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Hello!

It is a pleasure to welcome you to our staff and we hope that your association with Chicopee Concrete Service, Inc. will be rewarding.

We have been in business for over 70 years. We have thrived in the Pioneer Valley and have enjoyed continued growth. Our company has improved and changed in many ways over the years, striving to provide the best possible work environment for our employees. We hope that you will view this handbook as a positive step towards our future.

In this informative handbook, we do not consider that we are laying down any restrictions, but rather that we are simply explaining those things that in all fairness we should expect of each other. By keeping these things in mind, we can continue to serve our customers well for our mutual advancement and prosperity.

As we continue to grow there will undoubtedly be changes in these policies. You will be notified, and our handbook changed to include them.

We sincerely hope that your employment with us proves to be a meaningful experience. We extend our very best to you and look forward to the future.

Chicopee Concrete Service, Inc.

# EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY

## EMPLOYMENT AT WILL

All employees are employed on an at-will basis. This means that you, or Chicopee Concrete Service, can terminate the employment relationship at any time, for any reason and with or without notice.

## EQUAL OPPORTUNITY STATEMENT

It is the continuing policy of Chicopee Concrete Service to recruit and employ the best qualified individuals without regard to race, color, creed, religion, national origin (including hairstyles related to that group), ancestry, age, sex, sexual orientation, gender identity or expression, transgender status, genetic information, physical or mental disability, pregnancy or related conditions, military or veteran status or other protected class under Federal, state, or local law. Equal employment opportunity applies to all personnel actions such as recruiting, hiring, placement, compensation, benefits, promotions, training, transfers, terminations, layoffs, and opportunities for training. No preference is given to the hiring of relatives or friends of current employees, but referrals are welcome.

Chicopee Concrete Service expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Jason Ouellette. Chicopee Concrete Service will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels they have been subjected to any such retaliation, they should bring it to the attention of Jason Ouellette or the Office Manager.

## AMERICAN WITH DISABILITIES AND REASONABLE ACCOMMODATION

Chicopee Concrete Service is committed to comply with all applicable provisions of the Americans with Disabilities Act (ADA). It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job.

Employees with a disability who believe they need reasonable accommodation to perform the essential functions of their job should contact the Office Manager with any questions or requests for accommodation.

Chicopee Concrete Service encourages individuals with disabilities to come forward to request reasonable accommodation.

Consistent with this policy, Chicopee Concrete Service will provide reasonable accommodation to qualified individuals with a disability as defined by the ADA who has made the company aware of their disability, so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the company.

The Office Manager is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat, and undue hardship issues.

## PREGNANT WORKERS FAIRNESS

The Pregnant Workers Fairness Act (the "PWFA") expressly prohibits employment discrimination based on pregnancy and pregnancy-related conditions, as generally described below.

Generally, Chicopee Concrete Service may not treat employees or job applicants less favorably than other employees based on pregnancy or pregnancy-related conditions and have an obligation to accommodate pregnant workers.

Upon request for accommodation, Chicopee Concrete Service has an obligation to communicate with the employee to determine reasonable accommodation for the pregnancy or pregnancy-related condition. This is called an “interactive process,” and it must be done in good faith. A reasonable accommodation is a modification or adjustment that allows the employee or job applicant to perform the essential functions of the job while pregnant or experiencing a pregnancy-related condition, without undue hardship to the Chicopee Concrete Service.

Chicopee Concrete Service must accommodate conditions related to pregnancy, including post-pregnancy conditions such as the need to express breast milk for a nursing child, unless doing so would pose an undue hardship on the Chicopee Concrete Service. “Undue hardship” means that providing the accommodation would cause the Chicopee Concrete Service significant difficulty or expense.

Chicopee Concrete Service cannot require a pregnant employee to accept a particular accommodation, or to begin disability or parental leave if another reasonable accommodation would enable the employee to perform the essential functions of the job without undue hardship to the Chicopee Concrete Service.

Chicopee Concrete Service cannot refuse to hire a pregnant job applicant or applicant with a pregnancy-related condition, because of the pregnancy or the pregnancy-related condition, if an applicant can perform the essential functions of the position with a reasonable accommodation.

Chicopee Concrete Service cannot deny an employment opportunity or take adverse action against an employee because of the employee’s request for or use of a reasonable accommodation for a pregnancy or pregnancy-related condition.

Chicopee Concrete Service cannot require medical documentation about the need for an accommodation if the accommodation requested is for: (i) more frequent restroom, food or water breaks; (ii) seating; (iii) limits on lifting no more than 20 pounds; and (iv) private, non-bathroom space for expressing breast milk. Chicopee Concrete Service, may, however, request medical documentation for other accommodation.

If you have questions or concerns regarding this notice, or about protections against discrimination under the PWFA, please contact the Office Manager.

