



EMPLOYEE HANDBOOK

Revised & Effective as of

October 2014

Several specific areas to review are:

**Acknowledgement Form
Confidentiality
Conflicts of Interest
Disciplinary Procedures
Drug Free Workplace
EEOC
FMLA Policy
General Work Rules
Harassment
Holidays
Introductory Period
Information Systems Use
Jury Duty & Court Appearances
Leaves of Absence (Paid & Unpaid)
Mileage
Open Door
Overtime Compensation
Safety Program
Section 125
Sick Leave
Social Networking
Vacation Policies**

Table of Contents

010 Employee Acknowledgement Form	- 5 -
020 Introductory Statement	- 6 -
100 Benefits	- 7 -
Simple IRA	- 7 -
Workers' Compensation Insurance	- 7 -
110 Business Travel Expenses	- 8 -
Automobile Use - Personal	- 8 -
200 Company Equipment	Error! Bookmark not defined.
Computer Usage	- 9 -
Return of Company Property	- 11 -
Telephones	Error! Bookmark not defined.
<i>Cell Phones</i>	- 12 -
210 Company Policies	- 13 -
Appearance	- 13 -
Personal Information Changes	- 14 -
Personal Property	- 14 -
<i>Personal Vehicle</i>	- 15 -
220 Complaints (Problem Resolution)	- 16 -
300 Employee Conduct	- 17 -
Conduct and Work Rules	- 17 -
Confidentiality (Non-Disclosure)	- 18 -
Conflicts of Interest	- 19 -
Customer Contact	- 19 -
Discipline	- 19 -
Drug and Alcohol Use	- 20 -
<i>Drug Testing</i>	- 20 -
Ethics	- 21 -
Harassment	- 21 -
Social Networking	- 24 -
310 Employment Policies	- 25 -
ADA (Disability Accommodation)	- 25 -
<i>ADA (Life-Threatening Illnesses in the Workplace)</i>	- 25 -
Employment At Will	- 26 -
Equal Employment Opportunity (EEOC)	- 26 -

Immigration Law Compliance.....	- 27 -
<i>E-Verify</i>	- 27 -
Introductory Period.....	- 28 -
Performance Appraisals.....	- 28 -
400 Leaves	- 29 -
Funeral (Bereavement) Leave	- 29 -
Holidays	- 29 -
Jury Duty	- 29 -
Sick Leave.....	- 29 -
Vacation Leave	- 29 -
Leave Of Absences.....	Error! Bookmark not defined.
500 Safety.....	- 30 -
First Aid	- 30 -
OSHA and Hazardous Materials.....	- 31 -
Violence In The Workplace	- 31 -
600 Workplace Monitoring	- 32 -
Security Inspections	- 32 -
610 Work Hours and Pay	- 33 -
Attendance and Punctuality	- 33 -
Overtime.....	- 33 -
Salary Basis Policy	- 33 -
Employee Acknowledgment Form – File Copy	- 35 -
Harassment Acknowledgement Form- File Copy	- 36 -

010 Employee Acknowledgement Form

Effective Date: 10/09/2014

Revision Date: 10/09/2014

This employee handbook contains important key policies, goals, benefits, and expectations of INNOVATIVE CONCRETE, LLC as well as other information that you will need. By signing below, you acknowledge the following:

I understand that this handbook cannot contemplate every possible situation that I may encounter at INNOVATIVE CONCRETE, LLC. Accordingly, I will contact the Human Resources Department if I have any questions about the policies or procedures contained in this handbook.

I understand that this handbook is not a contract or legal document, nor is it an invitation to contract.

I also understand and acknowledge that my employment with INNOVATIVE CONCRETE, LLC is at-will. I became an employee at the Company voluntarily. I understand and acknowledge that there is no specified length to my employment at the Company. I may terminate my employment at any time for any reason, with or without notice. Additionally, INNOVATIVE CONCRETE, LLC may terminate my employment at any time, for any reason.

I understand and acknowledge that there may be changes to the policies, goals, benefits and expectations in this handbook. There also may be additions to these policies. The only exception is that INNOVATIVE CONCRETE, LLC's policy on employment-at-will will never be changed. I understand that handbook changes can only be authorized by the Managing Members of the Company.

I understand that it is my responsibility to read this handbook. I acknowledge, understand, accept and agree to comply with the information contained in this handbook, including but not limited to **confidentiality, drug and alcohol use, drug testing, e-mail and internet use, harassment and safety**, and any changes made to it.

I also understand that a copy of this signed form will be kept in my personnel file.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

020 Introductory Statement

Effective Date: 10/09/2014

Revision Date: 10/09/2014

Welcome to INNOVATIVE CONCRETE, LLC. We are very happy to have you join our team.

This employee handbook contains important key policies, goals, benefits, and expectations of INNOVATIVE CONCRETE, LLC, as well as other information that you will need. It has been designed as a reference to many aspects of your employment. It is not a contract nor is it an invitation to contract. This manual supersedes all previous manuals, policies and memos that have been issued on policies covered in this manual.

This employee handbook cannot cover every situation or answer every question about policies and benefits at the Company. The policies in this handbook are subject to change and may change at any time at the sole discretion of INNOVATIVE CONCRETE, LLC. From time to time, you may receive updated information as to changes in policies and will sign an acknowledgment form verifying your receipt. A copy of this signed form will be kept in your personnel file.

The only policy we will never change or cancel is our employment-at-will policy. The employment-at-will policy allows you or The Company to terminate your employment at any time for any reason.

If you have any questions on anything contained in this manual, please contact the Human Resources Department.

