

M.A. DeAtley Construction, Inc.

Human Resource Manual

M.A. DeAtley Construction

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Welcome to M.A. DeAtley Construction, Inc

Thank you for joining M.A. DeAtley Construction, Inc. We hope you agree that you have a great contribution to make to the construction industry by way of M.A. DeAtley Construction, Inc. and that you will find your employment at M.A. DeAtley Construction, Inc. a rewarding experience. We look forward to the opportunity of working together to create a more successful company. We also want you to feel that your employment with M.A. DeAtley Construction, Inc. will be a mutually beneficial and gratifying one.

You have joined an organization that has established an outstanding reputation for being successful in the heavy highway construction industry. Credit for this goes to everyone in the organization. We hope you, too, will find satisfaction and take pride in your work here. As a member of the M.A DeAtley Construction, Inc. team, you will be expected to contribute your skills and energies to further improve the quality and success of the company.

This Human resource Manual may provide answers to most of the questions you may have about M.A. DeAtley Construction, Inc.'s benefit programs, as well as company policies and procedures. You are responsible for reading and understanding this Human Resource Manual. If anything is unclear, please discuss the matter with your manager of the Human Resource Department.

I extend to you my personal best wishes for your success and happiness at M.A. DeAtley Construction, Inc.

Sincerely,

Scott E Palmer

Scott E Palmer, General Manager

M.A. DeAtley Construction, Inc.

Notice

This Human Resource Manual has been prepared to inform you of M.A. DeAtley Construction, Inc.'s history, philosophy, employment practices, and policies as well as the benefits provided to you as valued employees.

Some Things You Must Understand

The policies in this Human Resource Manual are to be considered guidelines.

M.A. DeAtley Construction, Inc., at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Human resource Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.

Any such action shall apply to existing as well as future employees.

Only the President or General Manager of M.A. DeAtley Construction, Inc. may alter or modify any of the policies in this Human resource manual. Any alteration or modification of the policies in this Human Resource Manual must be in writing.

No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Human Resource Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Human Resources Manual, but only that particular provision.

This Human Resource manual supersedes any and all other or previous M.A. DeAtley Construction, Inc.'s Human Resources Manuals or other M.A. DeAtley Construction Inc.'s policies whether written or oral.

Receipt and Acknowledgement of M.A. DeAtley Construction, Inc.'s Human Resource Manual

Please read the following statements, sign below and return to your supervisor or the Human Resource Department.

Understanding and Acknowledging Receipt of M.A. DeAtley Construction's Human Resource Manual.

I have received and read a copy of the M.A. DeAtley Construction, Inc.'s Human Resource Manual. I understand that the policies and benefits described within are subject to change at the sole discretion of M.A. DeAtley Construction, Inc. at any time.

At-Will Employment

I further understand that my employment is at-will, and neither I nor M.A. DeAtley Construction, Inc. has entered into a contract regarding the duration of my employment. I am free to terminate my employment with M.A. DeAtley Construction, Inc. at any time, with or without reason. Likewise, M.A. DeAtley Construction, Inc. has the right to terminate my employment or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of M.A. DeAtley Construction, Inc. No employee of M.A. DeAtley Construction, Inc. can enter into an employment contract for a specified period of time or make any agreement contrary to this policy without the written approval from the President and/or General Manager.

Employee Name (Print)

Position

Employee Signature

Date

An Overview of M.A. DeAtley Construction, Inc.

About M.A. DeAtley Construction, Inc.

M.A. DeAtley Construction, Inc. is a regional highway, earthen construction and excavation company with a rich history in Idaho, Washington, and other Northwestern states. Mark DeAtley, President and CEO, is a third generation construction company owner and manager. The company operates at peak season with over 200 employees.

The company's main office is located at 829 Evans Road in Clarkston, WA 99403. Management includes:

President.....Mark DeAtley

General Manager.....Scott Palmer

Controller.....Jack Paluso

Human Resources..... Deedee Pearson

Safety Manager..... Mike Kallsen

Engineering Manager.....Dusty Forsmann

Equipment Manager.....Andy Schrock

Mission Statement

It is our mission to be the safest, most efficient, quality producing contractor in our industry. We will achieve this through knowledgeable, accountable, well trained employees who are dedicated to safety and quality and by maintaining a productive well maintained and late model fleet of equipment. We will focus on building and maintaining long term relationships with our customers and suppliers by following open lines of communication, honesty, fairness and consistency.

What You Can Expect From M.A. DeAtley Construction, Inc.

M.A. DeAtley Construction, Inc. believes in creating a harmonious working relationship between all employees. In pursuit of this goal, M.A. DeAtley Construction, Inc. has created the following employee relations objectives:

Provide an exciting, challenging, and rewarding workplace and experience.

Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, color, gender, sexual orientation, race, creed, national origin, religious

persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.

Compensate all employees according to their effort and contribution to the success of our business.

Review wages, employee benefits, and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.

Provide vacation/sick leave/paid time off and holidays to all eligible employees.

Provide eligible employees with health benefits.

Assure employees, after talking with their manager, an opportunity to discuss any issue or problem with the officers of M.A. DeAtley Construction, Inc.

Take prompt and fair action of any complaint which may arise in the everyday conduct of our business, to the extent that is practicable.