## SEXUAL AND OTHER NON-HARASSMENT POLICY

WE STRIVE TO MAINTAIN AN ENVIRONMENT WHERE ALL EMPLOYEES WILL WORK FREE FROM UNLAWFUL HARASSMENT. THE COMPANY WILL NOT TOLERATE UNLAWFUL HARASSMENT OF ANY TYPE.

"Unlawful Harassment" means offensive, unwelcome physical or verbal behavior. It can include unsolicited comments or conduct based upon membership in any protected class. Harassment refers to behavior, which is personally offensive, impairs morale, and interferes with the work effectiveness of employees. Examples of such harassment may include written or graphic material that denigrates or shows hostility or aversion toward an individual or group, slurs, or negative stereotyping, as well as threatening or hostile acts based on protected status. Harassment can be behavior which has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Harassment is unlawful and a violation of company policy and will not be tolerated.

Sexual harassment is a type of harassment and is also unlawful and is prohibited.

"Sexual Harassment" is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

Examples of sexual harassment can include but are not limited to:

Asking for sexual favors in exchange for work benefits.

The display or posting of sexually graphic materials or objects; pictures, jokes, stories, e-mails, web pages, comments or innuendoes of a sexual nature.

Making sexual gestures or expressions; whistling or "cat calls";

Unwelcome sexual advances -- whether they involve physical touching or not; unwanted touching of a person's clothing or hair; brushing up against someone's body.

Unwelcome staring at someone; or blocking a person's path.

Downloading and/or dissemination of sexually explicit voice mail, e-mail, graphics, downloaded material or websites is strictly prohibited in the workplace.

Written or oral references to sexual conduct, gossip or discussions regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; inquiries into one's sexual experiences.

Chicopee Concrete Service encourages individuals who believe they are being subjected to harassment or sexual harassment to promptly advise the offender that their behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The Company recognizes, however, that an individual may prefer to pursue the matter through complaint procedures. Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, or Katie Moriarty.

Katie Moriarty 413-536-3370 ext. 300 or Jason Ouellette at 413-536-3370 ext. 301

An investigation of the alleged harassment will be conducted immediately and, if warranted, appropriate corrective action will be taken against the perpetrator up to and including discharge. This investigation will be kept as confidential as possible. However, complete confidentiality cannot be guaranteed.

There will be no reprisal or retaliation against anyone who reports such an incident or participates in an investigation, as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of a sexual harassment complaint. However, no disciplinary action will be taken without a thorough investigation of the

facts, which shall include a gathering of statements from all parties and witnesses involved in the matter.

We hope there will be no need to file a more formal action. However, if you feel it is necessary, you can contact the agencies empowered to enforce these laws.

U.S. Employment Opportunity Commissions (EEOC)

25 Sudbury Street

Boston, MA 02222

(617) 565-3200

#### STATE

Massachusetts Commission Against Discrimination

Boston Office:

One Ashburton Place - STE 601

Boston, MA 02108

(617) 994-6000

Springfield Office:

436 Dwight Street, Rm 220

Springfield, MA 01103

(413) 739-2145

There is a short time frame for filing any complaints, typically 300 days for both agencies.

#### CONFIDENTIAL INFORMATION

The protection of confidential business information and trade secrets is vital to the interests and success of Chicopee Concrete Service. Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of

employment and legal action, even if they do not actually benefit from the disclosed information.

All inquiries from the media must be referred to Jason Ouellette.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

## **EMPLOYMENT RELATIONSHIP**

### **EMPLOYEE CLASSIFICATIONS**

**Full-time Employees:** Full-time employees are those persons regularly scheduled to work at least forty (40) hours per week. Full-time employees are eligible for all benefits and are paid weekly.

**Part-time Employees:** Part-time employees are those persons regularly scheduled to work less than 40 hours per week. These employees may be eligible for some benefit programs (please refer to the specific program for further details or contact management to resolve any further questions). Part-time employees are also paid on a weekly basis.

**Temporary Employees:** Temporary employees are employees hired for peak seasonal or project specific work and no more than 6 months. Temporary employees are not eligible for any company sponsored benefit plans or programs, but will be provided benefits such as Workers Compensation, MA Paid Family Medical Leave, MA Earned Sick leave (statutory and legally required).

## PAYROLL CLASSIFICATIONS:

In addition to being assigned to an employment classification, employees are assigned to a payroll classification based on the nature of the work performed. Payroll classifications include Hourly, Non-Exempt and Salaried Exempt.

### Hourly, Non-Exempt Employees:

All paid per hour workers are eligible to receive time and one half pay for hours worked in excess of 8 hours in a day. The combination of actual work hours and approved paid benefit time cannot exceed the total number of hours an employee is scheduled to have worked.

All hours worked in excess of an employee's scheduled hours per day must be approved in advance by the employee's Supervisor.

Paid holiday, paid time off, sick time, bereavement leave, or other benefit time is not considered hours worked in calculation of overtime.

