



EMPLOYEE HANDBOOK

Revised & Effective as of

December 2022

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010 Employee Acknowledgement Form

Effective Date: 10/09/2014

Revision Date: 12/01/2022

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 a 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 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: 12/01/2022

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 INNOVATIVE CONCRETE, LLC. 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.

When employees work together to accomplish a goal, everyone benefits. Teamwork is a valuable part of our success, and we need everyone to contribute to make this possible. We all depend on each other to get the job done and this can only be accomplished with a positive attitude, working together, punctuality, and regular work attendance. We are excited for you to be a part of our success.

The only policy that will never change or cancel is our employment-at-will policy. The employment-at-will policy allows you or INNOVATIVE CONCRETE, LLC 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 Resource Department.

030 Benefits

Effective Date: 10/09/2014

Revision Date: 12/01/2022

Currently 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. We do offer the following programs.

Sedera Medical Cost Sharing

INNOVATIVE CONCRETE, LLC offers its employees with the opportunity to participate in an employer sponsored medical cost sharing community. Sedera is a Medical Cost Sharing community, providing employees a new approach to manage their health care needs. Sedera members join a community of like-minded individuals who are committed to leading a healthy lifestyle and want to be active and engaged participants in their health care decision making. This is not insurance; it is a health share.

Aflac

INNOVATIVE CONCRETE, LLC also has optional plans for supplemental insurance. Aflac supplemental insurance provides an additional layer of financial protection for you and your family in the event of a serious accident or illness. The policies offer a full suite of products for individuals and families. The policies can help with everything from routine preventative care or critical illnesses.

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 employee's 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.

Blomquist Hale Employee Assistance Program

INNOVATIVE CONCRETE, LLC provides its employees and eligible dependents at no cost a great tool that can help with virtually any distressing life problem. You can count on 24/7 crisis services, 100% confidential, professional, and friendly team, convenient locations, extended hours, and no co-pay required. Blomquist Hale Employee Assistance Program helps with marital and family counseling, stress, anxiety, and depression, personal and emotional challenges, grief or loss, financial or legal problems, substance abuse or additions, and senior care planning.

If you have questions regarding benefits, please contact the HR Department.

040 Business Travel Expenses

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We will reimburse you for reasonable business travel expenses if upper management 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 receive advance approval.

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

See Management or the Accounting Department 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.

INNOVATIVE CONCRETE, LLC is not responsible for damage to your personal auto when you are using it for company business or business travel. 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.

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

050 Company Equipment

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Computer and iPad Usage

To help you do your job, INNOVATIVE CONCRETE, LLC may give you access to computers, computer files, iPads, 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 computers, iPads, 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 is prohibited. 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, phones, iPods, MP3 players, flash drives, and portable hard drives.
- Printing documents, photographs or articles that are for personal use.

If your computer or iPad 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:

- File sharing websites or services, commonly known as "IIP2P".
- Social networking sites and apps such as Facebook, Instagram, Twitter, Pinterest, etc.
- Internet chat or instant messaging services.
- Gambling or bookmaking websites or apps.
- Pornographic or adult oriented websites or apps.
- Shopping websites or apps (except when purchasing supplies or equipment for INNOVATIVE CONCRETE, LLC)

- Auction websites or apps 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 or apps.
- Websites or apps which may create a hostile work environment based on 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 based on 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 amount 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, iPad 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, iPads, data processing equipment, internet access, apps, 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 Company property, including but not limited to; concrete tools, power tools, safety equipment, computer, iPad, materials, supplies, or other misc equipment to help you do your job. You are responsible for protecting and controlling any property we loan you.

While working for INNOVATIVE CONCRETE, LLC you are expected to take proper care of all company property and equipment that you are entrusted with. If your employment is terminated for any reason, you must return all Company property immediately and it must be returned in proper working order. You may be held financially responsible for lost, damaged, stolen, or non-returned property.

Upon termination of employment, if you do not return Company property in its proper working order the full cost to replace the property may be deducted from your final paycheck. Failure to return Company property will be considered theft and INNOVATIVE CONCRETE, LLC may take legal action that could lead to criminal prosecution.

If at any time you are asked to return Company property for any reason, you must return undamaged Company property promptly.

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

emergencies 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/filming 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! Please 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 conditions 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 because of the violation.

060 Company Policies

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Appearance

Concrete construction 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.

Appropriate work attire acceptable for construction sites include but are not limited to:

- Work boots. Construction workers should always wear good work boots with slip-resistant and puncture-resistant soles.
- Good quality pants.
- High-Vis Shirts – either long sleeve or short sleeve t-shirts.
- High-Vis Safety Vest.
- Proper PPE (Personal Protective Equipment), including but not limited to: Hard hats, Safety glasses, and gloves.

