Construction will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Cook Paving & Construction may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. The Company will also comply with its legal obligations to notify law enforcement of any suspected violation of the law and will cooperate with law enforcement in any investigation of the same.

Weapons in the Workplace

The Company does not permit employees to carry guns, handguns, firearms, ammunition or explosives ("weapons") on Company property, on job sites or anywhere within the scope of employment. These restrictions apply even if the employee is licensed to carry the weapon unless otherwise permitted by law. All Company employees are subject to this provision, including contract and temporary employees, visitors and customers on Company property.

"Company Property" is defined as all company-owned or leased buildings and surrounding areas under the Company's ownership or control. This policy applies to all company-owned vehicles and all vehicles that come onto Company property. Violation of this policy is grounds for termination. Carrying a gun into areas where it is prohibited is also a crime.

Safety

Cook Paving & Construction is committed to providing a safe and healthy workplace for all. It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, collective bargaining agreements, and with any special safety concerns for use in a particular area or with a customer. We expect everyone to take steps to ensure the safety of not only ourselves but also our fellow team members and customers.

It is the responsibility of the employee to complete an Accident and Incident Report for each accident or injury, no matter how minor, that occurs involving an employee or that the employee witnesses, within 24 hours. (Reference Cook Paving & Construction Corporate Safety Policy Section- 2). Such report shall be submitted to the employee's immediate supervisor/manager and to the Human Resource department for processing under Workers Compensation, as required. Failure to report an accident or injury may result in employee disciplinary action, including

termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow Company safety and health guidelines or engaging in conduct that places the employee, customer or Company property at risk can lead to employee disciplinary action and/or termination.

The Health and Safety Committee shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

An employee may not return to work without the permission of management and may require medical authorization to return.

Employees will not be retaliated or discriminated against for reporting accidents, injuries, or illnesses, or for filing of safety-related complaints.

Smoke-Free Workplace & Vehicles

It is the policy of Cook Paving & Construction to prohibit smoking on all Company premises in order to provide and maintain a safe and healthy work environment for all employees. Smoking is permitted in designated areas outside premises and/or at job sites only in designated areas. In addition, employees must adhere to customer smoking policies when working on customers' premises.

Employees are prohibited from smoking in Company owned vehicles. Employees who violate the smoking policy will be subject to disciplinary action up to and including termination.

SECTION 4 - WORKPLACE EXPECTATIONS

Open Door Policy

Cook Paving & Construction maintains an Open-Door Policy for all employees to voice an opinion or discuss a problem with management without bias or fear of retaliation. Employees are the driving force in the delivery of the services we perform. Employee suggestions and comments, as related to the business, are important to us. We encourage employees to take the opportunity to discuss their ideas on how to improve the business and the jobs they perform.

If an employee has a problem or complaint, the employee should discuss it with their immediate supervisor/manager or Human Resources as soon as possible.

Confidentiality

All employees are required to sign an Employee Confidentiality Agreement as a condition of employment. In the event of termination such confidentiality obligations continue despite the end of the employment relationship, and regardless of how the employment relationship ends. Some employees may be required to sign a non-compete or enhanced confidentiality agreement.

Our customers and other parties with whom we do business entrust the Company with important information relating to their businesses. 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 an employee questions whether certain information is considered confidential, they should first check with their immediate supervisor/manager.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. Nor should the foregoing be construed as prohibiting employees from engaging in protected concerted activity under the law, such as discussing working conditions and wages.

Conflicts of Interest

All employees shall maintain the highest ethical standards in the conduct of Company business on premises and during the course of business off-site. Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Cook Paving & Construction may conflict with the employee’s own personal interests. Company property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances: (if an employee knows of or is in a situation that is identified below, an employee is required to notify their immediate supervisor/manager and the Human Resource Department)

- Being employed by, or acting as a consultant to, a competitor or potential competitor, regardless of the nature of the employment, while employed with Cook Paving & Construction.
- Serving as a board member for an outside commercial company or organization that is in direct competition with Cook Paving & Construction.
- Owning or having a substantial interest in a competitor.
- Accepting gifts, discounts, favors or services other than of minimum value, from a customer/potential customer, competitor or supplier.
- Improper conduct with respect to the disposition of scrap/materials. All scrap materials discovered throughout the course of your employment at Cook Paving & Construction **are** the property of the Company and the disposition and disposal of the material will in ALL cases be decided first by the owners of Cook Paving & Construction or the project manager.
- Scrap materials would be defined as any materials which have monetary value and/or construction value and are capable of being sold on the open scrap market. It shall include but is not limited to the following types: brass, copper, cast iron, steel, aluminum, stainless steel, magnesium, lead, wood, plastic, guardrails, manhole covers, and telecommunication cables lines, railroad metals etc. or any other material that would have monetary value or could be reused, at the sole discretion of the Company. If you have scrap materials, you must notify the owners of the Company, so they can decide what to do with it. Any misuse, disposal, or sale of scrap will be treated as theft. The Company will seek the assistance of law enforcement in addressing the theft of scrap materials.