### Salaried, Exempt Employees:

Receive a fixed weekly salary and are not eligible for overtime pay. Exempt employees (executive, administrative, and professional staff), by virtue of their position duties and responsibilities are expected to do all that is necessary to meet the requirements of their positions without regard to the number of hours per day or week. Typically, exempt employees will have obligations that require them to work outside of the standard non-exempt work week including evenings or weekend work as well as work-related reading or written work conducted at home. It is expected that exempt employees will work a minimum of 40 hours per week.

## HOURS OF WORK

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Office hours are 8:30 a.m. to 5:00 p.m.

Our workday normally begins at 6:30 a.m. and ends at 5:30 p.m. Occasionally, these times will fluctuate depending upon the production needs of Chicopee Concrete. Although Chicopee Concrete will attempt to provide advance notice where possible of any changes in the duration of the workday, you may be called upon to work unanticipated additional hours if management deems it necessary to keep up with pending orders. This does not mean that you are allowed to start work prior to the scheduled workday on your own or work past your quitting time without the approval of your supervisor. You are only permitted to work the hours of work that are assigned by your supervisors.

## MEAL BREAKS

The Company offers 30-minute unpaid meal breaks to employees who work 6 or more hours a day. This break is scheduled by the supervisor or manager and can be given at any time during the day depending upon the needs of our customers. Any employee whose position requires continuous work will be paid for through their meal break.

## TIME CLOCKS

All employees must record their time worked.

Chicopee Concrete uses a time clock in order to track the hours worked by its hourly employees. Hourly employees must punch in when you begin your work shift and are strictly prohibited from punching in at some earlier time. Due to the decentralized nature of the work for many of our employees, punching out and back in for the 30-minute meal break will not be required. All employees are provided with an unpaid, 30-minute meal break if they work 6 or more hours in a day. This 30-minute break will be deducted from total hours. We ask employees to take this meal break in a location that ensures they are uninterrupted. In the event an employee elects to work through lunch we ask that you immediately notify your supervisor so a correction in your total hours worked may be made and all hours worked are paid.

Furthermore, you are strictly prohibited from intentionally punching another employee's time clock id number, as this will lead to discipline up to and including discharge for both you and the person whose time clock id number is being punched. If you have

improperly punched your time clock id number or mistakenly punched someone else's time clock id number, please inform your supervisor immediately, so they can correct the problem.

## OVERTIME

When required due to the needs of the business, you may be required to work overtime. Overtime is actual hours worked in excess of 8 hours in a single day. Hourly, Nonexempt employees will be paid overtime compensation at the rate of one and one half their regular rate of pay for all hours over 8 actually worked in a single workday. Paid leave, such as holiday, vacation, sick time, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by your supervisor or manager.

## DEDUCTIONS FROM PAY/SAFE HARBOR EXEMPT EMPLOYEES

It is the policy of Chicopee Concrete to establish and administer payroll processes in a manner that is fully compliant with both Federal and State wage and hour regulations relative to the payment of exempt employee salaries. In connection with these practices and administrative processes Chicopee Concrete will make every reasonable effort to ensure that improper reductions in exempt salaried employee compensation do not occur. If an exempt salaried employee of Chicopee Concrete believes that an erroneous reduction in their salary has occurred, the employee is asked to promptly notify the Office Manager of their concern. It will be the responsibility of the Office Manager to promptly research the payroll processing concern and respond to the employee as to their findings upon the completion of the investigation. If, as a result of this inquiry, it is confirmed that an erroneous reduction in salary has occurred, any payment due to the employee will be promptly issued, and whenever possible within "two payroll cycles" following confirmation that an error has occurred. It is also the responsibility of the Office Manager to identify the underlying cause of the reported error and take all reasonable steps to ensure corrective action is implemented to avoid the repetition of further mistakes of a similar nature.

It is a serious infraction of company rules for an employee to falsify time keeping records. A violation of this rule may result in discipline up to and including termination.

## PAYROLL

All employees will be paid on Fridays on a weekly basis. Paychecks may not be received in advance of the payday. Deductions will be made as follows:

Federal Income Tax (FICA)

Massachusetts State Income Tax

Social Security

Medicare

Additional deductions such as health or dental premiums, Simple IRA plan, etc., may be withheld at the discretion of and with the signed authorization of the employee. All deductions will be explained on a payroll stub, which shall be furnished, to the employee along with their paycheck.

## EMPLOYEE RECORDS

Chicopee Concrete maintains personnel files for each employee. These files consist of records that are made relative to the individual's employment, promotion, transfer, compensation, performance, or disciplinary action purposes. Additional documents may also be retained in some instances. These materials may include an employee's original application, resume, job description, and miscellaneous employer/employee correspondence, timekeeping, payroll, and benefit records.