INNOVATIVE CONCRETE LLC will provide all new employees with 1 High-Vis safety vest at completion of new hire paperwork. When an employee completes 1 month (30 days) on the job they will receive 1 High-Vis shirt (short sleeve or long sleeve) with the company's logo.

Completion of 3 months (90 days) on the job, the employee will receive 3 High-Vis shirts (short sleeve or long sleeve) with the company's logo. Every 6 months afterwards an employee will receive 3 High-Vis shirts (short sleeve or long sleeve) with the company's logo.

All employees are to provide their own work boots, quality pants, and PPE including but not limited to hard hat and gloves. Hard hats are required for all jobs.

Examples of prohibited clothing on construction sites 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.
- Shorts are not allowed on construction sites.
- No sleeveless shirts or tank tops.
- Insufficiently concealed undergarments.
- 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 based on disability, national origin, and religion. If you feel that an aspect of this policy or its enforcement causes discrimination based on 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
- Email address
- Marital status
- Dependent information
- Emergency contacts

All employees' personnel data should always be correct. 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 or Human Resource Manager.

We ask that you not bring valuable personal items to work. Do not leave valuable personal items out 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 or job sites:

- Intoxicating beverages or narcotics.

- Firearms or weapons of any kind within work premises, buildings, or job sites.
- Sexually suggestive objects, pictures, cartoons, or posters.
- Items that are demeaning or offensive based on 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 work areas to be searched on occasion. We reserve the right to search any Company Property with or without advance notice, including but not limited to; desks, cabinets, trailers, trucks, toolbelts, and toolboxes. 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 or job sites.

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 you are using your personal vehicle for company business.

070 Complaints (Problem Resolution)

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

080 Employee Conduct

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Revision Date: 12/01/2022

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, becoming 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, including not clocking out for lunch breaks taken.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, offer to sale or distribute, 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, customer-owned, or co-worker 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.
- Unauthorized use of telephones, iPads, computers, 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.
- 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
- 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 receives improper personal benefits because 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 or the Human Resources Department.

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, including job sites, 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 Department.

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 always 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 based on 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 INNOVATIVE CONCRETE LLC 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

Male Contact

Melissa Bolli

Female Contact

INNOVATIVE CONCRETE LLC 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 or request a written statement.

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.

Social Networking

INNOVATIVE CONCRETE, LLC expects employee's social networking communications to always comply with all laws and company policies. 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 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 the 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.

090 Employment Policies

Effective Date: 10/09/2014

Revision Date: 12/01/2022

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.
- 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. 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.

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. 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.

We will provide reasonable accommodation if a person with a disability needs one to apply for a job, perform a job, or enjoy benefits equal to those we offer to other employees. We will not provide accommodation that poses an undue hardship to INNOVATIVE CONCRETE, LLC. Once accommodation is requested, we will discuss the employees' needs and identify the appropriate reasonable accommodation. We may ask for documentation as to why the requested accommodation is needed.

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 if 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. 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 based on race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law.

We will provide reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to INNOVATIVE CONCRETE LLC. 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 based on 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.

Introductory Period

The first 90 calendar days of employment is an introductory period for new and rehired employees. During the introductory period, 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.

When you have completed the introductory period you will have access to all company benefits, Holiday pay, and the PERKS Program.

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 partake in formal performance evaluations to discuss your work and goals, to identify and correct areas for improvement, and to encourage and recognize your strengths.

INNOVATIVE CONCRETE LLC employee Perks Program is offered to field employees only, excluding Foreman/Management. At the end of each Quarter, evaluations are completed and from those evaluations perk points are calculated. Employees can earn points by showing up to work regularly, arriving to work on time, following safety guidelines (wearing PPE), good work ethic and attitude, quality work, good productions, organization, efficiency, and much more.

Points can be redeemed for a variety of items such as tools, clothing, PPE, and hats. After your evaluation you will receive the number of points you earned along with a perks sheet with redeemable items. You can redeem your points each quarter or save your points and let them accumulate over time before redeeming.

If an individual's employment is terminated for any reason, perk points are automatically forfeited and cannot be redeemed. Points are not considered earned wages.

100 Leaves

Effective Date: 10/09/2014

Revision Date: 12/01/2022

Unpaid Leave

INNOVATIVE CONCRETE, LLC does not offer paid leave for field employees currently.