Employees with a conflict-of-interest or a question regarding the disposition of scrap should seek advice from management. Before engaging in any activity, transaction, disposition of material or business relationship that might give rise to a conflict of interest, employees must seek review and receive approval for such perceived conflict of interest from the President of the Company. An employee who believes they may have a conflict of interest should disclose the details to Human Resources.

Furthermore, to avoid potential conflicts of interest that could be created by a professional engagement or affiliation with outside businesses or organizations, please notify management prior to agreeing to act as an officer, consultant or employee for any other business or organization that may appear to compete with Cook Paving & Construction or interfere with the Company's business interests.

Please discuss any such outside employment with management to ensure there are no conflicts. In addition, no outside work may be done during regular working hours and no Cook Paving & Construction building, equipment, labor or supplies may be used to conduct outside activity or employment. If you do any permissible outside work, you are not to suggest that such work is for, or in the name of Cook Paving & Construction.

Violation of the above Policy will result in disciplinary action up to and including termination of employment.

Dress Code

Cook Paving & Construction provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Business casual is different from at-home or weekend wear and can be interpreted differently from employee to employee. Although it is not possible to compile a complete list of what is/is not appropriate, we've established the guidelines below. Further, if there are specific customer-related dress code requirements, employees must comply with the same while on premises. Field employees must wear proper personal protective equipment and proper footwear.

Unacceptable clothing includes shorts, sweatpants, exercise apparel, overly revealing clothing, tank tops/cut-off sleeves, torn or frayed clothing, clothing with words, terms, or pictures that may be offensive and any other clothing deemed inappropriate for work. Sandals, flip-flops, crocs, and open-toed footwear may be a safety hazard and should not be worn in the workplace. Employees who appear for work inappropriately dressed may be sent home and will not be compensated for time away from work.

Training

Cook Paving & Construction supports professional development activities and job-related training. We encourage employees to discuss professional development opportunities with their supervisor/manager. If an employee seeks payment from the company for the cost of the training class or wages for the time spent in the training class, the employee should request such payment in advance of the class. Payment for training shall be approved on a case-by-case basis.

However, employees in most positions will not be paid hourly wages for the time spent in a training class if it is related to a trade, safety, or a skill-based class unless it is required for all new hires (or a new class required for all existing employees within a certain period of time).

Communications & Systems Usage

Cook Paving & Construction's computer systems (desktops, laptops, servers, etc.), hardware, software, email system, internet, wireless devices, fax machines, data files, telephones, cellular telephones, iPads, tablets, voicemail, electronic communications or any other electronic equipment or communication system used to access or transmit information furnished to employees are the Company's property intended for business use. Authorized use of company-owned or operated computing and network resources shall be consistent with both the mission of the company and this policy. To ensure compliance with this policy, the Company has the absolute right to monitor, access, audit, intercept, retrieve, review, and/or disclose any electronically stored communication that employees send to or receive from others through the company's communication and data systems. The company will override all personal passwords and/or encryption keys, if necessary.

While the company recognizes that employees may need to use its communication and data systems on a limited basis during the workday for non-business purposes, employees are reminded to use common sense and must minimize non-business use. Inappropriate use of the company's communication and data systems may result in disciplinary action, up to and including termination. Inappropriate use includes, but is not limited to:

- Sending or posting sexually explicit, discriminatory, harassing, or threatening messages or images.
- Using the company's communication and data systems for personal gain.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of Cook Paving & Construction.
- Violating copyright law.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the company or initiate unwanted internet services and transmissions.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Passing off personal views as representing those of the company.
- Engaging in any other illegal activities.
- Unauthorized sharing of any access codes or passwords.
- Using communication and data systems for personal entertainment purposes, such as accepting, downloading, or transmitting instant messaging services, gambling, music,

videos, games, software programs and/or otherwise creating unnecessary network traffic.

Cook Paving & Construction reserves the right, at all times, and without prior notice, to inspect, via human and/or automated means, and search any and all of the company's communication and data systems. Such inspections may be conducted during or after business hours, in the presence or absence of the employee, and without notice. Employees should not assume company-owned communication and data systems are private. If you have sensitive or personal information to receive or transmit, it should be done through the employee's and not the company's communication and data systems. Employees have no expectation of privacy or confidentiality regarding any information placed on, created, sent, received or accessed through company owned computers or otherwise on the company's communication and data systems, even if employees use these systems to access personal accounts such as Facebook or personal web-based email accounts (i.e., Gmail, iCloud, Outlook or Yahoo accounts).