These records are kept confidential and will be available only to authorized employees. Employees may review their own personnel file during normal business hours, after submitting a written request. Managers and supervisors may only have access to employee file information on a need-to-know basis. Employee file access by current employees and former employees may be made upon written request and will be permitted within 5 days of the request. Employee files are to be reviewed in the main office and during business hours. Employee files may not be taken offsite.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. Employees will be notified within 10

days of any information that is placed into their record that may negatively impact their employment.

It is important for you to keep the office manager apprised of vital information such as changes in name, address, telephone, dependents, and beneficiaries in order that we can maintain your personnel records and preserve your benefits.

## **EMPLOYEE BENEFITS**

The following summary is a brief description of the principal characteristics and eligibility requirement of our insurance benefit plans. Detailed descriptions of all plans are provided in related summary plan descriptions and/or plan documents. Should any conflict arise between this outline and the provisions set forth in the Summary Plan Description (SPD), the provisions of the SPD will govern. The company reserves the right to modify and or revoke the offer of any or all benefits at any time. Employee and company contributions toward insurance coverages are also subject to modification at any time.

### **INSURANCE**

Chicopee Concrete offers health and dental insurance to our full-time employees and their dependents, after completion of the 90-day introductory period, for their continued benefit and security while employed by us. Details regarding payments, range of benefits and filing requirements are fully described under the respective plan policies, which are distributed to employees at enrollment. If you have any questions on your rights and entitlements under our plans, please refer to the literature that is provided on these subjects, see the Plan Administrator, or refer to the Summary Plan Description.

## COBRA

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” You, your spouse, and your covered dependent children could become qualified beneficiaries if coverage under the Plan is lost because of a qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA coverage.

As an employee, you and your covered dependents will become eligible for COBRA if you lose your coverage under the Plan because of a reduction in hours or the termination of employment. Your spouse will become a qualified beneficiary if they lose coverage under the Plan because You become entitled to Medicare benefits (under Part A, Part B, or both); you pass away, or you become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because the parent-employee dies, the child stops being eligible for coverage under the plan as a “dependent child.”

COBRA continuation coverage will be offered to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred.

You Must Give Notice of Some Qualifying Events as well. For more information, plan participants should refer to their COBRA Model General Notice that they received shortly after enrolling in the Plan or see Human Resources.

## RETIREMENT PLAN

Employees who work 1000 hours a year and are at least 21 years of age are qualified to participate in our retirement plan after the required waiting time has been met. If you wish to contribute to the plan and thereby qualify for these long-term benefits, please make arrangements with our Administrator. Eligible employees may begin to contribute to the plan after 90 days of employment and are eligible for the company’s match after a year. Any questions regarding your funding responsibilities, rights or entitlement to benefits under the plan should be referred to the Administrator or refer to the Summary Plan Description of the retirement plan that is provided to you.

## VOLUNTARY BENEFITS

Chicopee Concrete offers employee paid life, short term, accident, and cancer insurance as well as a Health reimbursement account to our full-time employees and their dependents, after completion of the 90-day introductory period. Details regarding payments, range of benefits and filing requirements are fully described under the respective plan policies, which are distributed to employees at enrollment. If you have any questions on your rights and entitlements under our plans, please refer to the literature that is provided on these subjects, see the Administrator or refer to the Summary Plan Description.

## WORKER'S COMPENSATION INSURANCE

All employees in all locations are covered by Worker's Compensation insurance, which provides for medical care expenses and partial wage continuation benefits to any employee injured in the performance of their duties. An employee who is injured on the job, no matter how slightly, is required to notify the office immediately to protect the employee's rights under the Massachusetts Worker's Compensation Law. Please note that the company provides this insurance, however benefits are controlled by the Massachusetts Worker's Compensation regulations.

Workers' compensation benefits (paid or unpaid) will run concurrently with state PFMLA or FMLA leave, if applicable, where permitted by state and federal law

## **PAID TIME OFF AND LEAVES OF ABSENCE**

### HOLIDAYS

The following holidays will be paid to all full-time employees: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving (in lieu of Veteran's Day), and Christmas Day based on the following guidelines:

The employee must be employed at the time the holiday occurs.

The employee has been employed for at least 90 days.

Employees who are scheduled to work, who call out the scheduled workday before or after a holiday will not receive holiday pay.

If a paid holiday falls within an employee's paid time off the holiday will be paid instead of any paid time off.

Holiday pay shall be at the employee's straight rate, not to exceed their regularly scheduled hours on that day.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the company may select to provide either the following Monday, the preceding Friday, or a floating day as a substitute holiday.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with their supervisor. Employees may be able to take vacation time or take unpaid days. The company will seek to reasonably accommodate individuals' religious observances.

Holiday pay is not considered time worked for the purpose of calculating overtime.

## SICK LEAVE

All employees accrue 1 hour of sick time for every 30 hours worked. A maximum of 40 hours of sick time will be paid out each year. Any unused hours of Sick time can be carried over to successive years.