However, unpaid leave is available for the following circumstances:

Funeral (Bereavement) Leave

Holidays

Jury Duty

Sick Leave/Vacation Leave

Personal Leave

Please notify your supervisor if you need time off work for any reason. If you need unpaid leave, a time off request form must be filled out. Time off must be taken in half day or full day increments (4 hours or 8 hours). Time off is subject to work requirements. Time off should be requested at least two weeks in advance of the requested day(s) off unless special circumstances are known.

Actions to be taken:

- Employees should complete a time off request form and submit to their supervisor for approval.
- The supervisor will review the requests with a focus on the company's needs, deadlines, and requirements during the requested time off date(s).
- The supervisor will inform the employee within 3 business days of the receipt of the time off request of the approval or denial thereof.
- The employee should submit a supervisor approved time off request form to the Human Resource department for final approval.

Employees fully understand this time off is unpaid and employee will not be compensated by INNOVATIVE CONCRETE LLC for the time off.

If you have questions regarding unpaid leave, please contact the HR Department.

Holiday Pay

After 3 months (90 days) of full-time employment, you will be eligible for INNOVATIVE CONCRETE LLC Holiday pay. If the holiday falls on a regularly scheduled workday Monday through Friday, you will be paid for 8 hours at the employee's regular hourly rate of pay.

Holidays that fall on the weekends will not be paid, with the exception of Christmas day being observed on a different day of the week.

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Innovative Concrete Paid Holidays 2023	
New Years Day	falls on Sunday
Memorial Day	Monday May 29, 2023
Independence Day	Tuesday July 4, 2023
Labor Day	Monday September 4, 2023
Thanksgiving	Thursday, November 23, 2023
Christmas	Monday, December 25, 2023
*day after Thanksgiving is not a paid holiday	

Innovative Concrete Paid Holidays 2024	
New Years Day	Monday January 1, 2024
Memorial Day	Monday May 27, 2024
Independence Day	Thursday July 4, 2024
Labor Day	Monday September 2, 2024
Thanksgiving	Thursday November 28, 2024
Christmas	Wednesday December 25, 2024
*day after Thanksgiving is not a paid holiday	

Innovative Concrete Paid Holidays 2025	
New Years Day	Wednesday January 1, 2025
Memorial Day	Monday May 26, 2025
Independence Day	Friday July 4, 2025
Labor Day	Monday September 1, 2025
Thanksgiving	Thursday November 27, 2025
Christmas	Thursday December 25, 2025
*day after Thanksgiving is not a paid holiday	

Innovative Concrete Paid Holidays 2026	
New Years Day	Thursday January 1, 2026
Memorial Day	Monday May 25, 2026
Independence Day	falls on Saturday
Labor Day	Monday September 7, 2026
Thanksgiving	Thursday November 26, 2026
Christmas	Friday December 25, 2026
*day after Thanksgiving is not a paid holiday	

Please keep in mind certain criteria must be met in order to receive Holiday pay.

All full-time employees that have met their 3 month (90 days) waiting period will receive holiday pay of eight straight time hours of regular pay rate, provided the following conditions are satisfied:

- Must work during the week in which the holiday falls.
- Must work full shift on the employees last scheduled work shift prior to the paid holiday.
- Must work full shift of the employees first scheduled work shift following the paid holiday.
- Should the employee be unable to work either of these two days because of illness, proof of illness (doctor note) will be required in order to qualify for the paid holiday.
- If an employee takes either the day before OR the day after the holiday off, written prior authorizations by Supervisor and HR department must be granted in order to qualify for the paid holiday. Time off request form must be filled out and approved prior.
- Employee is not on suspension. If an employee is suspended, they do not qualify for holiday pay.

Holiday pay is a gift from INNOVATIVE CONCRETE LLC and is only given when the company is closed on a day the employees would normally work (M-F). Therefore, it is only given when it is “assumed” that the employee would have worked on the holiday had the company not been closed.

Family Medical Leave Act

INNOVATIVE CONCRETE, LLC is not currently a covered employer regarding FMLA and currently has no Family and Medical Leave policy.

200 Safety

Effective Date: 10/09/2014

Revision Date: 12/01/2022

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

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.

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.

Workers' Compensation Insurance

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

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.

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:

- Chemicals used in the workplace (MSD Sheets).
- Where the chemicals are located.
- Physical and health hazards associated with the chemicals.
- Protection measures that must be taken to prevent exposure. What to do in case of exposure to 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.
- Retaliating against any employee who, in good faith, reports a violation of this policy.

Any violence will be subject to informing the police department in the area of the issue. If charges result due to the involvement of the authorities, INNOVATIVE CONCRETE LLC will not be held liable.

You should report any unusual, violent, or threatening behavior immediately to your supervisor or any member of management or the Human Resources Department.