100 Benefits

Effective Date: 10/09/2014

Revision Date: 10/09/2014

At this time INNOVATIVE CONCRETE, LLC, DOES NOT OFFER A COMPREHENSIVE BENEFIT PROGRAM. In the event that this changes, all eligible employees will be notified immediately and the appropriate changes to this employee handbook will be made.

Simple IRA

INNOVATIVE CONCRETE, LLC provides its employees with the opportunity to participate in an employer sponsored Simple IRA. INNOVATIVE CONCRETE, LLC will match up to 3% of an employees contribution to their simple IRA account. The contribution is based on gross pay and is deducted from each paycheck, then matched up to the 3% by INNOVATIVE CONCRETE, LLC. An employee may choose to contribute 3% or more, depending on their individual circumstances. Forms for participation are available in our office. Employees are eligible to participate after their introductory period is complete. If you have any questions please contact Human Resources.

Workers' Compensation Insurance

INNOVATIVE CONCRETE, LLC provides a comprehensive workers' compensation insurance program to our employees. This program does not cost you anything.

The workers' compensation program covers injuries or illnesses that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor immediately about any **work-related injury or illness**, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and allows us to investigate the matter promptly.

Workers' compensation covers only work-related injuries and illnesses. Neither the Company nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor.

If you have questions regarding your Workers' Compensation claim, please contact the Human Resources Department.

110 Business Travel Expenses

Effective Date: 10/09/2014

Revision Date: 10/09/2014

We will reimburse you for reasonable business travel expenses if the immediate supervisor approves the travel in advance. We reimburse approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip.

If you become ill or are involved in an accident while on business travel, immediately notify your supervisor.

If you use a vehicle owned, leased, or rented by the Company, you may not use that vehicle for personal reasons unless you received advance approval.

When a business trip is over, submit your completed travel expense report within 30 days. With your expense report, you must also submit receipts for every expense item.

See your supervisor for help and questions about business travel, expense reports, or any other travel issues.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment.

The company reserves the right to pay a “per diem” amount in lieu of reimbursing individual expenses.

200 Company Equipment

Effective Date: 10/09/2014

Revision Date: 10/09/2014

Automobile Use - Personal

INNOVATIVE CONCRETE, LLC is not responsible for damage to your personal auto when you are using it for Company business. The Company will reimburse the employee based on actual miles driven times the rate established by the Company. This must totally compensate you for all gasoline mileage, wear and tear, and insurance costs associated with the business use of the vehicle.

Computer Usage

To help you do your job, INNOVATIVE CONCRETE, LLC may give you access to computers, computer files, the email system, and software. You should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that all employees follow this policy, we may monitor computer and email usage.

We try hard to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and email in ways that are disruptive, offensive to others, or harmful to morale. The following is not allowed:

- Installing computer software not authorized by INNOVATIVE CONCRETE, LLC This rule applies regardless of the ownership of the software. For example, you may not install software you personally own or have downloaded for free from the internet. This includes but is not limited to, music software, photo software, internet search software, screen savers and desktop backgrounds.
- Storing files of a personal nature on our systems. This includes but is not limited to, music, pictures, video and personal documents.
- Accessing files you have not been given permission to access.
- Infiltrating or attacking INNOVATIVE CONCRETE, LLC networks.
- Utilizing our computers or data processing equipment to access, infiltrate or attack the networks of any other entity.
- Copying files or software from INNOVATIVE CONCRETE, LLC systems without our permission.
- Connection of equipment or devices not authorized by INNOVATIVE CONCRETE, LLC This includes but is not limited to, cameras, iPods, MP3 players, flash drives and portable hard drives.
- Printing documents, photographs or articles that are for personal use.

If your computer has internet access, we have provided you with this service because we believe it is necessary for you to perform your job. Internet access is only to be used for legitimate business purposes relating to the operation of INNOVATIVE CONCRETE, LLC. If you are unsure if accessing a particular website is permissible, you may check with your supervisor or the Human Resources Department. Some examples of websites and services which may not be accessed include but are not limited to:

This document is for informational purposes only and is not to be construed as an employment agreement or contract.
Innovative Concrete, LLC retains the right to amend or change policies contained here-within at any time without prior notice.

- File sharing websites or services, commonly known as Iip2P".
- Social networking sites such as MySpace, Facebook and Twitter.
- Internet chat or instant messaging services.
- Gambling or bookmaking websites.
- Pornographic or adult oriented websites
- Shopping websites (except when purchasing supplies or equipment for INNOVATIVE CONCRETE, LLC)
- Auction websites such as EBay (except when purchasing supplies or equipment for INNOVATIVE CONCRETE, LLC)
- A personal home page, blog or photo sharing site.
- News or sports websites.
- Websites which may create a hostile work environment on the basis of age, sex, national origin, religion or disability.
- Audio or video streaming websites not authorized by INNOVATIVE CONCRETE, LLC such as internet radio or internet webcasts.

INNOVATIVE CONCRETE, LLC also provides some employees with access to our corporate email system. If we have provided you with access to our corporate email system we have done so because we believe it is a necessary tool so that you may perform your job. Use of our corporate email system is restricted to legitimate business purposes relating to the operation of INNOVATIVE CONCRETE, LLC. Your INNOVATIVE CONCRETE, LLC email account remains the property of INNOVATIVE CONCRETE, LLC and is not to be used as a personal email account. Examples of impermissible email use include but are not limited to:

- Emails of a personal nature, whether to other employees or outside individuals.
- Solicitations of any kind. You may not use the INNOVATIVE CONCRETE, LLC email system to sell items, solicit donations or offer services.
- Emails which may discriminate or harass individuals on the basis of age, sex, national origin, religion or disability.
- Chain or forwarded emails. If someone sends you this type of email, do not open it or forward it. Immediately delete it and notify your supervisor or the IT Department. This type of email message often contains files which may damage or compromise our systems.