Social Media

Social media tools are a powerful form of communication that can have a significant impact on organizational, professional, and individual reputations. Forms of social media include but are not limited to TikTok, Facebook.com, Instagram, Snapchat, Google+, LinkedIn.com and Twitter.com, as well as personal websites and weblogs (blogs).

Employees must exercise care when participating in social media, as the lines between personal and professional content, lawful and unlawful, and between public and private content, are often blurred. Employees should be aware that while you may consider a communication personal, it may be accessible by public audiences.

The following are general guidelines for employees' participation in social media and on-line communications. Violations of the policy may result in disciplinary action, up to and including termination of employment.

Take Responsibility and Be Transparent

Remember that, unless otherwise authorized, social media communications are individual interactions and are not company communications. If you choose to discuss the company on social media, you must be clear and open about the fact that you are an employee and that the views being expressed are your own personal opinions and not those of the company.

The Company's Policies Extend to Social Media Activities

Employees are expected to know and follow existing company policies when using social media, including, but not limited to:

- Equal Employment Opportunity
- Harassment
- Sexual Harassment
- Code of Conduct
- Confidentiality of company information

Do not express, communicate or link to comments that are vulgar, obscene, threatening, pornographic, harassing or defamatory or which are a violation of the company's policies against discrimination or harassment on account of race, color, age, religion, sex (including pregnancy), sexual orientation, gender identity, genetic information, military status, national origin, disability status, ancestry or any other classification protected by federal, state and local laws.

Protect the Trade Secrets, Intellectual Property Rights, and Privacy Rights of Cook Paving & Construction, its employees, and its customers.

Employees are prohibited from posting any information on social media that would reveal trade secrets, confidential or proprietary information or compromise Cook Paving & Construction's intellectual property rights in any way. Similarly, and in accordance with state and federal law, employees are prohibited from posting confidential personal information about customers or employees (social security numbers, protected health information, credit card numbers, drivers' license numbers, mother's maiden name, complete date of birth, minor children's names, etc.).

Employees also may not use any company, customer or vendor trademarks or logos, for commercial use, without their express written permission. The company expects all employees to abide by all copyright laws.

Obligation to Report Violations

If an employee becomes aware of a violation of this policy, please report it to an appropriate supervisor/manager or to Human Resources. If an employee feels they are being harassed, discriminated against, or retaliated against for reporting a violation of this policy, they should immediately report this to their supervisor/manager or Human Resources.

No Expectation of Privacy

Employees are reminded that they should have no expectation of privacy when using the Internet, which includes social networking sites, during working time or when using Cook Paving & Construction's equipment, in accordance with the Computer, Internet, and Email Usage policy.

Criminal and Civil Liability

There are times when postings by employees may create potential criminal or civil liability for the company. If the company determines that to be the case, it reserves the right to demand the posting be removed.

Non-Interference with Applicable Laws

This policy is not intended to restrict or interfere with any employee's federal or state labor law rights, including all rights under the National Labor Relations Act, or any whistleblower protections under federal or state law.

Outside Employment/Use of Company Tools or Equipment

Employees are prohibited from performing “on their own time” any services for customers that are performed by Cook Paving & Construction. Any employee who performs paving or construction services must do so on behalf of the Company and may not do so “on the side” for payment directly from the customer to the employee.

Outside employment (unrelated to paving or construction work) must not compete with, conflict with or compromise the Company interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or work overtime or different hours. If Cook Paving & Construction determines that an employee’s outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees are also prohibited from using tools belonging to Cook Paving & Construction for any personal or “side-jobs.” Company tools are to be used only by Company employees for Company business during normal business hours.

Standards of Conduct and Corrective Action

At Cook Paving & Construction, we strive to hold ourselves accountable to professional standards of conduct. Employees have the responsibility to use good judgment, adhere to existing rules and policies, and to maintain a respectful and professional work environment at all times. Employees also have the responsibility to perform their duties to the best of their ability and to the standards outlined in the job description or otherwise established.

To ensure the safe, productive, and efficient operations and provide the best possible work environment, Cook Paving & Construction expects employees to follow standards of conduct that will protect the interest and safety of all employees, the organization and the communities we serve.

The following are examples of **prohibited conduct**:

1. Working under the influence of alcohol or illegal drugs.
2. Damage to company property or to the property of another employee, vendor or customer which is deliberate or the result of gross carelessness or negligence.
3. Unauthorized removal, use or attempted removal of any company property or records or the property of another employee, vendor or customer.
4. Any forms of discrimination, harassment, violence or intimidation.
5. Possession of weapons in the workplace or on job sites.
6. Excessive absenteeism or tardiness without notice or prior authorization.
7. Improper personal use of the company telephone, computer, email or internet systems.
8. Personal use of company property supplies or equipment without proper approval.
9. Excessive use of a personal or company telephone for personal calls or texting on company time.