Respect individual rights, and treat all employees with courtesy and consideration.

Maintain mutual respect in a working relationship.

Provide a work environment that is safe and orderly.

Promote employees on the basis of their ability and merit.

Make promotions or fill vacancies from within M.A. DeAtley Construction, Inc. whenever practical.

Keep all employees informed of the progress of M.A. DeAtley Construction, Inc., as well as the company's overall goals and objectives.

Promote an atmosphere in keeping with the M.A. DeAtley Construction, Inc. vision, mission and goals.

What M.A. DeAtley Construction, Inc. Expects From You

M.A. DeAtley Construction, Inc. needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom M.A. DeAtley Construction, Inc. serves, and how you accept direction can affect the success of each project. In turn, the performance of one project can impact the entire success of M.A. DeAtley Construction, Inc. Consequently, whatever your position, you have an important assignment: **perform every task to the very best of your ability.**

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed the expectations of M.A. DeAtley Construction, Inc.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making M.A. DeAtley Construction, Inc. a company where you can approach your manager, or any other member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of M.A. DeAtley Construction, Inc.

Remember, you help create the pleasant and safe working conditions that M.A. DeAtley Construction, Inc. intends for you. The result will be better success for the company overall and personal satisfaction for you.

Open Communication Policy

M.A. DeAtley Construction, Inc. encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your manager to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an Open Discussion meeting is considered confidential.

Retaliation against any employee for appropriate usage of open communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat company rumors or office gossip. It is more constructive for an employee to consult his/her manager immediately with any questions.

At-Will Employment

Your employment with M.A. DeAtley Construction, Inc. is at-will. This means that neither you nor M.A. DeAtley Construction, Inc. has entered a contract regarding the duration of your employment. You are free to terminate your employment with M.A. DeAtley Construction, Inc. at any time, with or without reason. Likewise, M.A. DeAtley Construction, Inc. has the right to terminate your employment, or otherwise discipline, transfer, or demote you at anytime, with or without reason, at the direction of M.A. DeAtley Construction, Inc.

No employee of M.A. DeAtley Construction, Inc. can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the President or General Manager.

Orientation and Probationary Period

A combined Company and jobsite specific orientation will be conducted with you prior to commencing work to provide an understanding of both safety and work requirements and to allow you time to ask questions.

Employees are subject to a probationary period of 30 calendar days. This is to give the new employee and M.A. DeAtley Construction, Inc. an opportunity to evaluate the employee's interest in the job, attitude, and ability to do the work. At the end of the 30 day period the employee and his/her supervisor will meet for an evaluation. That evaluation may result in continuation of employment or termination. However, a decision to continue employment does not result in a contract. **Employment is considered "at will" at all times and M.A. DeAtley Construction, Inc. and all employees retain the right to terminate employment at any time with or without cause.**

If at any time during the period of employment (including after the probationary period) an employee's work is unsatisfactory or the employee does not appear to be suited to the position a transfer to a different project may be offered or employment may be terminated.

Employees are not eligible for benefits until the probationary period has been successfully completed and the benefit waiting periods are met.

Termination of Your Employment

M.A. DeAtley Construction, Inc. will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from M.A. DeAtley Construction, Inc.
2. Fail to return from an approved leave of absence on the date specified by M.A. DeAtley Construction, Inc.
3. Failure to respond to recall
4. Failure to report to work or call on for two (2) or more consecutive work days.

You may be terminated for poor performance, misconduct, failure to follow company procedure, excessive absences, tardiness, discrimination, harassment, or other violations of M.A. DeAtley Construction, Inc. policies. However, your employment is at-will, and you and M.A. DeAtley Construction, Inc. have the right to terminate your employment for any or no reason.

Equal Employment Opportunity

M.A. DeAtley Construction is an Equal Opportunity employer who believes every employee has the right to work in surroundings that are free from all forms of arbitrary or unlawful discrimination. It is the policy of the company that all employees and job applicants be treated fairly at all times without regard to race, color, creed, religion, sex, age, national origin, marital status, veteran status, physical and medical disability, or any other basis prohibited by local, state or federal law.

This policy applies to all employment practices including recruitment, selection, placement, training, promotion, transfer and layoff decisions. This policy also applies to all other personnel

policies and practices including compensation, benefits, discipline, and safety and health programs.

The company has established, and will continue to establish and maintain, special programs designed to recruit, hire and ensure upward mobility of qualified minority group members, women, veterans, and individuals with disabilities. The company will continually review personnel practices and procedures to ensure that all Supervisors and Managers are adhering to the company's commitment to equal employment opportunity principles.

Deedee Pearson has been designated as the company Equal Employment Opportunity Officer (EEO) and can be reached at 509-751-1580 ex 233.

All information shared will be kept confidential.

Harassment Policy

M.A. DeAtley Construction prohibits harassment of any kind. Harassment refers to any behavior, verbal or physical, that creates an unequal or hostile environment or that hurts another person's work performance. It is against the law and company policy to harass an individual based upon gender, race, religion, national origin, disability (or perceived disability) or any other basis prohibited by local, state or federal law. All complaints should be directed to the company EEO Officer and will be kept confidential.

What is Harassment?