When using our corporate email system to communicate with fellow employees or our suppliers and customers, always use proper etiquette, spelling and grammar. Avoid slang terms or expressions, derogatory comments and inappropriate language. Messages you send using our email system reflect not only on yourself but also INNOVATIVE CONCRETE, LLC. Try to avoid sending replies too quickly, often, after you have carefully considered a situation, you can send a more thoughtful response.

Please limit the use of the Carbon Copy (CC, BCC) function to situations where it is essential. If you are asking a question or directing a comment to an individual, it is often confusing when many other people are copied on the same message. Furthermore, there are very few instances where you will need to send an email to everyone in the company. Discuss the matter with your

supervisor before copying all employees. The email system can improve productivity if used properly but may also limit productivity if employees must spend a great deal of time reading messages which do not apply to them.

INNOVATIVE CONCRETE, LLC has implemented systems to limit the amount of "spam" and inappropriate messages delivered by our email system. However, from time-to-time, spam or inappropriate messages may still get through. We ask that employees be responsible and delete these messages immediately. If you seem to be getting a large number of spam or inappropriate messages please immediately discuss the matter with your Supervisor or the Human Resources Department. It is the policy of INNOVATIVE CONCRETE, LLC to prevent unlawful harassment or discrimination in our workplace and we will work with you to block inappropriate messages.

INNOVATIVE CONCRETE, LLC may monitor your computer usage, internet access and email usage to ensure compliance with this and other INNOVATIVE CONCRETE, LLC policies. You should have no expectation of privacy when using INNOVATIVE CONCRETE, LLC systems. Misuse of INNOVATIVE CONCRETE, LLC, computers, data processing equipment, internet access or email systems may result in disciplinary action up to and including termination.

Any content contained within, created on or transmitted from INNOVATIVE CONCRETE, LLC systems by our employees is the intellectual property of INNOVATIVE CONCRETE, LLC. INNOVATIVE CONCRETE, LLC retains the right to access and review any file, email or internet log.

You may not copy, remove or destroy INNOVATIVE CONCRETE, LLC intellectual property without our express permission.

The copying, removal or destruction of INNOVATIVE CONCRETE, LLC intellectual property may subject you to disciplinary action up to and including termination. Willful or intentional copying, removal and destruction of INNOVATIVE CONCRETE, LLC intellectual property will be prosecuted to the full extent allowed under the law.

Return of Company Property

INNOVATIVE CONCRETE, LLC may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you.

You must also return it promptly if we ask. If you stop working at the Company, you must return all Company property immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

Cell Phones

The Company may provide you with or allow you to use cell phones while on the job. It is the employee's responsibility to use cell phones in a safe manner to protect themselves and others. You should fully understand and use features such as speed-dial, memory and hands free equipment where appropriate. Use of personal cell phones except on breaks, should be for emergency only. Calls should not be made from workstations to avoid disruption in the workplace. Cell phones should be turned off or kept on vibrate. Incoming emergency calls should be kept as brief as possible. Unauthorized use of photo capabilities of cell phones is prohibited.

Company cell phones and other communication devices are the property of the Company and must be returned to us when we request it. The mobile service that INNOVATIVE CONCRETE, LLC provides is exclusively for the benefit of INNOVATIVE CONCRETE, LLC. Employees are expected to refrain from making/sending or receiving calls, text messages and emails of a personal nature with Company communication devices during working hours and without express permission of the Company. INNOVATIVE CONCRETE, LLC may review call logs, voicemail, voicemail recordings and text message or email transcripts made using a Company device to ensure compliance with this and other Company policies. If the communication device issued to you contains a GPS or similar feature, we reserve the right to monitor your location when performing your job duties.

While operating a motor vehicle, employees must refrain from using cell phones, use hands free equipment with both hands on the wheel or safely pull to the side of the road before making or accepting calls. When possible incoming calls should be declined, allowing the use of voicemail or Caller ID, returning the call when the destination is reached.

Text messaging while driving is prohibited. Never divert your attention from driving by taking notes, checking phone books, etc. Keep the cell phone in an easily accessible location.

All conversations should be suspended during heavy vehicular or pedestrian traffic, severe weather or other condition which may impede safe driving. This includes conversations using hands free equipment. Emotional or stressful conversations should be avoided.

Violation of this policy may result in disciplinary action up to and including termination and employees may also be responsible for charges INNOVATIVE CONCRETE, LLC incurs as a result of violation.

210 Company Policies

Effective Date: 10/09/2014

Revision Date: 10/09/2014

Appearance

Employees of INNOVATIVE CONCRETE, LLC are expected to maintain good personal cleanliness, attire and hygiene. Employees should present a neat, professional appearance at all times and be well-groomed and dressed appropriately.

Examples of prohibited clothing and personal hygiene issues in violation of our policy include but are not limited to:

- Advertise a product or service other than those products or services offered by INNOVATIVE CONCRETE, LLC
- Cause disruption or distraction in the workplace such as excessively tight, short or revealing items.
- Rude or obscene gestures, graphics or language.
- Exhibit signs of excessive wear such as holes, rips or fraying.
- Shoes which do not provide adequate protection for your job classification.
- Open toed shoes or poorly secured shoes including, but not limited to, sandals or flip-flops.
- Insufficiently concealed undergarments. **REMEMBER, CRACK KILLS.**
- Large and excessive jewelry which inhibits the ability of the employee to perform their job effectively and safely or causes a disruption or distraction in the workplace.
- Excessive odors which cause disruption or distraction in the workplace.
- Hair or nails which interfere with the ability of the employee to perform their job effectively and safely.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

It is the policy of INNOVATIVE CONCRETE, LLC to accommodate employees on the basis of disability, national origin and religion. If you feel that an aspect of this policy or its enforcement causes discrimination on the basis of disability, national origin or religion, please contact the Human Resources Department.