10. Willfully slowing or interfering with the day-to-day operations of the Company.
11. Making false or derogatory statements about an employee, supervisor/manager, supplier, customer or the company.
12. Sleeping during work hours.
13. Leaving the job without permission.
14. Failure to observe posted health, fire or safety rules.
15. Interference with the work of other employees or creating a disturbance in the workplace.
16. Horseplay.
17. Working on personal projects during work hours.
18. Discussing and disclosing confidential information.
19. Actions which unfavorably affect employee morale.
20. Being uncooperative with supervisors/managers, employees, guests and/or regulatory agencies or otherwise engaging in conduct that does not support the Company's goals and objectives.
21. Insubordination to a member of management.
22. Failure to meet quality and/or productivity job requirements.
23. Any violation of Company policy.

Although this is not an exhaustive list, it does provide examples of behaviors that may lead to corrective action. Our discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our discipline policy has been designed consistent with our organizational values, HR best practices and employment laws. Cook Paving & Construction reserves the right to determine the appropriate level of corrective action for any inappropriate conduct including coaching, verbal or written warnings, suspension, performance improvement plans and termination. Cook Paving & Construction will ultimately determine the best course of action when it comes to how to handle employee violations of company rules. However, we will comply with collective bargaining agreements.

Employee Files

At Cook Paving & Construction we maintain an employee file for each employee that contains employment-related information and documentation. Employee files are the property of Cook Paving & Construction and access to the information they contain is maintained by Human Resources. Generally, only Human Resources and management, who have a legitimate business reason to review the information, will be allowed access to personnel files. Employees may request information contained in their personnel file. Such an examination can be made at a mutually convenient time in the presence of Human Resources. Request by an employee to review information in their personnel file should be made, in writing, to Human Resources. Employees may take notes but may not photocopy any portion of their personnel file. Cook Paving & Construction will comply with applicable state or local laws which may require procedures different from these policies.

SECTION 5 - COMPENSATION

Non-Union Pay Increases

Cook Paving & Construction's non-union compensation program is designed to attract, retain, and reward talented employees. On an annual basis, employees will be reviewed for pay increases, which are awarded based on individual performance and the overall performance of the company. A recommendation for a pay increase is made by your supervisor/manager and submitted to the President and Human Resources for approval to ensure internal equity and compliance with Cook Paving & Construction's policies and guidelines.

Non-Union Performance Evaluations

An evaluation of your job performance will be conducted by your supervisor/manager on an annual basis. Performance evaluations are conducted to provide both supervisor/managers and employees the opportunity to discuss job responsibilities, identify and correct areas for improvement, encourage and recognize strengths, and discuss positive purposeful approaches for meeting personal and professional development. Supervisors/Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

Payday

Paychecks are distributed every week on Friday via direct deposit. Employee will receive a paper statement weekly. To enroll in direct deposit, employees must submit banking deposit paperwork as part of their new hire documentation. Employees may change their account information as needed by providing a written request to the Payroll Coordinator.

Time Reporting

The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night. Each employee is to maintain an accurate daily record of their hours worked. Employees are required to journal when starting and quitting work in order to maintain the accuracy of hours worked. Non-exempt employees are required to report time weekly to the supervisor/manager, in order for time to be input to the Company's time reporting system. However, it is required that exempt "team/job leaders" and "foremen" record time daily to the Company's time reporting system(s), for their respective crew or job, and submit their time records weekly for final approval and processing of payroll no later than 10 a.m. Monday morning of the following week. Payment of wages for exempt and non-exempt employees is made after the supervisor/manager and/or project manager(s) have approved the time reported. Any error in pay should be reported to their supervisor/manager and these errors will be corrected in the next regularly scheduled payroll cycle.

All attendance codes provided by the Company's electronic or forms-based time management system(s) are required to be utilized in all daily and weekly time submittals as instructed and should also be reflected in the employee time journal. Please see your supervisor/manager for instructions and use of codes if needed.

Exempt employees are "exempt" from recording the hours that they work, under the Fair Labor Standards Act.

Mandatory Meal Period

Employee meal periods are important to Company productivity and employee health. Full-time employees will be provided with a meal break not to exceed 60 minutes. Generally non-exempt personnel will take a 30-minute lunch. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods. Any exception to the unpaid 30-minute daily lunch must be pre-approved by the employee's immediate supervisor/manager; and should be approved based upon business need only.

Salaried employees, as they are paid a weekly salary regardless of the hours they work, may choose to take meal breaks as needed.

All team members are encouraged to bring food or snacks to eat throughout the day. Nourishment is important to sustain your health and energy. If you eat throughout the day, you do not need to clock out. If you decide to take a bona fide lunch break (for a half hour or more), you must clock out (and notate this on your daily time sheet) and not perform any work during this time. Please also note that consuming alcohol is off limits during your workday and when you are clocked in.

Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break.

Overtime Pay (Nonexempt Employees)

Nonexempt employees who exceed 40 hours of work time in a workweek will be paid time and one half. Paid Time Off (PTO) and holiday pay, does not apply toward work time.

Employees who anticipate the need for overtime to complete the week's work must notify the supervisor/manager in advance and obtain approval before working hours that extend beyond their normal schedule. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

During busy periods employees may be required to work extended hours.

On-Call Pay (Nonexempt Employees)

An on-call employee who is called back to work outside their normal work schedule shall be paid for the time worked.

Time worked while on call will be calculated at the employee's regular rate of pay. If an employee

is called back to work, they will be paid for travel time. If an on-call employee is not called to work, no pay will be earned. Overtime compensation is applicable only when the total hours worked exceed 40 hours in a workweek.

Employee Business-Related Travel and Use of Company Vehicles

Employees who drive their own vehicles for business purposes must have a valid driver's license. The personal vehicle must be in good running condition. The mileage allowance for use of a personal vehicle for business purposes will be reimbursed at the current rate per IRS guidelines and paid out in a separate check. The employee is responsible for ensuring that the vehicle is properly insured according to state law and must pay the full cost of insurance. Employees who are provided with a Company sponsored gas or credit card are to use such cards for business charges only and used by the assigned employee only. The use of these cards for personal use is strictly prohibited.

Use and Cleanliness of Company Vehicles, Gas and Credit Card Usage

Cook Paving & Construction provides specific employees who must travel on a daily and/or regular basis, the use of a Company–owned vehicle for business purposes only. Employees who drive a Company-owned vehicle must have a valid driver’s license. Each of the Company owned vehicles is outfitted with built-in GPS monitoring equipment. This device tracks employee mileage to ensure that employees are not abusing the privileges of Company vehicle use for personal business. Any misuse will be investigated and an employee who has abused Company policy in this regard may be subject to investigation and appropriate disciplinary action up to and including termination.

Company owned vehicles, like any Company owned property, must be treated with respect. This means that employees who have the privilege of Company vehicle use will be held accountable for keeping the Company vehicle clean and its appearance appropriate for official Company business. Smoking in a Company owned vehicle is prohibited. Personal property, trash, and carelessness in the upkeep of Company vehicle appearance, may result in disciplinary action.

Cook Paving & Construction offers company credit cards for employees who travel frequently for their duties, purchase large volumes of goods for use by the company or incur frequent business expenses that can be paid by credit card.

As a general rule, corporate credit cards cannot be used to obtain cash advances, bank checks or electronic cash transfers for anything other than the expenses incurred by the employee whose name appears on the credit card. The card is not to be used for the personal expenses of the employee, either.

- Misuse of a Company credit card will result in cancellation of the card. If the card is used for personal expenses, Cook Paving & Construction has the right to recover these expenses from the cardholder. All employee cardholders will be required to sign an agreement authorizing Cook Paving & Construction to recover any amounts that are incurred for personal reasons out of their salaries.

- Credit card expenditures shall be submitted with original receipts to Accounts Payable within 30 days of the statement date. Cardholders who do not submit their expenditures within this time frame will be asked to submit them immediately.
- If a credit card holder does not follow this policy, their card will be cancelled.
- Lost or stolen Company credit cards must be reported to the Controller immediately.

SECTION 6 - TIME OFF

Non-Union Holiday Pay

Cook Paving & Construction recognizes eight paid holidays each year:

- New Year's Day
- Martin Luther King Jr. Day or Floating Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving or Floating Holiday
- Christmas Day

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

Time off may be granted to employees who desire to observe a religious holiday that is not recognized by the Company.

Non-Union Paid Time Off (PTO)

Paid Time Off (PTO) is designed to cover leave for vacation, personal or family illness, family activities, appointments, school, volunteerism, and other activities of the employee's choice.

All regular full-time employees are eligible for PTO.

Eligibility: Full-time Regular Employee(s)

Full-time employees are those employees who have successfully completed a sixty (60) calendar day period and are regularly scheduled to work the Company's full-time schedule of forty (40) hours per week. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

Length of Service	PTO Days Per Calendar Year
Less than 1 year of service	5 Days Prorated
Year One (1) beginning January 1 st	10 Days
Year Two (2) through Four (4)	15 Days
Year Five (5) through Eleven (11)	20 Days
Year Twelve (12) or more	25 Days

*For purposes of this policy, the year begins on the **employee’s anniversary date**.

Requirements

PTO must be taken in half (1/2) or full-day increments. PTO will be paid at the employee’s base rate at the time it is “taken”. PTO pay is not included in overtime calculation. If a holiday occurs during the employee’s PTO leave, the day will be charged to holiday pay vs. PTO.