Workplace harassment can take many forms. It may be, but not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Responsibility

All M.A. DeAtley Construction, Inc. employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate manager or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Reporting

While M.A. DeAtley Construction, Inc. encourages you to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, it is not required that you do so. It is essential, however, to notify your manager immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to a manager or other management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. M.A. DeAtley Construction, Inc will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

M.A. DeAtley Construction, Inc. accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens, or in any way harasses another employee is personally liable for such actions and their consequences.

M.A. DeAtley Construction, Inc. prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

M.A. DeAtley Construction, Inc. will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment or discrimination has been found in the workplace.

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to M.A. DeAtley Construction, Inc. and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he/she can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

Employee Responsibility

- Common courtesy goes a long way
- Insults, name calling, slanderous communications, destructive criticism, etc. are prohibited.
- Report all on the job injuries and illnesses promptly no matter how minor.
- Report all equipment damage to your supervisor immediately.
- Don't take chances – use your safety equipment as directed.
- Follow instructions – ask questions of your supervisor when in doubt about any phase of your operation.
- Observe and comply with all safety signs and regulations.

- Report all unsafe conditions or situations that are potentially hazardous.
- Only operate equipment you are qualified to operate. This includes forklifts. Many of you have operated forklifts in previous positions and feel you are qualified to run our forklifts however, we require our operators to have forklift certification. If you do not have a certification you cannot operate our forklifts.
- Talk to management immediately about problems that affect your safety or work conditions.

Disciplinary Actions

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, managers are expected to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the company may decide to repeat a disciplinary step.

To insure that M.A. DeAtley Construction, Inc.'s business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your manager will coach and counsel you in developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures occur:

1. Verbal warning regarding the nature of infraction and remedial action to be taken by employee;
2. A second offense will result in a written warning with specific steps to be taken to remedy the situation within a specific time period. This document is to be acknowledged by employee in writing and becomes part of the personnel file;
3. A third offense will result in disciplinary action up to and including termination.

All disciplinary action is at the discretion of the superintendent and management.

Grievance Procedures

In an effort to assure a fair and open working relationship with the employees of the Company, a standard procedure of settling employee grievances has been established.

A grievance is the dissatisfaction an employee feels when they believe they have not been treated fairly or when they believe a mistake has been made in the administration of a rule, plan or a company policy.

Employees wishing to file a grievance should contact the human resource department for the proper procedures to do so.

SCHEDULING

Project Assignment

Project assignment will be explained to you by your supervisor. The assignment will be based upon the supervisor's judgment of your skills and attitude, and the requirements of each project. The job assignment and the manner in which you carry it out will be a determining factor of your future and ultimately the success of M.A. DeAtley Construction, Inc. Your responsibilities as an employee include promptly questioning anything you do not understand and carrying out your assigned work as explained.

Work Schedule

Due to the nature of the construction industry, work schedules will be based on job requirements and necessity. Your particular hours of work will be assigned to you by each superintendant. All employees will be required to sign a Work Agreement that is job specific and will outline the hour requirements for the project. Should you have any questions concerning your work schedule, please ask your manager or superintendent.

In order to improve the safety performance of employees, M.A. DeAtley Construction has adopted a Worker Fatigue Control Program to ensure employees receive adequate time for rest. The following limits will be applied to non-DOT drivers, operators and laborers:

- 1) No employee will work more than 14 hours in any one (1) work shift.
- 2) No employee will work more than 72 hours in one (1) work week.
- 3) No employee will work more than 13 days within any 14 consecutive day cycle.

Attendance

M.A. DeAtley Construction, Inc. would like you to be ready to work at the beginning of your scheduled shift and to reasonably complete the tasks assigned to you that day. Please let your supervisor know if you need to be absent for an extended period of time and when you expect to return.

Absence and Lateness

Regular attendance is essential to the Company's efficient operation and is a necessary condition of employment. Employees are expected to report to work as scheduled and on time. Any employee who may be absent from or late to work must notify his/her supervisor at least two hours prior to when they are scheduled to start work, must also advise the reason for the anticipated tardiness or absence; where they can be reached; and when they will report back to work. Employees must be at his/her work area and ready to work at the starting time, and work up until quitting time. Habitual tardiness shall be subject to disciplinary action up to and including termination. Failure to report to work for a period of 12 hours or more without authorization may result in disciplinary action up to and including termination. Failure to show

for two (2) scheduled shifts without proper reporting will be considered voluntary quit and will be reported to the employment security office as job abandonment. Employees off for an extended amount of time due to medical reasons will be required to obtain a physicians note to return to work.

Employment Classifications

At the time you are hired, you are classified as full-time, part-time, or active temporary. In addition, you are classified as exempt or non-exempt. All other policies described in this Human Resource Manual and communicated by M.A. DeAtley Construction, Inc. apply to all employees with the exception of certain wage, salary and time off limitations applying only to “non-exempt” employees. If you are unsure of which job classification your position fits into, please ask your manager.

Full-Time Employees

An employee who works at least 1000 hours per year is considered a full-time employee for the purpose of benefits. Unless otherwise specified, the benefits described in this Human Resource Manual apply only to full-time employees.

If you are a full-time employee and are laid off you will be considered a full-time employee provided that you are not laid off for longer than one (1) year.

If you are a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee provided you return to work as agreed in the provisions of your leave.