Personal Information Changes

INNOVATIVE CONCRETE, LLC needs to have correct information about you for our records. It is your responsibility to keep us informed as to any changes in your personal information. Please keep us informed as to any changes to the following:

- Mailing Address
- Phone numbers
- Marital status
- Dependent information
- Emergency contacts

All employees' personnel data should be correct at all times. To inform us of any changes, please contact the Human Resources Department.

Personal Property

INNOVATIVE CONCRETE, LLC provides you with the tools, supplies and equipment necessary to perform your job. INNOVATIVE CONCRETE, LLC maintains the tools, supplies and equipment that we provide to you in a manner we believe will allow you to work efficiently and safely. If you do not believe that you have the necessary tools, supplies or equipment to perform your job safely and efficiently, please discuss your concerns with your supervisor. It is not acceptable for you to bring your own tools, supplies or equipment into the workplace without the approval of your supervisor.

Although INNOVATIVE CONCRETE, LLC provides you with some flexibility regarding the decoration of your work area, we ask that you not bring valuable personal items to work.

If we provide you with a locker, be sure that it is properly locked prior to beginning your shift. Do not place valuable personal items such as iPods, cell phones, game machines or jewelry in your locker as we cannot guarantee the security of your personal items. You should leave these items at home or locked in your vehicle.

INNOVATIVE CONCRETE, LLC is not responsible for any lost, stolen or damaged personal property. Your personal property is not covered under our business insurance policy. Your personal property away from home may be covered under your Homeowners' Policy. You should check with your personal insurance agent to learn about the best way to protect your personal property.

Additionally, you may not bring any of the following items onto company premises.

- Intoxicating beverages or narcotics
- Firearms or weapons of any kind within the buildings
- Sexually suggestive objects, pictures, cartoons, or posters
- Items that are demeaning or offensive on the basis of race, color, age, sex, gender,

disability, religion, national origin, ethnic background or citizenship.

INNOVATIVE CONCRETE, LLC reserves the right to prohibit other items that we believe may be disruptive to the workplace or constitute an unacceptable risk of loss.

In order to maintain a safe workplace, it may be necessary for lockers, desks or cabinets to be searched on occasion. These are the property of the company and, as such, we reserve the right to search them with or without advance notice. You should have no expectation of privacy.

Furthermore, INNOVATIVE CONCRETE, LLC reserves the right, subject to applicable law, to search any briefcases, backpacks, purses, satchels or similar items when you enter or exit our facilities.

Personal Vehicle

When using your personal vehicle for company business, you will be reimbursed at the rate set by the company multiplied by the actual miles driven. This is the total compensation for the use of your vehicle including gas, wear and tear and insurance costs.

INNOVATIVE CONCRETE, LLC is not responsible for any damage to your personal vehicle while using our parking facilities or when you are using your personal vehicle for company business.

220 Complaints (Problem Resolution)

Effective Date: 10/09/2014

Revision Date: 10/09/2014

INNOVATIVE CONCRETE, LLC 's policies and procedures emphasize open-door practices in which employees are encouraged to deal directly with their supervisors and other members of management regarding complaints and problems.

Under normal conditions, if an employee has a job-related problem, question or complaint, it should be discussed with his or her supervisor. The simplest, quickest and most satisfactory solution often will be reached at this level.

If discussion with the employee's supervisor does not answer the question or resolve the matter satisfactorily, the complaint then may be presented, orally or in writing, to the next higher level of management.

If the matter still is not resolved satisfactorily, the employee may present the complaint to Human Resources Department, which will render an objective analysis of the situation and options.

When the issue personally involves the supervisor or manager with whom the employee ordinarily would discuss a problem, the employee may bypass that individual and proceed to the next person in authority without fear of reprisal. At any time, an employee may seek the advice and guidance of the Human Resources Department. Difficulties in using this complaint procedure should be brought to the attention of the Human Resources Department.

Not every problem can be resolved to everyone's total satisfaction. However, we believe that honest discussion and listening to each other will build confidence between employees and management and help make the Company a better place to work.

300 Employee Conduct

Effective Date: 10/09/2014

Revision Date: 10/09/2014

Conduct and Work Rules

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and INNOVATIVE CONCRETE, LLC

These rules are published for your information and to minimize the likelihood of any employee, through misunderstanding or otherwise, to become subject to any disciplinary action. Violation of any INNOVATIVE CONCRETE, LLC rule cannot be ignored by Management.

Violation of work rules such as these as well as other offenses deemed appropriate by management may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping or other company records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Conviction of a felony
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Sleeping during work hours
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Absence for three consecutive work days without notification (except in extenuating circumstances)
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized solicitation of funds or distributing literature on Company property, posting or removal of notices, signs, or writing in any form on bulletin boards or Company property at any time
- Unauthorized disclosure of business "secrets" or confidential information
- Unauthorized presence on Company property outside of employee's scheduled work hours

This document is for informational purposes only and is not to be construed as an employment agreement or contract. **Innovative Concrete, LLC** retains the right to amend or change policies contained here-within at any time without prior notice.

- Violation of personnel policies
- Unsatisfactory performance or conduct

This list is an example only and is not all-inclusive.

Since your employment with the Company is voluntary and at will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, the Company may terminate your employment at any time, with or without cause or advance notice.

Confidentiality (Non-Disclosure)

INNOVATIVE CONCRETE, LLC has various types of confidential business information which must be protected. Employees are obligated to protect this information.

Such confidential information includes, but is not limited to, the following examples.