Employees can use their sick leave bank in hour increments.

New employees start to accrue sick time on their first day of work but may not use the time until they have been employed for 90 days.

Sick time is provided to allow employees to:

- care for the employee's own physical or mental illness, injury, or other medical condition that requires home, preventative, or professional care.
- care for a child, parent, spouse, or parent of a spouse, grandparent, grandchildren, domestic partner, sibling, care recipient of another member of the employee's household who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventative or professional care.

- attend routine medical and dental appointments for themselves or for their child, parent, spouse, or parent of a spouse.
- address the psychological, physical, or legal effects of domestic violence for the employee or the employee's family member, sexual assault, or stalking.
- travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.

Use of sick time for other purposes is not allowed and may result in an employee being disciplined. Sick time cannot be used as an excuse to be late for work for any other reasons outside of the authorized purposes listed above. Sick time is not considered hours worked for the purpose of calculating overtime.

If the absence is foreseeable (for example, if the employee will be absent to attend a previously scheduled appointment), the employee must provide advance notice, unless the employee learns of the need to use earned sick time within a shorter period of time.

If the absence is not foreseeable, the employee must provide notice to their supervisor at least one (1) hour before the start of their shift, or as soon as possible.

If an employee is going to be absent on multiple days, the employee or the employee's designated person (e.g., spouse, adult family member or other responsible party) must provide notice of the expected duration of the leave or, if unknown, provide notice of continuing absence on a daily basis, unless the circumstances make such notice unreasonable such as hospitalization. The employee must follow up and call as soon as they are able.

#### Documentation of Use of Sick Time

The Company will generally require an employee to submit a doctor's note or other reasonable documentation to support the use of sick time if the absence:

- exceeds 3 consecutively scheduled workdays on which the employee is scheduled to work.
- occurs within two weeks prior to an employee's final scheduled day of work (except in the case of temporary employees).

The Company may require an employee to personally verify in writing that they have used sick time for an allowable purpose, but the employee shall not be required to explain the nature of the illness or the details of domestic violence.

#### Company Expectations Regarding Attendance

Employees should remember that regular, reliable attendance and timeliness is expected.

If an employee commits fraud or abuse by engaging in an activity that is not consistent with allowable purposes for sick time, the employee may be subject to disciplinary action. An example of fraud or abuse could be, but is not limited to, patterned use of sick time on the day before or after a holiday or on Mondays or Fridays.

If an employee is exhibiting a clear pattern of taking leave on days just before or after a weekend, vacation, or holiday, the Company may discipline the employee for misuse of earned sick time, unless the employee provides verification of authorized use.

#### VACATION TIME

##### Regular Full-Time and Part-Time Employees:

Regular Full-time employees are eligible for vacation time. Vacation time may be used for the following reasons:

- a) Planned time-off such as vacation or holidays.
- b) Bereavement
- c) Emergencies
- d) Unpaid holidays
- e) Office closings due to emergency or other unforeseen reasons.

All vacation time is paid at the employee's regular hourly rate. For purposes of this policy, the calendar year is from April 1 to March 31.

Employees hired during the calendar year will earn vacation as indicated below.

Employment Classification	Total Vacation Hours (days) per Year
All Regular Full Time Employees that have completed 1 year of service	40 hours on April 1
All Regular Full Time Employees that have completed 3 years of service	40 hours on April 1 and 40 hours on December 1
Regular Full Time Employees that have completed 10 years of service	80 hours on April 1 and 40 hours on December 1

**Planned Vacation Time Policies and Procedures**

If an employee wishes to use vacation time for planned time off, every effort will be made to grant the pre-planned paid time off at the time requested. However, pre-scheduled paid time off cannot interfere with Chicopee Concrete’s overall customer requirements. Planned time off requests for vacation and holiday observance should be submitted for approval to the employee’s manager at least one (1) month in advance. Failure to submit planned paid time off requests as indicated may result in time off being denied or disciplinary action.

If a conflict arises in pre-planned vacation time requests, medical necessity, seniority, workloads and personnel allocation will be used as deciding factors.

**General Paid Time Off Policies**

1. Paid time off is paid at the employees’ regular hourly rate at the time the PTO is taken.
2. If a company-paid holiday falls during a planned paid time period, the day will not be deducted as paid time off.
3. Paid Time Off is not counted as hours worked for the purpose of overtime.
4. Employees will be paid their accrued and unused Vacation time termination of employment.
5. Employees on an unpaid leave of absence do not accrue vacation time.
6. Unused vacation time will be forfeited as of April 1 each year.

The purpose of vacation time is to provide employees with time to rest and relax, get well or deal with personal affairs. Therefore, no additional wages or salary will be paid to you in lieu of paid time off during the calendar year. As with all of our policies and guidelines, the company reserves the right to handle situations as they arise. The Office Manager must approve any exceptions to this policy.