Part-Time Employees

An employee who works less than 1000 hours per year is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for full benefits described in this Human Resource Manual, except as granted on occasion or to the extent required by provision of state and federal laws. Prorated benefits may be available based on the amount of hours worked within that year.

Active Temporary Employees

An employee that is hired for the purpose of one job only and expresses deferral of all benefits offered by M.A. DeAtley Construction, Inc. is considered an Active Temporary Employee. Active Temporary Employees should be made aware of how this affects them for the year and that at the end of the work season their employment will be terminated with the company. Active Temporary Employees must sign an exclusion form before their first paycheck is issued.

Licenses and Certificates

Employees hired to fill a position requiring a particular license or certificate (i.e. CDL, Medical Card) must provide evidence of a current driver’s license and proper endorsements and current certificates prior to commencing work. Employees are responsible for

determining, obtaining and renewal of licenses and must submit copies of renewals prior to the expiration to the Human Resource Dept. for inclusion in their personnel files. Job requirements cannot be adjusted because employees lack of proper license. When directed to perform a task that requires license, endorsement, or certificate you must inform your supervisor if you do not have a proper or current document.

HIRING AND COMPENSATION

Personnel Files and Records

Personnel records are maintained for every employee. These records are confidential M.A. DeAtley Construction, Inc. property and contain your home address, phone number, tax exemptions, performance evaluations, and other information. Please notify personnel of any changes. Both outstanding work and poor work will be noted in your file. You may view your records at anytime by requesting an appointment with the Human Resource Manager. Copies of personnel records may be obtained by the employee at the employee's expense. Original personnel records will be stored at the M.A. DeAtley Construction, Inc. office for an indefinite amount of time.

Compensation

The goal of M.A. DeAtley Construction, Inc.'s compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and M.A. DeAtley Construction, Inc.'s needs.

Compensation Philosophy

It is M.A. DeAtley Construction, Inc.'s desire to pay all regular employees' wages and salaries that are competitive with other employers in the market place in a way that will be motivational, fair and equitable. Compensation may vary with individual and company performance, per contract and specific duties and in compliance with all applicable statutory requirements.

M.A. DeAtley Construction, Inc. applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Basis for Determining Pay

Several factors may influence your rate of pay. The wage scale is set up for all private jobs. Each trade has three levels of wages. The entry level is Level 3 wage, upon completion of a positive annual review an employee may or may not be increased to a Level 2 wage, upon completion of 7 years with the company an employee may or may not be increased to a Level 1. Apprentice wages are designed to be a percentage of Level 3 wage based on the amount of hours per completion.

Prevailing Wage/Fringe Benefits

On projects that are Prevailing Wage (Davis/Bacon) the project contract provides for an hourly rate for each job classification to be paid to the company or to the employee to cover the costs of benefits. The company has an approved benefit program and this money is used to provide the Medical/Dental benefits, Holiday/Vacation Pay, training of Apprentices, and a retirement account for each individual. The actual amount of money deposited to your individual retirement account will vary depending upon the total annual cost of the other programs.

If an employee terminates and has accumulated less than \$5000.00 in the retirement account he/she will be offered the opportunity to cash-out the fund, invest in another approved plan, or leave it invested. Distribution of funds occurs only once a year usually in March or April for the previous calendar year.

Special Note: *Retirement is based on the Davis/Bacon Prevailing Wage project hours and is totally different from the Pension and Profit Sharing Plan.*

Pay Period and Hours

Our payroll workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight utilizing a weekly pay period. All payroll is posted by Tuesday following the end of the workweek and distributed on Thursday. In the event that Thursday is a holiday, the payroll will be distributed on Wednesday.

Paycheck Distribution

M.A. DeAtley Construction, Inc requires direct deposit to the checking or savings account of your choice. No paper checks will be issued. A copy of your paystub will be mailed to you each week. This facilitates the payroll process and assures that your earnings will be available to you at your bank by Thursday morning.

Mandatory Deductions from Paycheck

M.A. DeAtley Construction, Inc. is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state, and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the human resource or payroll office immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes. W-2's will be released by January 31st of each year for the previous year.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments and child support, will be explained whenever M.A. DeAtley Construction, Inc. is ordered to make such deductions.

Administrative Pay Corrections

If you think there has been an error in calculating of your pay contact your supervisor immediately. They will investigate the time sheets and make any corrections you are due. This correction will be applied to your next check. Likewise, if the Company discovers an error a correction will be made and applied to your next check. The Payroll Office will provide you with a detailed list of why any adjustments were made.

Performance and Compensation Reviews

Performance Reviews

Because we want you to grow and succeed in your job, M.A. DeAtley Construction, Inc. conducts a formal review annually for each employee. Performance review will be performed at the end of the work season to allow for supervisors and employees to sit and discuss the review in person. New non-exempt employees will also be reviewed after their first 30 days of employment. Exempt employees may have reviews bi-annually as well. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During a formal performance review, your supervisor/manager may cover the following areas:

- The quality and quantity of your work
- Strengths and areas of improvement
- Attitude and willingness to work
- Attendance
- Safety
- Problem solving skills and decision making
- Ongoing professional growth and development

Additional areas may also be reviewed as they relate to your specific job. Your review provides a golden opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. Management is interested in helping you to progress and grow in order to achieve personal as well as work-related goals. Perhaps he/she can recommend further training or additional opportunities for you. The performance review gives your supervisor an opportunity to suggest ways for you to advance and make your job at M.A. DeAtley Construction, Inc. more fulfilling.