- Financial information;
- Compensation data;
- Marketing strategies and information;
- Technological data;
- Trade secrets; and
- Personnel data and payroll records.
- Customer information

If you have access to confidential information, we may ask that you sign a non-disclosure agreement as a condition of your employment.

If you are questioned by someone outside the company or your department, please refer the request to your manager or to the President. No one is permitted to remove or make copies of any company records, reports or documents without prior management approval.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they did not actually benefit from the disclosed information.

Conflicts of Interest

Employees of INNOVATIVE CONCRETE, LLC have a duty to avoid any actual or apparent conflict of interest with INNOVATIVE CONCRETE, LLC. A conflict can arise when an employee takes actions or has interests that make it difficult for him or her to perform his or her work objectively or properly.

Conflicts also arise when an employee or a member of his or her family receive improper personal benefits as a result of his or her position with the company.

All employees must be guided by what is in the best interests of INNOVATIVE CONCRETE, LLC.

If you have any questions about a current or potential conflict of interest, please contact the Human Resources Department.

Customer Contact

It is the policy of INNOVATIVE CONCRETE, LLC to be service-oriented and customer-oriented. This means that our employees should treat all customers with courtesy and respect.

Each contact with our customers and clients, whether in person, by phone or by electronic communication should be professional. Any customer-related problems, including customers who are abusive or harassing, should be reported to your supervisor.

Discipline

It is the policy of INNOVATIVE CONCRETE, LLC to discipline an employee whenever he/she violates a rule, a regulation, or performs unsatisfactorily. The following policy describes the procedure for administering fair and consistent discipline. The purpose of this policy is to correct the problem and prevent it from happening again.

In each instance, the disciplinary action taken is to be consistent and in proportion to the seriousness of the violation. In addition, discipline is to be administered by the employee's supervisor as soon as it is practical. However, a violation which is serious in nature is to be corrected by any supervisor immediately, whether the employee is a subordinate or not.

Both you and INNOVATIVE CONCRETE, LLC have the right to terminate employment at-will, with or without cause or advance notice. INNOVATIVE CONCRETE, LLC may use this discipline policy at its discretion.

Disciplinary action may be any of the following four steps: verbal warning, written warning, suspension with or without pay, or termination of employment. We will look at how severe the problem is and how often it has happened when deciding which step to take.

Warning notices will be placed in the applicable employee's personnel file. Should further violations occur, such warnings will remain as a basis for progressive disciplinary action for a period of 23 months.

Drug and Alcohol Use

INNOVATIVE CONCRETE, LLC is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

The Company employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on the Company premises or while conducting any business-related activity away from the Company premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

In the event of a job-related accident, drug testing may be required. Also, we may perform testing for additional reasons which include, but are not limited to pre-employment, suspicious behavior and/or random selection.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Human Resources Department without fear of reprisal.

Drug Testing

We are committed to making INNOVATIVE CONCRETE, LLC a safe, efficient, and productive work environment for all employees. There can be serious safety and health risks if an employee uses or is under the influence of drugs on the job. We may ask job applicants and employees to provide body substance samples, such as urine and/or blood, before employment begins, post-accident, randomly or for suspicious behavior. We will use the samples to check for the illegal or illicit use of drugs. If you refuse to be tested for drugs, you may be subject to disciplinary action, up to and including termination of employment.

We will provide copies of the drug testing policy to all employees. If you have questions about our drug testing policy or its administration, contact the Human Resources Director.

Ethics

At INNOVATIVE CONCRETE, LLC, we want to achieve the highest levels of business and personal ethical standards. Additionally, we will comply with all laws and regulations that apply to our business.

Ethical business behavior is the responsibility of every employee. Failure to act in an ethical manner will be cause for discipline, up to and including termination.

If you have any questions about the ethics involved or conduct required in a particular situation, please contact the Human Resources Department.

Harassment

It is the long established policy of INNOVATIVE CONCRETE, LLC to extend equal employment and advancement opportunities to all qualified individuals regardless of their race, color, age, sex, pregnancy, gender, disability, religion, national origin, ethnic background, military service, citizenship or any other characteristic protected by law. All personnel are reminded that each employee is at all times to be treated courteously by fellow employees so that he or she is free from harassment or interference based on factors such as those mentioned above. Any form of harassment will not be tolerated.

Harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct that interferes with an employee's job performance or which creates an intimidating, offensive or hostile work environment. Some examples include, but are not limited to:

- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off-color or sexual remarks, jokes, slurs or propositions or comments that disparage a person or group on the basis of race, color, age, sex, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials or gestures. Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action.
- Unsolicited sexual advances, requests or demands, explicit or implicit, for sexual favors.

Sexual Harassment is constituted as discrimination and is prohibited by state and federal laws. Therefore, it is the position of this company that sexual harassment will not be tolerated. It is a violation of Company policy for any supervisor or employee, male or female to engage in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Quid Pro Quo - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and, or

(2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.

Hostile Environment - Is one which unwelcome sexual advances, requests for sexual favors and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault or impeding or blocking movement and
- Retaliation for reporting harassment or threatening to report harassment

Any employee who believes he/she has experienced such conduct by anyone, including a supervisor, co-worker or by persons doing business with or for this Company should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee must immediately report such conduct to the President, CEO or to either of the Company Compliance Officers listed below:

Aaron Bolli

Melissa Bolli

Male Contact

Female Contact

This company prohibits retaliation against any employee who complains of sexual harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be handled discreetly. However, it may be necessary to include others on a need to know basis.

All incidents of prohibited harassment that are reported will be investigated. The Compliance officers listed above will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practicable and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including

discharge, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

By my signature below, I acknowledge that I have read the above sexual harassment policy and will comply with all of the provisions.