**Unpaid Time-off**

Additional unpaid time-off may be considered to extend vacations providing you acquire written approval from your immediate supervisor. Workloads are considered when choosing to grant or deny these requests.

## MILITARY LEAVE

The Company complies with all state and federal laws regarding military leave. The Uniformed Services Employment and Reemployment Rights Act (USERRA) protect the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. While your rights under USERRA may differ somewhat depending upon the specific circumstances, generally speaking, USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

You have the right to be reemployed in your position at the company if you leave your position to perform service in the uniformed service and:

You ensure that you give the company advance written or verbal notice of your service.

You have five years or less of cumulative service in the uniformed services while with the company.

You return to work or apply for reemployment in a timely manner after conclusion of service; and

You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you will be restored to the position you held prior to leave and you will be granted the same benefits that you had attained if you had not been absent due to military service or, in some cases given a comparable job. If you leave your job to perform military service, you have the right to elect to continue your existing group health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated to the company's group health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights. Please see the USERRA poster on our Bulletin Board for more information.

If you are a past or present member of the uniformed service, have applied for membership in the uniformed service or are obligated to serve in the uniformed service, then the company may not deny you:

Initial employment.

Reemployment.

Retention in employment.

Promotion; or

Any benefit of employment

In addition, the company may not retaliate against you for assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if you have no service connection.

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations or employees may bypass the VETS process and bring a civil action against an employer for violations of USERRA.

If you have any questions about your rights under this policy, please see the Controller.

## BEREAVEMENT LEAVE

Full Time Employees who have completed their 90-day introductory period are eligible for an absence with pay for three (3) days in the event of a death in the immediate family. The immediate family includes a spouse, child, parent, grandparent, sister, brother, mother in-law, father in-law, and sister in-law or brother in-law. In the event the bereavement period includes paid time off or holiday, duplicate compensation will NOT be made. Paid time off may be used to take additional time off.

## JURY DUTY

If an employee is called to serve for jury duty, the company will allow the employee time off to fulfill this civic requirement. The employee must notify their immediate supervisor as soon as they are summoned in order that appropriate schedule and duty changes may be made. An employee will not be required to work past midnight on the eve of their jury service. For State Court jury duty, the company will pay for the first three (3) days of service at the employee's normal rate of pay after it has received official confirmation from the court that the service was completed. However, any time served after this three-day period will not be compensated. If an employee is dismissed from jury service at or before noon, they are asked to call the office and see if they should report for work. The company does not pay for service as a federal juror; the government provides that pay.

## MASSACHUSETTS PAID FAMILY AND MEDICAL LEAVE

Massachusetts Paid Family and Medical Leave is a mandatory statewide insurance program that will provide almost every Massachusetts employee with paid time off to give or receive care.

Covered reasons and time off under the program:

If you qualify, this program will allow you to take up to 12 weeks to:

Bond with a new child.

To care for a family member with a serious health condition.

Or for time needed to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment ("qualifying exigency").

Up to 20 weeks is available under the program to attend to an employee's own serious health condition and up to 26 weeks is available to attended injured family service member.

Despite the reasons stated above, the program is capped up to a total of 26 weeks available in a 12-month period (which is measured on a rolling forward basis; commencing on the Sunday immediately preceding the onset of a PFML leave).

Payment of premiums:

The program is funded by premiums paid by both employees and employers. Based upon the contribution rate in effect, the company calculates and withholds premiums from your paycheck and sends both your share and theirs to the state (through the MassTaxConnect system) on a quarterly basis.

#### Taking leave:

Employees may apply to the DFML for benefits under this program. Therefore, for employees seeking to take time off for covered reasons and intending to file for benefits with the DFML, employees need to provide the company with thirty (30) days advance notice where the leave is foreseeable. For leave that is necessitated for reasons beyond the employee's control, notice needs to be provided as soon as practicable.

#### Benefits:

While an employee is required to provide notice to the company, the company is not involved in the benefit claims process with the DFML. Employees seeking to apply for benefits need to reach out to the DFML at [www.mass.gov/pfml](http://www.mass.gov/pfml). Only the DFML can evaluate your eligibility for benefits and determine how much you will receive. The maximum benefit is set by the DFML and is reviewed and/or may be subject to change annually. Similarly, not all employees may be eligible for benefits as eligibility is based upon earnings. Any questions concerning benefit eligibility or disputes surrounding a determination on this benefit; including options to appeal determinations should likewise be directed to the DFML.

#### Use of PTO while on leave:

Employees have the option to use PTO for the first week of their leave (which is unpaid) but it is not mandatory. Additionally, employees can elect to use available paid time off to supplement their weekly PFML benefit. Employees on PFML can supplement their weekly PFML benefit with their accrued PTO up to the employee's Individual Average Weekly Wage (IAWW) which is determined by the DPFML. The company will collaborate with employees seeking to use their PTO to ensure that the amount of PTO used and the PFML benefit does not exceed their Individual Average Weekly Wage (IAWW). For more information regarding your IAWW or available PTO, please see your leave administrator or refer to the Department of Family Medical leave.