Compensation Reviews

M.A. DeAtley Construction, Inc.'s compensation reviews occur after one (1) year of employment and at seven (7) years of employment. Upon completion of a positive review, non-exempt employees may receive a compensation increase. Any applicable compensation increase will appear in the pay period ending after the date granted. Having

your compensation review does not necessarily mean that you will be given an increase due to individual and/or company performance.

An individual's pay will depend on how consistently he/she performs over a given period of time. During the review, significant performance events that occurred throughout the year will be discussed. The overall performance rating will influence the compensation adjustment.

In addition to individual job performance reviews, M.A. DeAtley Construction, Inc. annually conducts a review of job descriptions to insure that we are fully aware of any changes in the duties and responsibilities of each position and that such changes are recognized and adequately compensated.

Benefits

M.A. DeAtley Construction, Inc. is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable wage and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits. We are certain you will agree the benefits program described in this Human Resource Manual represents a very large investment by M.A. DeAtley Construction, Inc.

A good benefits program is a solid investment in M.A. DeAtley Construction, Inc.'s employees. M.A. DeAtley Construction, Inc. in conjunction with the Eucon Corporation will periodically review the benefits program and will make modifications as appropriate to the company's condition. M.A. DeAtley Construction, Inc. reserves the right to modify, add or delete the benefits it offers.

Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this Human Resource Manual as soon as you meet the eligibility requirements for each particular benefit. Coverage is available to you and your dependants as defined in the benefit summary plan descriptions. If you are a part-time employee, you will enjoy prorated benefits and only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary employees are not eligible for benefits.

Insurance Coverage

Health/Dental/Vision Plan (Eucon Health Plan): Eligible for health, dental & vision coverage begins the first of the month following completion of 90 days and at least 400 hours of full time employment. Be aware that there are two plans, both cover mostly the same items however the deductibles and out-of-pocket-max payments are different. Our Dental plan coverage is part of our Eucon Health Plan and basic coverage is 100% of preventative care and 80% to 50% coverage on certain procedures. Your maximum dental benefit is \$1000.00 per calendar year per individual covered under the plan. The coverage for the 500 plan is at no premium cost to

our employees and their dependants. The 300 plan has a premium scale that the employee will be responsible for.

Long-Term Disability: Employees are eligible for long-term benefits if you are an active employee who works at least 30 hours per week. As an eligible employee you are automatically enrolled. Benefit does have some exclusions, limits based on pre-existing conditions and payment reduction based on other eligible income. This benefit is at no cost to the employee.

Life Insurance: Eligibility for life insurance benefits begins the first of the month following completion of 90 days of full time employment. The payout coverage upon death is \$50,000.00 per employee \$5,000.00 per spouse and \$2,500.00 per dependent child. This coverage is also at no premium cost to our employees and their dependants.

Pension/Profit Sharing (401k) Plan: Eligibility for Pension/Profit Sharing begins after one (1) year of employment. The employee must work at least 1000 hours per year to be eligible for a company distribution. The Pension benefit is 5% of salary per year and Profit Sharing is usually another 5% (fluctuation based on company profits). The Pension/Profit Sharing Plan is for Non-Davis/Bacon earnings. An employee may begin contribution to his/her own 401(k) plan as of day one of employment. The employee may contribute up to \$16,500 per year to the 401(k) portion of the profit sharing plan. As an incentive to contribute to your 401(k) savings, the company will match your 401 (k) contributions by 25% on the first \$5000 contributed by the employee. Again, these plans are for all Non-Davis/Bacon project earnings.

Retirement Trust Plan (Davis/Bacon Fringe Plan): On projects that are Prevailing Wage (Davis/Bacon), the project contract provides for an hourly rate for each job classification to be paid to the company or to the employee to cover the costs of benefits. M.A. DeAtley Construction, Inc. has an approved benefit program and this money is used to provide Medical, Dental, Vision, and Life Insurance benefits, as well as Holiday/Vacation pay, training of Apprentices, and a Retirement Trust account for each individual. The actual amount of money deposited to the employees individual retirement account will vary depending upon the total annual cost of the other benefit programs. Each employee will receive a quarterly statement of contributions for their Retirement Trust Account.

Employee Assistance Program: Another great benefit M.A. DeAtley Construction, Inc. offers its employees is the Employee Assistance Program (EAP). The EAP provides a confidential, easily accessible professional counseling service for our employees whose personal problems are affecting their abilities to function effectively at work or home. This service is available to all full-time and part-time employees and their immediate family members. Arrangements will be made for you or a member of your family who has questions concerning legal, family, or financial issues, child care, elder care, relationships, substance abuse or addiction questions or concerns, work-related issues and any mental health issues.

Confidentiality is one of the most important aspects of this program. If you contact the Employee Assistance Program directly, no one in the company will know unless you tell them. No information concerning the nature of your problem will be released without your written

consent. M.A. DeAtley Construction, Inc. assumes the costs for the Employee Assistance Program.

Contact First Choice Health Employee Assistance Program at 800-777-4114 or online at www.firstchoicееap.com.