Employee Signature: _____ Date: _____

Social Networking

INNOVATIVE CONCRETE, LLC expects employee's social networking communications to comply with all laws and company policies at all times. This policy applies to all public communications outside the company, including Web logs, social networking sites, websites, broadcast e-mails, instant messaging, text messages, chat rooms, statements to the media, etc. The use of "Social Media" includes all public communications.

Employees must comply with the following rules, including, but not limited to:

- Your social media must comply with company policies, e.g., confidentiality, duty of loyalty, noncompetition, respect for dignity, solicitation, media, harassment, access to records, copyright, trademark, Internet, e-mail, and use of company facilities.
- Do not identify yourself as an employee of the company.
- Do not link to the company's websites or Web logs.
- Do not discuss company business or co-workers on your social media.
- Company equipment may not be used to create or maintain a personal website or social media. Company equipment is monitored to ensure compliance with its policies.
- You may not disparage the company, its officers, owners, employees, customers, vendors or competition at any time in any social media.
- Excessive or disruptive use of social media during working hours is prohibited.

INNOVATIVE CONCRETE, LLC will delete from its website, files, computer systems, and storage media any unauthorized materials it may find, at any time and without notice. We monitor use of the company name, trademarks, and service marks on the Internet.

We may also require employees to delete references to the company on a website or web log and to stop identifying themselves as an employee of the company.

Violations of this policy may result in discipline, up to and including termination.

310 Employment Policies

Effective Date: 10/09/2014

Revision Date: 10/09/2014

ADA (Disability Accommodation)

It is the policy of INNOVATIVE CONCRETE, LLC to comply with the Americans with Disabilities Act and The ADA Amendments Act of 2008.

We will make sure that all individuals with disabilities:

- Have an equal opportunity to apply for jobs and to work in jobs for which they are qualified;
- Have an equal opportunity to be promoted once they are working;
- Have equal access to benefits and privileges of employment that are offered to other employees; and
- Are not harassed because of their disability.

We will not ask questions about disabilities or require medical examinations until after we have made someone a conditional job offer. We keep medical records confidential and separate from other personnel files. After making a job offer, we will only ask disability-related questions and conduct medical examinations for everyone in the same job category.

Once a person with a disability has started working, actual job performance, and not the employee's disability, will be used as an indicator of the employee's ability to do the job.

Any medical information about applicants or employees will be kept confidential. Information can be confidential even if it contains no medical diagnosis or treatment course and even if it is not generated by a health care professional.

We will provide reasonable accommodations if a person with a disability needs one in order to apply for a job, perform a job, or enjoy benefits equal to those we offer to other employees. We will not provide an accommodation that poses an undue hardship to INNOVATIVE CONCRETE, LLC

Once an accommodation is requested, we will discuss the employee's needs and identify the appropriate reasonable accommodation. We may ask for documentation as to why the requested accommodation is needed.

We will ask questions related to disability and may require a medical examination of an employee whose medical condition appears to be causing performance or safety problems.

ADA (Life-Threatening Illnesses in the Workplace)

Employees with serious illnesses or injury often wish to continue their normal lives, including work, to the degree that they can. INNOVATIVE CONCRETE, LLC wants to help these employees to work as long as they continue meeting acceptable performance standards. As with other disabilities, we will offer you reasonable accommodations to let you perform the essential functions of your position as long as it doesn't cause undue hardship to INNOVATIVE CONCRETE, LLC

INNOVATIVE CONCRETE, LLC also prohibits discrimination or harassment against individuals with a serious illness or injury. Employees are prohibited from any actions or behavior intended to draw attention to, harass or discriminate against an individual with a serious illness or injury.

You do not have to discuss your serious illness or injury with anyone unless you choose to do so. If you decide to inform your supervisor or the Human Resources Department about your situation, any information that you disclose will be held in the greatest confidence. All employees are prohibited from disclosing the personal health information of another employee. Any medical information which we receive will be kept confidential.

If you are hospitalized or out of work and wish for us to make other employees aware of your condition, you may notify us in writing and we will put your information on the company bulletin board. Otherwise, the INNOVATIVE CONCRETE, LLC prohibition on the disclosure of personal health information shall apply. No employee may make postings, send interoffice emails or circulate any information about the health status of another employee.

If you have questions or concerns about life-threatening illnesses, you should contact the Human Resources Department for information and referral to appropriate services and resources.

Employment At Will

Your relationship with INNOVATIVE CONCRETE, LLC is strictly a voluntary one. If you do not have a specific employment contract or collective bargaining agreement, employment is at-will. This means that you may terminate your employment at any time for any reason, with or without notice. Additionally, INNOVATIVE CONCRETE, LLC may terminate your employment at any time, for any reason, as long as we do not violate any applicable federal or state law.

This handbook is not a contract or legal document, nor is it an invitation to contract. No one may enter into an employment contract without the signature of the President of the Company. The provisions in the handbook have been developed at the discretion of management and, except for the policy of employment-at-will, may be amended or cancelled at any time, at the sole discretion of the Company.

These provisions replace all other existing policies and practices and may not be changed or added to without the express written approval of the chief executive officer of the Company.

Equal Employment Opportunity (EEOC)

INNOVATIVE CONCRETE, LLC is an Equal Employment Opportunity employer. To give equal employment and advancement opportunities to all people, we make employment decisions at the Company based on each person's performance, qualifications, and abilities. The Company does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to the Company.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Human Resources Department. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

Immigration Law Compliance

INNOVATIVE CONCRETE, LLC will employ only United States citizens and those non-United States citizens who are authorized to work in the United States. We will comply with all aspects of the Immigration Reform and Control Act of 1986. INNOVATIVE CONCRETE, LLC will not discriminate on the basis of national origin or citizenship.

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

Former employees who are rehired must complete another Form I-9 if the previous I-9 with the Company is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the Human Resources Department. If you ask questions or want to complain about the immigration law, you will not be punished in any way.