#### Employee responsibilities during a PFML leave:

Employees who go out on leave covered under the DFML program are required to follow the periodic reporting and call-in procedures as set forth under company policy. Also, if an employee is on the company's group health plan, and if you contribute to the cost of your health insurance, you will be responsible to continue paying your portion of the premium cost while on leave. For further questions, please contact Human Resources.

Employee responsibilities upon returning from a PFML leave:

Employees who go out on a PFML leave for their own serious health condition will be required to provide a fitness for duty from the health care provider prior to resuming their job responsibilities.

Employee job protections:

Employees who return from leave under this law will be restored to their previous or an equivalent position with the same status, pay, benefits and seniority. The company is prohibited from discriminating or retaliating against you for requesting or taking PFML leave.

## PARENTAL LEAVE

A regular, full-time employee, who has completed their introductory period, may be entitled to benefits under the Massachusetts Parental Leave Act (MPLA). MPLA provides eligible employees up to 8 weeks of unpaid leave for the purposes of giving birth to a child or for the adoption of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled with the employee or for the placement of a child with an employee pursuant to a court order.

An employee requesting parental leave is required to provide at least two weeks' notice of their anticipated departure date and notice of their intention to return to work. An employee will be allowed to provide less than two weeks' notice as long as the notice is made as soon as practicable, and the delay is for reasons beyond the individual's control.

If both parents are employed by the company, the 8 weeks of parental leave must be shared for the birth or adoption of the same child.

If the employee is eligible under the provisions of the Paid Family Medical Leave Act, as well as the MPLA, Company contributions toward health and dental, insurance in which the employee is enrolled at the time of leave commences will continue when the leave time runs concurrently under the provisions of both leave laws. Employees will be responsible for payment of the employee contribution during leave time. Prior to leaving, employees should meet with Katie Moriarty to discuss arrangements for payments.

Employees on approved MPL may choose to use available time under the company's sick/personal time and may elect to use available paid time off under the company's Paid Time Off plan when available.

At the end of the leave, the employee will be returned to their same or equivalent position with the same pay, benefits, working conditions and duties so long as similarly situated employees have not been affected by layoffs.

Parental leave will run concurrently with MA Paid Family and Medical leave.

## **WORKPLACE GUIDELINES**

### **ATTENDANCE POLICY**

Good attendance, reliability and punctuality are important to the efficient operation of the company. They are essential components of solid employee performance and are measured by objective standards.

Each employee is responsible for being at their workstation at their scheduled time each day, fully able and ready to work. When employees are late or absent due to justifiable causes, they should personally notify their supervisor by telephone as soon as possible and at least within one (1) hour of their normal starting time. Employees must indicate the reason for and the probable duration of their absence. Employees who have unscheduled absences of longer than one day should maintain daily contact with their supervisor. The only exceptions would be in the case of serious illness, hospital confinement, safety of the employee (in the case of domestic violence) or approved leave of absence. When these circumstances arise, employees should stay in regular contact to update their supervisor on the situation. Employees who are absent for 24 consecutive work hours will be asked to supply a doctor's note on the need for absence.

Any employee who is absent for more than three (3) workdays without notifying the company, is considered to have voluntarily resigned without notice as of the close of that day unless they provide the Company with an acceptable reason for not notifying their supervisor. Acceptable reasons would include but are not limited to life-threatening emergencies for the employee or a family member, dealing with a domestic violence incident where notification could affect the safety of the victim, etc.

## INTRODUCTORY PERIOD & REHIRING

All new employees shall serve an introductory period of ninety (90) calendar days commencing with their first day of employment. During this period, Chicopee Concrete and the employee will have the opportunity to determine whether employment with Chicopee Concrete benefits both parties. Generally, employees will receive a performance evaluation toward the end of this period.

During this introductory period, employment can still be terminated with or without notice and for any reason should such termination be deemed appropriate by Chicopee Concrete or the employee.

Upon successful completion of the introductory period, employees become eligible for benefits provided they have satisfied the terms and conditions of the various employee benefit programs. Successful completion of an employee's introductory period does not alter an employee's status as an "at-will" employee.

If an employee is terminated as a result of a layoff and is re-employed within the six month period immediately following the date of layoff, the employee shall be considered a reinstated employee and retains the seniority accumulated prior to the layoff

## PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance reviews are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

## DRESS CODE

Chicopee Concrete has provided its shop employees with uniforms that are required to be worn while working. Further, we do not want the safety of any employee endangered by inappropriate clothing. Accordingly, employees are expected to wear clothing that is clean and appropriate to their jobs, safety considerations, and the presence of any customers or vendors.