Government Required Coverage

Workers' Compensation

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from on-the-job injury costs. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned job duties. This job-injury insurance is paid for by M.A. DeAtley Construction, Inc. If you cannot work due to a job-related injury or illness, Workers' compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illnesses arising out of the scope of your employment **must** be reported to your manager immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury **no matter how slight**.

Employees returning to work after being absent due to a work-related injury must report to their supervisor prior to beginning work and must bring a doctor's clearance for returning to work.

Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with M.A. DeAtley Construction, Inc. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, M.A. DeAtley Construction, Inc. is required to deduct this amount from each paycheck you receive. In addition, M.A. DeAtley Construction, Inc. matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings. Employees are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213, or you may even access them on-line at www.ssa.gov.

Leaves

Paid Leaves

Holidays

Recognized Holidays

Regular full-time employees are eligible for holiday pay. The following holidays are recognized as paid holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Holiday Policies

You may take time off to observe your religious holidays. If available, a full day of unused personal leave may be used for this purpose; otherwise, you won't be paid for this time off. Please schedule the time off in advance with your manager.

All national holidays are scheduled on the day designated by common business practice.

To be eligible you must be a full-time employee to receive holiday pay. Workers classified as temporary or part-time are not eligible. In order to qualify for holiday pay, you must have been employed with M.A. DeAtley Construction, Inc. for thirty (30) calendar days prior to the paid holiday, and work the last scheduled day in the week prior to the holiday. Eligible employees will receive an amount equal to eight (8) hours of pay at their established hourly shop rate. Holiday pay is not part of the computation of overtime.

Certain project contract agreements may supersede and alter this policy.

Vacation

Vacation is a time for you to rest, relax, and pursue special interests. M.A. DeAtley Construction, Inc. has provided paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills, and talents; all of which contribute to make M.A. DeAtley Construction, Inc. a leader in its field.

Only regular full-time employees are eligible for full vacation benefits. Eligibility for vacation begins after completion of one year of service. Vacation time is not awarded until the anniversary date. No vacation time is accrued prior to the anniversary date.

Vacation pay will be based on the employees established hourly shop rate of pay at the time the vacation is taken. Vacation benefits will be computed based upon the number of years of service at the last employment anniversary date as follows:

1 through 4 years of service = 40 hours vacation pay

5 through 9 years of service = 80 hours vacation pay

10 or more years of service = 120 hours vacation pay

A regular full-time employee is defined as an employee who completes more than 1,000 hours per employment year. If a regular full-time employee works less than 1,000 hours during a year and has completed at least one full year of employment vacation benefits will be computed on a percentage basis, as follows:

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1,000 + hours equal 100%

750-999 hours equal 75%

500-749 hours equal 50%

Employees will receive the entire amount of their earned annual vacation pay on the next regular pay date following the anniversary date of their employment with M.A. DeAtley Construction, Inc. Employees who have an anniversary date during layoff/personal leave/medical leave will receive their vacation pay the first pay period following their return to work. It will be paid in a lump sum check net of payroll taxes and requested holds.

Vacation leave time (with no additional compensation) may be requested during certain designated allowable months. Leave time requested during the months of October through March will generally be considered. Leave time requested during the months of April through September will generally not be considered. Employees requesting leave time that cannot be accommodated by M.A. DeAtley Construction, Inc. shall provide at least two reasonable alternate leave dates to M.A. DeAtley Construction, Inc. if they wish to leave. Vacation leave time (without pay since it is paid at anniversary) will expire at the next anniversary date if unused. Vacation leave time not used may not be carried over to subsequent years.

All vacation leave must be requested at least 15 days in advance in order for the Company to have reasonable time to attempt to arrange the work schedules.

An employee who terminates employment prior to the completion of one year of employment will not be entitled to any pay for vacation.

Military Leave

Military leaves are governed by federal and state law, and will be treated in accordance with applicable regulations. Where reasonably possible, employees must give advance notice that he/she will be taking a military leave of absence.

During the period of leave, the employee will retain his/her previously earned seniority, vacation and sick time. Employees honorably-discharged from military service are entitled to reinstatement to their former positions upon returning from military leave, according to USERR (Uniformed Services Employment and Reemployment Rights Act of 1994).

- Following release from the military, safe travel home and eight hours of rest the following procedures apply:
- For periods of military service up to 30 days, you must report back to work at the next regularly scheduled shift.
- For periods of military service of 31-180, employees must apply for reemployment within 14 days of release.
- Following a period of 181 days or more, employees must apply for reemployment within 90 days of release.

In applying for reemployment, you should identify yourself, state you left to perform military service, that you have completed the service and want to be reinstated.

Unpaid Leaves

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with M.A. DeAtley Construction, Inc. It is the policy of M.A. DeAtley Construction, Inc. to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Time off for any reason should be pre-approved by your immediate supervisor whenever possible. In some cases pre-approval cannot be achieved, in those instances notifying your immediate supervisor is required.

Funeral Leave

Necessary time off, not in excess of three consecutive scheduled workdays, until and including the day of the funeral, will be allowed for time lost from work due to death of a member of an employee's immediate family.

Immediate family is understood to include: mother, father, spouse, child, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, or any other relative who lives with the employee.