PTO is earned and used on a calendar year basis. Employees may carry over up to a maximum of five (5) PTO days from one calendar year to the next. However, carryover PTO must be used before March 31st, or it will be forfeited.

An employee may find they need time away from work prior to earning the hours necessary. In such cases, the employee must request approval from their supervisor/manager to build a negative balance. If an employee with a negative balance terminates their employment, any un-earned PTO will be deducted from their last check.

If employment is terminated, any unused PTO will be paid at the employee’s base rate of pay at termination. In the event of the employee’s death, all unused PTO will be paid to the employee’s estate or designated beneficiary. Employees who resign and provide a two-week notice must work the two weeks without utilizing PTO to ensure a smooth transition of work.

While on a leave of absence, layoff and/or suspension an employee does not earn PTO time. Cook Paving & Construction may require regular full-time employees to use any unused PTO during FMLA leave or other leave of absence.

Requesting (PTO)

In order to assure business and customers’ needs are met, employees should plan in advance whenever possible, providing as much notice as possible. Requests for PTO must be submitted to the employee’s supervisor/manager for approval and provided to Human Resources prior to scheduled time off. The request will be approved or declined depending on business circumstances and staffing needs.

Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations. Any abuse or misuse of the time off policies may result in disciplinary action, up to and including termination of employment. Human Resources may request employees to provide a statement from a health care provider

concerning the justification for an unscheduled absence. Unpaid leave of absence may be granted in accordance with the leave of absence policy and with prior approval from management.

Family and Medical Leave Act (FMLA)

Family and Medical Leave is an unpaid employee leave of absence.

Eligibility

An employee will be eligible to seek unpaid Family and Medical Leave if (1) the employee has worked for the Company at least 12 months and (2) the employee has worked for at least 1,250 hours during the 12 months before the leave.

Types of Family and Medical Leave

Employees may qualify for Family Leave for any of the following reasons:

- Birth, adoption or foster care placement of a child and for care of that child (leave must be completed within 12 months of the child’s birth, adoption or foster care placement).
- Leave to care for a seriously ill or injured spouse, parent or child under age 18 (or 18 years old or over who is incapable of self-care).
- Leave because of an illness or injury that makes the employee unable to perform their job.
- Any “qualifying exigency” arising out of the fact that the spouse, son, daughter or parent of the employee is on active military duty or has been notified of an impending call to active duty status;
- To care for a spouse, son, daughter, parent, or next of kin who is a covered military service member recovering from a serious illness or injury sustained in the line of duty on active duty; or
- To care for a spouse, son, daughter, parent, or next of kin who is a covered military service member who served in the Armed Forces during the previous five years preceding the date of treatment and is currently undergoing medical treatment, recuperation, or therapy for a serious illness or injury which occurred or was aggravated by the member in the line of duty.

For the applicable categories, above, the injury or illness must be a “serious health condition” which means any illness, injury, or impairment that involves:

- Inpatient hospitalization;
- Continuing treatment by a health care provider that involves incapacity caused by a health condition that lasts for more than three days and requires health care visits and/or continuing treatment;
- Pregnancy or prenatal care;
- A chronic, serious health condition that requires periodic visits for health care; or
- A permanent or long-term condition requiring medical supervision.

“Qualifying exigencies” related to a family member’s active duty military service or call to active

duty include: (1) short notice deployment; (2) military events and related activities; (3) child care and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; and (9) additional activities to address other events that arise out of the covered service member's active duty or call to active duty status.

Length of Leave

For all but the military caregiver leaves, an employee will be entitled to a maximum of 12 weeks of Family and Medical Leave during any 12-month period. The 12-month period is a rolling period measured backward from the date an employee last used any leave under this policy.

For the military caregiver leaves, any eligible employee who is the spouse, son, daughter, parent or next of kin of a covered military service member who is recovering from a serious illness or injury sustained, or exacerbated by active duty service, or is currently undergoing medical treatment, recuperation, or therapy for such an illness or injury, is entitled to up to 26 weeks of leave in a single 12 month period to care for the service member. An employee who qualifies for this type of leave may take a total of only 26 weeks of FMLA leave in any 12-month period for any reason. For example, such an employee is not entitled to 12 weeks of FMLA leave for one reason and 26 additional weeks for military caregiver leave.

Any leave taken for all, but military caregiver leave reduces the remaining leave permitted over the rolling twelve-month period. For military caregiver leave, the twelve-month period in which those 26 weeks are available begins the first day of the 26 weeks leave.

Notice and Scheduling of Leave

An employee who plans to take leave because of planned medical treatment must make an effort to schedule the treatment to reduce the disruption to the Company, subject to the health care provider's approval. An employee generally should consult with their supervisor/manager to explore alternatives. In any event, at least 30 days' written notice of the leave should be given to the supervisor/manager and Human Resources department whenever possible. When an employee cannot give the full amount of advance notice, the employee should give as much notice as possible under the circumstances.