E-Verify

The Department of Homeland Security (DHS) and the Social Security Administration (SSA) have established an electronic system called E-Verify to assist employers further in verifying the employment eligibility of all newly-hired employees.

INNOVATIVE CONCRETE, LLC has elected to utilize the E-Verify system to help ensure compliance with federal immigration laws.

Through E-Verify, employers send information about you from your Form I-9 to SSA and DHS to ensure that you are authorized to work in the United States and that your name, Social Security Number, date of birth, citizenship status, and any other non-citizen information you choose to provide us on the Form I-9 match government records. As an employee, you have certain rights and responsibilities.

- Employers must post a notice informing employees of their use of E-Verify.
- E-Verify must be used for new hires only. It cannot be used to verify the employment eligibility of current employees.
- E-Verify must be used only after hire and after completion of the Form I-9. Employers may not pre-screen applicants through E-Verify.
- If an employee receives an information mismatch from their Form I-9 and SSA and DHS databases, the employer must promptly provide the employee with information about how to challenge the information mismatch, including a written notice generated by E-Verify.
- If an employee decides to challenge the information mismatch, the employer must provide the person with a referral letter issued by E-Verify that contains specific instruction and contact information.

- Employers may not take any adverse action against an employee because he/she contests the information mismatch. This includes firing, suspending, withholding pay or training, or otherwise infringing upon his/her employment.
- The employee must be given eight federal government work days to contact the appropriate federal agency to contest the information mismatch.
- If an employee receives a SSA tentative non-confirmation (TNC), they have the option of visiting a SSA field office to update their record or if the employee is a naturalized citizen, the employee may choose to call USCIS directly to resolve the TNC. The phone number may be found on the SSA referral letter.

Introductory Period

The first 90 calendar days of employment is an introductory period for new and rehired employees. During the introductory, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The introductory period also gives you time to decide if the new job meets your expectations.

Employment both before and after the introductory period is at-will, you or the company may terminate your employment at any time, with or without cause or advance notice.

If you are absent for a significant amount of time during your introductory period, the length of the absence will automatically extend the introductory period. We may also extend the introductory period if we decide it was not long enough to evaluate your performance. This could happen either during or at the end of the introductory period.

After you have been employed for 90 days, you will be reviewed by your supervisor. If you have satisfactorily completed the introductory period, you will be classified as a regular employee.

Performance Appraisals

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. In addition, you and your supervisor will have formal performance evaluations to discuss your work and goals, to identify and correct areas for improvement, and to encourage and recognize your strengths.

400 Leaves

Effective Date: 10/09/2014

Revision Date: 10/09/2014

INNOVATIVE CONCRETE, LLC does not offer paid leave of any kind at this time. However, unpaid leave is available for all of the following circumstances.

Funeral (Bereavement) Leave

Holidays

Jury Duty

Sick Leave

Vacation Leave

Please notify your supervisor if you need time off of work for any reason.

INNOVATIVE CONCRETE, LLC is not currently a Covered Employer in regards to FMLA and currently has no Family and Medical Leave policy.

500 Safety

Effective Date: 10/09/2014

Revision Date: 10/09/2014

INNOVATIVE CONCRETE, LLC strives to maintain a safe work environment which complies with federal and state safety requirements. We want the Company to be a safe and healthy place for employees, customers, and visitors. A successful safety program depends on everyone being alert and committed to safety.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition or accident, no matter how minor, to the appropriate supervisor. If you violate the Company safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

When you report accidents quickly, we can investigate the accident promptly; follow the laws, and start insurance and worker's compensation processing.

First Aid

Call 911, the emergency phone number, if required. Do not assume that someone else has already called. If an accident or illness should occur, no matter how slight, notify your manager or supervisor immediately so that appropriate medical treatment can be administered. It is very important to protect yourself from the transfer of body fluids. Each first aid kit contains gloves and these should be used when assisting fellow employees. A strong disinfectant should be used to clean up.

Supplies in the first aid kits are the property of the company and are solely provided for treatment of workplace injuries. Removal of first aid supplies for personal use is a violation of company policy and may inhibit the proper treatment of a workplace injury. On the job injuries and accidents may be covered under Workers' Compensation.

As part of our Drug Free Work Place, you may also be required to submit to drug testing if you are injured on the job.

OSHA and Hazardous Materials

As an employee of INNOVATIVE CONCRETE, LLC you have certain rights regarding the use of hazardous materials in the workplace. The Company will provide you with information regarding the following:

1. The chemicals used in the workplace (MSD Sheets).
2. Where the chemicals are located.
3. Physical and health hazards associated with the chemicals.
4. Protection measures that must be taken to prevent exposure.
5. What to do in case of exposure to the chemicals.

For additional information on hazardous materials in the workplace consult your supervisor.

Violence In The Workplace

Violence is strictly prohibited in the workplace. Workplace violence is defined as any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. It includes, but is not limited to, beating, stabbing, suicide or attempted suicide, shooting, rape and psychological trauma, such as threats and obscene phone calls.

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury to another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Possessing or using a weapon that is not required by the individual's position;
- Intentionally damaging property;
- Threatening to injure an individual or to damage property;
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment;
- and
- Retaliating against any employee who, in good faith, reports a violation of this policy.

Employees who violate this policy will be subject to disciplinary action, up to and including termination. You should report any unusual, violent, or threatening behavior immediately to your supervisor or any member of management.

600 Workplace Monitoring

Effective Date: 10/09/2014

Revision Date: 10/09/2014

INNOVATIVE CONCRETE, LLC may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring helps us to identify training needs and performance problems.