For the placement with the employee of a son or daughter for adoption or foster care (entitlement expires 12 months after the birth of the child).

Jury Duty

Employees who are summoned to jury duty and request time to serve, will be granted time off to fulfill the obligation.

Jury duty is compensated by the judicial system. M.A. DeAtley Construction, Inc. does not pay for time away for jury duty.

FMLA (Family Medical Leave Act)

The Family Medical Leave Act is to be utilized to grant family and temporary medical leave under certain circumstances.

All employees who have been employed at least twelve months, and who worked at least 1,250 hours during the twelve months prior to the leave request are eligible for an unpaid family and/or medical leave of absence under the Family Medical Leave Act of 1993 for a period of up to twelve weeks during a twelve consecutive month period under the following circumstances:

Family Medical Leave can be taken for the following reasons only:

For the birth and care of a newborn child of the employee (entitlement expires 12 months after the birth of the child)

To care for an immediate family member (spouse, child or parent) with a serious health condition.

To take medical leave when the employee is unable to work because of a serious health condition.

For a spouse, son, daughter, parent or next of kin to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. (Entitled to 26 weeks within a twelve consecutive month period.)

- For “any qualifying exigency arising out of the fact that the spouse, or a son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) for members of a regular component of the Armed Forces in support of a contingency operation”
- Also covers active duty for members of the reserve components of the Armed Forces.

Employees must provide 30 days’ advance notice when the leave is “foreseeable.” M.A. DeAtley Construction, Inc. requires medical certification to support a request for leave of a serious health condition and a fitness for duty report to return to work. Taking leave may be delayed if requirements are not met. Upon return from FMLA leave, most employees will be

restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Safety

General Employee Safety

M.A. DeAtley Construction, Inc. is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

M.A. DeAtley Construction, Inc. will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your manager/supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each manager/supervisor make the safety of employees an integral part of his/her regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures. M.A. DeAtley Construction, Inc. strongly encourages you to communicate with your manager regarding safety issues.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions, and health and safety related issues must be reported immediately to your manager. All injuries must be reported to your supervisor immediately so that an Incident Investigation Report can be completed. All incidents that require medical treatment will be covered under Worker's Compensation Benefits provided all requirements are met.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents, which occur during a workday. The Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards, which might be present on the job. Should you have any questions or concerns, contact your manager/supervisor for more information.

Safety Committee

M.A. DeAtley Construction, Inc. has established a Safety Committee that meets monthly to discuss issues concerning safety practices of the company and each project. Committee members are comprised of workers appointed by M.A. DeAtley Construction, Inc. and elected from the project crews. Members serve terms of one year and may be appointed to additional terms.

Separation of Employment

Termination

M.A. DeAtley Construction, Inc. operates under the principle of at-will employment. This means that neither you nor M.A. DeAtley Construction, Inc. has entered into a contract regarding the duration of your employment. You are free to terminate your employment with M.A. DeAtley Construction, Inc. at any time, with or without reason. Likewise, M.A. DeAtley Construction, Inc. has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of M.A. DeAtley Construction, Inc.

M.A. DeAtley Construction, Inc. hopes and expects that you will give at least two (2) weeks' notice in the event of your resignation.

Layoff/Recall

Layoffs will be based on seniority, project needs, employee skills and contractual obligations. Any employee that is laid off from M.A. DeAtley Construction, Inc. through no fault of their own will need to file his/her own unemployment claims through the state where the most working hours were accrued.

Recall will be based on seniority, project need, employee skills and contractual obligation. Recall contacts will be made through the M.A. DeAtley Construction, Inc. office by phone. Employees will be given two (2) opportunities to respond. The first call will be made, if no response a second call will be made 24 hours later. Contact attempts will be documented. Employees have 48 hours to respond. Upon no response to these contacts employees will receive a certified letter to the address on the system file requesting your intentions with the company. Employees have seven (7) calendar days to respond. No response will result in termination.

In the event that contact is made, a position will be offered. Employees will then have two (2) options. They may accept or not accept the position offered. Employees choosing not to accept the position offered will be subject to unemployment disqualification and possible termination.

To be eligible for unemployment benefits employees must be:

1. Layed-off or working part-time (reduction in hours).
2. Have filed a claim.
3. Be mentally and physically able to work
4. Be available for work. The claimant must be available to report for work immediately.

By not accepting an employment offer the unemployment office will be notified immediately. The employee will then be removed from Active status to Terminated. Employees who are terminated in the off season may reapply at any point in time. Rehiring will be based on need and qualifications.

Employees who are on lay-off status for longer than twelve (12) consecutive months will automatically be terminated and written notification will be sent.

Insurance Conversion Privileges

According to the federal Consolidated Omnibus Budget Reconciliated Act (COBRA) of 1985, in the event of your termination of employment with M.A. DeAtley Construction, Inc. or loss of eligibility to remain covered under our health insurance program, you and your eligible dependents may have the right to continue coverage under our health insurance program for a limited period of time at your expense.

The current insurance carrier will notify of your COBRA options upon notice of termination of employment.

Return of Company Property

Any M.A. DeAtley Construction, Inc. property issued to you, such as keys, fuel cards, cell phones or company credit card must be returned to M.A. DeAtley Construction, Inc. at the time of your termination. You will be responsible for any lost or damaged items. The value of the property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

Workplace Policies

This Human Resources Manual is designed to answer many of your questions about the practices and policies of M.A. DeAtley Construction, Inc. Feel free to consult with your manager/supervisor or the human resource department for help concerning anything you don't understand.