Confirmation of Leave

If an employee is absent under circumstances that meet the criteria for FMLA leave, the Company has the discretion to place the employee on FMLA leave or designate the absence as FMLA leave even if the employee has not requested it or does not wish to be placed on FMLA leave.

Employees requiring leave must provide the Company with the reason for the requested leave so that the Company can determine if leave qualifies. After an employee gives notice of intent to take a Family and Medical Leave, the Human Resources department will give the employee a memorandum confirming receipt of the notice of the leave and setting forth some of the basic procedures and responsibilities of both the employee and the Company. This memo is considered part of this Policy. It will notify you whether the leave is approved, denied or conditionally approved pending medical certification.

Employees requesting leave for personal, or family medical reasons will generally be required to provide a medical certification. The medical certification must be completed and returned to the Company within 15 calendar days. Failure to return the form is grounds for denial of leave and can result in discharge for unexcused absences. Further medical verification may be required during the leave, depending upon the circumstances. Moreover, employees on leave may be contacted periodically for updates concerning their status and intent to return. Employees are expected to be fully responsive to such requests for updates. The Company may also require certifying documentation of military related leaves.

Job Restoration Rights

At the end of a Family and Medical Leave, the Company will return the employee to their last position before the leave or to an equivalent position if the employee returns to work without restriction and has not exceeded approved leave time. Reinstatement may be denied to an employee seeking to return to work after exceeding the maximum allowable period of leave. While on unpaid FMLA, employees do not accrue additional paid time off. However, the employee will not lose any benefit rights to the extent that those rights accrued before the leave period.

An employee will not be entitled to more favorable employment terms as a result of taking a Family and Medical Leave than they would have had if no leave had been taken. Thus, the employee will be subject to any pay or benefit reductions or other adverse actions, including layoff that would have been experienced if the employee had not been on Family Medical Leave. Also, an employee who is subject to disciplinary action or performance management at the time the Leave begins will be restored at the same level of discipline when the employee returns from Leave.

Intermittent or Reduced Work Schedule Leave

Unless otherwise approved by the Human Resources department, FMLA leave for the care of a healthy newborn baby or newly adopted healthy child or foster child must be taken at one time. FMLA leave taken for medical reasons may be taken through either a reduced working schedule or on an intermittent basis if such an arrangement is certified to be medically necessary. Where an employee takes leave on a reduced work schedule of intermittent basis, the Company may transfer the employee temporarily to an available alternative position with equivalent pay and benefits if it better accommodates the recurring periods of leave.

Certification Before Return

Before an employee may return from a personal medical leave that has continued for at least 7 days, the employee's health care provider must certify that the employee is able to resume their job. The Company must receive this certification at least two business days before the employee's return to work date.

Coordination with Available Paid Leave Time and Pay During Leave

FMLA leave is unpaid unless the employee has unused accrued PTO. The Company will run the unused accrued PTO concurrently with FMLA leave so that the employee is paid until all accrued PTO is used. The 12-week maximum period of leave may not be extended by adding PTO or another leave of absence to the 12-week period of unpaid FMLA leave. Once an employee has

used all PTO, the balance of the 12-week leave period is unpaid. No compensation is paid for legal holidays or other days the Company is closed during the period while an employee is on leave.

Maintenance of Benefits

The use of FMLA leave will not result in the loss of any earned benefits. However, PTO benefits and seniority do not accrue during FMLA leave. During any paid leave, the employee share of the health insurance premiums will be deducted from the employee's pay. During the unpaid portion of Family and Medical Leave, the employee and the Company must make arrangements for the payment of the employee's medical, dental and life insurance premiums.

Key Employees

An employee who is a "key employee" under the FMLA's rules may be denied reinstatement following FMLA leave. At the time of the leave, the Company will notify an employee: (1) whether the employee is a key employee; and (2) if reinstatement is not available following the leave.

Working Elsewhere While on Leave

The Company grants FMLA leave to employees because of conditions that preclude employees from working. If an employee engages in other work or employment while on leave from the Company, the employee shall forfeit their eligibility for leave and will not be reinstated.

Non-Union Personal Leave of Absence

Employees who require time off in addition to PTO may request a personal leave of absence without pay for up to a maximum of 30 days.

A personal leave of absence may be used in limited situations by employees who need time off for medical reasons but do not qualify for an FMLA leave of absence. In this case, the leave may be extended beyond 30 days under certain circumstances and at the discretion of management.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved.

Please contact Human Resources for more information on request procedures.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from their employment, unless an extended leave of absence is permitted per supervisor/manager's approval or in accordance with the law. Extensions of leave will be considered on a case-by-case basis.