All computer equipment, services, or technology that we furnish you are the property of the Company. We reserve the right to monitor computer activities and data that is stored in our computer systems. We also reserve the right to find and read any data that you write, send, or receive by computer.

We may perform video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

Because we are sensitive to employees' legitimate privacy rights, we will strive to ensure that workplace monitoring is always done ethically and with respect.

Security Inspections

INNOVATIVE CONCRETE, LLC wants to have a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. We prohibit the possession, transfer, sale, or use of these materials on our premises. In compliance with Florida law, legally owned firearms are only permitted within the employee's vehicle for self-defense or other lawful purpose.

We may provide you with desks, lockers, and other storage devices for your convenience but these are always the sole property of the Company. Because they are our property, we may allow our representative or authorized agents to inspect them at any time, either with or without advance notice to you. We may also inspect any items that we find inside them.

We also want to discourage theft and the unauthorized possession of property that belongs to our employees, the Company, visitors, and customers. To help enforce this policy, we may require inspection of employees and other persons who enter or exit our premises as well as any packages or other belongings they carry with them. If you wish to avoid having your belongings inspected, the best thing is to not bring them to work.

610 Work Hours and Pay

Effective Date: 10/09/2014

Revision Date: 10/09/2014

Attendance and Punctuality

We expect INNOVATIVE CONCRETE, LLC employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late, you must notify your Supervisor prior to your scheduled start time, unless in extenuating circumstances.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action up to and including termination of employment.

Overtime

There may be times when we cannot meet our operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to give you advance warning of a mandatory overtime assignment.

All overtime work performed by non-exempt workers must be approved in advance by their supervisor.

Nonexempt hourly employees will receive overtime pay at a rate of one and one-half the employee's regular rate of pay for all hours worked over 40 in a workweek. Overtime pay is based on the actual hours worked. Time off for sick leave, holiday, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime.

Salary Basis Policy

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a) (1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a) (1) and Section 13(a) (17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

Salary Basis Requirement

To qualify for exemption, employees generally must be paid at not less than \$455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Circumstances in Which the Employer May Make Deductions from Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions (see Disciplinary Action Policy). Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

Company Policy It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA.

What to Do If an Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to the Human Resources Department.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Employee Acknowledgment Form – File Copy

Effective Date: 10/09/2014

Revision Date: 10/09/2014

This employee handbook contains important key policies, goals, benefits, and expectations of INNOVATIVE CONCRETE, LLC as well as other information that you will need. By signing below, you acknowledge the following:

I understand that this handbook cannot contemplate every possible situation that I may encounter at INNOVATIVE CONCRETE, LLC. Accordingly, I will contact the Human Resources Department if I have any questions about the policies or procedures contained in this handbook.

I understand that this handbook is not a contract or legal document, nor is it an invitation to contract.

I also understand and acknowledge that my employment with INNOVATIVE CONCRETE, LLC is at-will. I became an employee at the Company voluntarily. I understand and acknowledge that there is no specified length to my employment at the Company. I may terminate my employment at any time for any reason, with or without notice. Additionally, INNOVATIVE CONCRETE, LLC may terminate my employment at any time, for any reason.

I understand and acknowledge that there may be changes to the policies, goals, benefits and expectations in this handbook. There also may be additions to these policies. The only exception is that INNOVATIVE CONCRETE, LLC's policy on employment-at-will will never be changed. I understand that handbook changes can only be authorized by the chief executive officer of the Company.

I understand that it is my responsibility to read this handbook. I acknowledge, understand, accept and agree to comply with the information contained in this handbook, including but not limited to **confidentiality, drug and alcohol use, drug testing, e-mail and internet use, harassment and safety.**, and any changes made to it.

I also understand that a copy of this signed form will be kept in my personnel file.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

Harassment Acknowledgement Form- File Copy

Effective Date: 10/09/2014

Revision Date: 10/09/2014

It is the long established policy of INNOVATIVE CONCRETE, LLC to extend equal employment and advancement opportunities to all qualified individuals regardless of their race, color, age, sex, pregnancy, gender, disability, religion, national origin, ethnic background, military service, citizenship or any other characteristic protected by law. All personnel are reminded that each employee is at all times to be treated courteously by fellow employees so that he or she is free from harassment or interference based on factors such as those mentioned above. Any form of harassment will not be tolerated.

Harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct that interferes with an employee's job performance or which creates an intimidating, offensive or hostile work environment. Some examples include, but are not limited to:

- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off-color or sexual remarks, jokes, slurs or propositions or comments that disparage a person or group on the basis of race, color, age, sex, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials or gestures. Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action.
- Unsolicited sexual advances, requests or demands, explicit or implicit, for sexual favors.

Sexual Harassment is constituted as discrimination and is prohibited by state and federal laws. Therefore, it is the position of this company that sexual harassment will not be tolerated. It is a violation of Company policy for any supervisor or employee, male or female to engage in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Quid Pro Quo - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and, or (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.

Hostile Environment - Is one which unwelcome sexual advances, requests for sexual favors and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault or impeding or blocking movement and
- Retaliation for reporting harassment or threatening to report harassment

Any employee who believes he/she has experienced such conduct by anyone, including a supervisor, co-worker or by persons doing business with or for this Company should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee must immediately report such conduct to the President, CEO or to either of the Company Compliance Officers listed below:

Male Contact

Female Contact

This company prohibits retaliation against any employee who complains of sexual harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be handled discreetly. However, it may be necessary to include others on a need to know basis.

All incidents of prohibited harassment that are reported will be investigated. The Compliance officers listed above will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practicable and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including discharge, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

By my signature below, I acknowledge that I have read the above sexual harassment policy and will comply with all of the provisions.

Employee Signature: _____ Date: _____



435.680.8385

innovativeconcretellc.com