General Company Rules and Guidelines

M.A. DeAtley Construction, Inc.'s rules are fundamental in character and designed for the protection of us all. They are also designed to give management a consistent guideline so all employees are treated fairly, equally, and consistently.

We require the cooperation of all employees in the observance of these rules and regulations.

Rules prohibiting the following offenses are examples and not all inclusive. Any violation of these rules by an employee justifies imposing disciplinary action, including suspension or termination.

1. Violation of the Drug and Alcohol Policy.
2. Fighting, wrestling, or engaging in horseplay.
3. Committing an unsafe act that risks life, injury, or damage to Company equipment.
4. Smoking within restricted areas while on Company property or job sites.

5. Gambling (does not include authorized pools or lotteries).
6. Soliciting that is not authorized by management or the posting or distribution of pictures or literature not authorized by management.
7. Marking or defacing of Company property.
8. Stealing or attempting to remove material from Company property or job sites without authorization of management.
9. Dishonesty, including misuses or misappropriation of Company funds, materials, equipment or products. Falsification of employment or other Company records.
10. Insubordination, refusal to do assigned work, failure to carry out any reasonable order of management, or treating management or other employees in a disrespectful manner.
11. Not adhering to safety regulations, or the Company's Safety and Accident Prevention Policy.
12. ATTENDANCE - Absenteeism -Any employee who is absent from work shall be responsible for notifying his/her supervisor at least two hours prior to when he/she is scheduled to work, and when he/she will report back to work. Any employee who fails to comply with this rule will be subject to disciplinary action up to and including termination. Failure to report to work for a period of 12 hours or more without authorization may result in disciplinary action up to and including termination. Failure to show for two (2) scheduled shifts without proper reporting will be considered voluntary quit and will be reported to the employment security office as job abandonment.

In addition, each employee will be at his/her work area and ready to work at the starting time, and will work up until quitting time. Habitual tardiness will be subject to disciplinary action up to and including termination.

Drug Free Workplace

M.A. DeAtley Construction, Inc. is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in your Human Resources Manual. It is the goal of M.A. DeAtley Construction, Inc. to maintain a drug-free workplace. To that end and in the spirit of the Drug Free Workplace Act of 1988, M.A. DeAtley Construction, Inc. has a standard of conduct, which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on M.A. DeAtley Construction, Inc.'s site and/or projects or as part of M.A DeAtley Construction Inc. activities. M.A. DeAtley Construction, Inc. will impose disciplinary sanctions on employees up to and including termination.

M.A. DeAtley Construction, Inc. will perform drug and alcohol test for the following reasons:

1. Pre-employment
2. Post Accident
3. Reasonable Suspicion
4. Random

Each employee will receive a copy of the Drug/Alcohol Policy and will be required to sign an acknowledgement of the policy and procedures.

Employment of Relatives

Employment of relatives is not forbidden. However, it is necessary that judgment be used in the placement of employees who are closely related. It is recognized that employment of relatives in positions requiring continuous association tends to create a burden on employees within the working environment of the department or office. A specific situation to be avoided is that of a supervisor-subordinate relationship for relatives.

A relative is considered as follows (but not limited too): Spouse (Husband or Wife), Significant Other (Boy Friend or Girl Friend), Father, Mother, Father-in-Law, Mother-in-Law, Children (Son or Daughter), Sister, Brother, Sister-in-Law or Brother-in-Law.

Personal Use of Company Property

In some instances, employees may be allowed to borrow certain M.A. DeAtley Construction, Inc. tools or equipment for their own personal use. In no instance may this be done without prior management approval or for financial gain for the employee. You understand and agree that M.A. DeAtley Construction, Inc. is not liable for personal injury incurred during the use of company property for personal projects. As a M.A. DeAtley Construction, Inc. employee, you accept full responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition and you agree you are required to pay for any damages that occur while using the equipment or tools for personal projects.

Use of Company Vehicle

Company vehicles may be provided in some cases for the purpose of jobsite travel. It is the responsibility of the employee to travel to and from the jobsite.

Company vehicles may also be provided to salaried employees. The company supplied vehicles are supplied for company business, however, it is understood that the vehicle may be needed for personal use. This personal use may be for uses such as running to the store or to visit someone, although, it is not to be used for extra-curricular activities; for example: going to the local tavern, camping or pulling personal recreation vehicles.

M.A. DeAtley Construction, Inc. will be responsible for all fuel charges, oil changes, tires and washes. M.A. DeAtley Construction, Inc will be responsible for all setup on pickup items. (i.e. tool box, CB, phone equipment)

Vehicles may not to be used for any illegal purpose or an activity that could result in a citation. Vehicles are not for personal use or family use (other than outlined for salaried employees above). The vehicle operator shall be responsible for all driver violations.

Cell Phone

The use of cell phones for personal calls or texting during work hours limits the ability of the employee to give their full attention to the task at hand. Phone use while working may create a safety hazard and reduce productivity.

Employees are not to use cell phones while working except for emergency situations. Personal use of cell phones during work may result in disciplinary action.