Attendance and Punctuality

It is essential to our business that all employees work their scheduled hours and adhere to the guidelines of Cook Paving & Construction's Attendance and Punctuality Policy. We rely heavily

on your contribution to the team, and your attendance directly impacts our customers and the overall operation.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

If you are going to be late or are unable to report to work, you must notify your supervisor/manager before the start of your workday. You can (1) leave a voicemail, (2) send a text message, or (3) send an email. Late arrival and early departure are not paid and will not be counted toward hours worked. If you are absent for three consecutive days without contacting your supervisor/manager, you will be considered to have voluntarily terminated your employment.

Unauthorized or excessive absences or tardiness will result in disciplinary action up to and including termination. An absence is considered unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off.

Not reporting to work and not calling to report an absence is a no-call/no-show and is a serious matter. The first instance of a no-call/no-show will result in a final written warning. The second separate offense will result in time off without pay or termination of employment.

Any time off must be scheduled in advance and approved by your supervisor/manager. Regardless of the reason for persistent absence or lateness, even genuine and compelling explanations of illness or personal business, these patterns render employees undependable and negatively impact our operational effectiveness. The Company may require appropriate medical documentation when an absence is due to illness.

Excessive absences, abuse of the Company's leave policies, failure to report absences on time, and excessive tardiness/leave early may lead to disciplinary action, up to and including termination. State and Federal Laws prohibit disciplinary action in certain qualifying instances of absences and tardiness, and these cases should be reviewed first by Human Resources.

Non-Union Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify their supervisor/manager immediately.

Paid bereavement leave is granted according to the following schedule unless there are unusual business needs or staffing requirements:

- Employees are allowed up to three days of paid leave in the event of the death of the employee's spouse, domestic partner, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson, stepdaughter or

grandparent.

- Employees are allowed one day of paid leave in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, grandchild or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of an employee or retiree of the company.

Non-Union Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor/manager and provide them with a copy of the jury summons. The Company will pay regular full-time employees up to five (5) days for jury duty leave. Employees must bring in a copy of the Court's check stub in order to be paid by Cook Paving & Construction. Any additional time off needed will be unpaid unless the team member chooses to use the available PTO.

Military Leave of Absence

Cook Paving & Construction is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or Company policy. If any employee believes that they have been subjected to discrimination in violation of Company policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits and leaves of absence under this policy. Employees requesting leave for military duty should contact Human Resources to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, contact Human Resources.

SECTION 7 - NON-UNION BENEFITS

For more information regarding benefits programs, please refer to the Company Summary Plan Descriptions, which were provided to employees upon hire, or contact the Human Resource department.

Medical, Dental and Vision Insurance

Cook Paving & Construction offers regular full-time employees, and regular part-time employees working 30 or more hours per week, enrollment in a Company medical plan following successful completion of the 60-calendar day introductory period of employment. Voluntary dental and vision

insurance coverage is also available at the employee's own expense, following the introductory period.

Benefits are effective the first of the month following 60 calendar days of employment. Once elections are made, they are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan Document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Human Resource department to determine if a family status change qualifies under the Plan Document and IRS regulations.

During the month of June, during Open Enrollment, employees may change medical, dental and vision elections effective July 1st of each year.

The Human Resource department is available to answer benefits plan questions and assist in enrollment as needed.

Long-Term Disability Benefits

Cook Paving & Construction offers eligible employees (i.e., regular full-time non-union employees who are regularly scheduled to work a minimum of 30 hours per week) a noncontributory long-term disability (LTD) base plan. This noncontributory base plan provides for monthly LTD benefits of 60% of an employee's basic monthly earnings, less any other offsets. Eligible employees are automatically enrolled as of the first day of the calendar month on or following their introductory period of employment. Long-term disability coverage terminates on the last day of employment.

Please contact Human Resources for more information.

Simple IRA Plan

The Company offers a voluntary pretax Simple IRA plan in which regular full-time and regular part-time employees may elect to participate beginning with the first payroll period administratively feasible. Cook Paving & Construction will declare each year the level at which your contributions will be matched, dollar for dollar. Cook Paving & Construction may match up to 3% of employee compensation or make a flat contribution up to 1% of compensation. Further details about the plan may be obtained from the Human Resource department and the plan document.

Workers' Compensation Benefits

As required by law, all employees are covered by Workers' Compensation Insurance, which may provide benefits for injuries or illnesses that occur as a result of your employment at Cook Paving & Construction. Employees who sustain work-related injuries must immediately notify their supervisor/manager, regardless of the apparent seriousness of the injury. Failure to do so may result in denial of workers' compensation benefits and/or discipline up to and including termination.

Review and Revision

Additions, deletions, and revisions to this Handbook are the responsibility of the Cook Paving & Construction senior management team with approval by the President. Any policy or benefit offered in this handbook may be revised or deleted at any time without prior warning