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Drug Free Workplace

As part of our Drug Free Workplace, you may be required to submit to random drug testing. If an accident occurs on the jobsite, you WILL be required to submit to a drug/alcohol test.

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

300 Workplace Monitoring

Effective Date: 10/09/2014

Revision Date: 12/01/2022

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, iPads, services, or technology that we furnish you with are the property of INNOVATIVE CONCRETE LLC. 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.

An individual who has a permit to carry a concealed firearm may carry a gun in his/her own vehicle in the company's parking lot provided that: 1 the individual is legally permitted to transport, possess, purchase, receive, transfer, or store the firearm; 2 the firearm is locked securely in the motor vehicle or in a locked container attached to the motor vehicle while the motor vehicle is not occupied; and 3 the firearm is not in plain view from the outside of the motor vehicle.

We may provide you with desks, trailers, vehicles, toolboxes, and other storage devices for your convenience, but these are always the sole property of INNOVATIVE CONCRETE LLC. 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, INNOVATIVE CONCRETE LLC, visitors, and customers. To help enforce this policy, we may require inspection of employees and other people 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.

Depending on the location of a jobsite, vehicles, people, etc. entering and leaving the premises may be subject to inspection. You may also be required to pass a background check for some jobsites. These 2 things are out of the control of INNOVATIVE CONCRETE LLC and the Company will not be held liable for information or items gained during the above 2 situations.

400 Work Hours and Pay

Effective Date: 10/09/2014

Revision Date: 12/01/2022

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.

Punctual and regular attendance is an essential responsibility of each employee and are crucial in fulfilling our agreements with our customers. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. 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.

No Show / No Call

If you do not show up for your scheduled shift and do not contact your supervisor before your scheduled start time this is considered a no call / no show. At this time, due to your failure to follow company policies, INNOVATIVE CONCRETE LLC will consider this job abandonment. No Show / No Calls are not tolerated. If you are found to have violated this company policy, it may be grounds for suspension or termination.

Lunch Breaks

It is company policy to take lunch and clock out for lunch breaks. If you abuse this policy, lunch breaks will be entered by your supervisor or human resources department. If you are found to excessively abuse this policy, it may be grounds for suspension or termination.

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 work week. 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.

Pay Period

INNOVATIVE CONCRETE LLC pays every Friday unless otherwise noted.

Pay Options

Currently INNOVATIVE CONCRETE LLC only offers direct deposit for payroll payments. If you need to change your direct deposit account, the deadline to do so is the end of day on Mondays. If you miss the time period to change the account information, it won't go into effect until the following paycheck. A new direct deposit form will need to be completed and sent to the HR department.

Time Keeping

INNOVATIVE CONCRETE LLC utilizes Busy Busy for time keeping. Upon employment with us you will receive a username and password. You, yourself, will utilize Busy Busy for time keeping unless your supervisor communicates that they will do it for you.

You are required to clock in every morning under the correct Project and Cost Code. When taking a break, you are required to clock out and clock back in under the Break option. For lunch breaks, you are required to clock out and clock back in. If you change jobsites during the day you are required to switch Project and Cost Code. At the end of your scheduled time, you are required to clock out for the day.

On Monday mornings, if you find that your timecard from the previous week is incorrect, you need to notify your supervisor immediately. If your supervisor is unavailable, contact the HR department. **All time worked and all corrections to timecards are to be completed and submitted to the human resources department no later than 10:00am Monday morning.** If you do not notify the human resources department of timecard errors by the deadline, missing time may not be paid till the following pay period.

Tax Deductions

Tax deductions are always filled out during new hire paperwork with INNOVATIVE CONCRETE LLC. If you need to make changes to your tax deductions, the deadline to do so is Mondays at 10:00am if you want the change on that week's paycheck. Otherwise, it won't go into effect until the following paycheck. A new W4 form will need to be completed by this time and sent into the HR department.

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 work week.

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 employees' 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 times 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.

It is INNOVATIVE CONCRETE LLC's 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: 12/01/2022

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 a contract.

I also understand and acknowledge that my employment with INNOVATIVE CONCRETE, LLC is at-will. I became an employee at INNOVATIVE CONCRETE LLC voluntarily. I understand and acknowledge that there is no specified length to my employment at INNOVATIVE CONCRETE LLC. 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 INNOVATIVE CONCRETE LLC.

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: 12/01/2022

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 based on 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 INNOVATIVE CONCRETE LLC's 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 INNOVATIVE CONCRETE LLC 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
Male Contact

Melissa Bolli
Female Contact

INNOVATIVE CONCRETE LLC 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 the provisions.

Employee Signature: _____ Date: _____



435.680.8385

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