Our employees are professionals. Part of that responsibility as a professional entail that our employees maintain a neat appearance. Employees are expected to adhere to good hygiene, including the absence of body odors and other offensive odors including, but not limited to marijuana or alcohol.

Drivers & Office personnel are not provided with uniforms but are nonetheless responsible for arriving at work neatly groomed and professionally dressed. All employees are required to always wear a shirt. If you have any questions concerning this policy, please see your supervisor.

The wearing of improper footwear such as lightweight sneakers, high heels, or open-toed sandals is forbidden. Persons handling heavy objects are required to wear steel toe safety shoes.

## PERSONAL HYGIENE & SANITATION

Given our business concerns and desire to preserve a professional setting, maintaining a sanitary environment is of paramount importance. Therefore, employees are to make certain that their workstations are maintained in a neat and orderly manner. Put any equipment or other items back where they are supposed to be stored when you are finished with their use. Toilets and washrooms must be kept neat and clean, and it is strictly forbidden to throw waste, newspapers, or any other refuse in or about the toilets or washrooms.

Keeping the company's premises clean is only part of your responsibility in this area. Employees will not be allowed to work on the premises in the event that they are wearing soiled clothing or are not properly groomed.

Consistent with the above policy, employees must wash their hands after using the restrooms before they are to resume their duties at the company.

## SOCIAL MEDIA ACCEPTABLE USE

Chicopee Concrete encourages employees to share information with co-workers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the company has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work, approved by the Director of Marketing & Communications, and does not identify or reference company clients, customers, or vendors without express permission. Chicopee Concrete monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Chicopee Concrete confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees, customers, vendors, or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers. If an employee identifies themselves as a company employee or discusses matters related to the company on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the company and that the employee is expressing only their personal views. For example: "The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company's business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use social media to criticize the company's competition and should not use it to compete with the company.

Confidentiality. Do not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. If in doubt, ask before publishing.

New ideas. Please remember that new ideas related to work, or the company's business belong to the company. Do not post them on a social media site without the company's permission.

Links. Employees may provide a link from a social media site to the company's website during employment (subject to discontinuance at the company's sole discretion). Employees should contact the Web design group to obtain the graphic for links to the company's site and to register the site with the company.

Trademarks and copyrights. Do not use the company's or others' trademarks on a social media site, or reproduce the company's or others' material without first obtaining permission.

Legal. Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

## BULLETIN BOARDS

Bulletin boards are for company use only and are one way we communicate important information to you. Among the items that are posted upon these boards are any job openings within the facility and other postings that are required to be posted under either federal or state law. Removal of posted material or posting of personal material will be cause for discipline.

## PERSONAL CORRESPONDENCE & TELEPHONE PRIVILEGES

An employee's primary duty while working at the company is to carry out their job functions and responsibilities. As a general matter, personal matters should not be dealt with on company time. However, we recognize that there may be isolated occasions that may arise from time to time whereby you need to address some urgent situation immediately. It is our hope that you will limit your use of company telephones and mail to those instances.

Should you need to use a telephone, you must obtain the permission of your immediate supervisor for the time to make the telephone call as well as the right to use this company property. Employees who obtain such permission should only make the call during non-working time (i.e. lunchtime, coffee breaks etc.). All other telephones at the company are reserved for authorized business use only. If you receive a telephone message, the office personnel will take a message and will notify you of the message. Again, please keep these incoming calls to an absolute minimum, as we do need these lines to accommodate our production requests and sales.

Personal correspondence and other personal mail should be sent to your residence and not to Chicopee Concrete.

While at work employees are expected to exercise the same discretion in using personal cellular phones and PDA's as is expected for the use of company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the company policy.

All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones or PDAs at all times especially while operating a vehicle on company time and business.

All mail delivered to Chicopee Concrete will be opened so we cannot provide any confidentiality for personal mail received here. Please limit your use of our mail to urgent and/or emergency circumstances. Excessive use and abuse of this policy will result in discipline, and companywide abuse of this policy will result in prohibiting all personal uses of the company phones and mail.

## E-MAIL AND COMMUNICATIONS

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of Chicopee Concrete and as such are to be used solely for job-related purposes. All pass codes are the property of Chicopee Concrete. Chicopee Concrete retains the right to monitor all of its electronic and communication systems at its discretion including listening to and/or printing up and reading all voice mail and e-mail messages stored in these systems. The use of any software and business equipment, including, but not limited to, facsimiles, computers, and copy machines for private purposes is strictly prohibited.

Employees using this equipment for personal purposes do so at their own risk. Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Chicopee Concrete representative. All pass codes are the property of Chicopee Concrete. No employee may use a pass code that has not been issued to that employee or that is unknown to Chicopee Concrete.

Employees who violate this policy are subject to disciplinary action, up to and including discharge.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with Chicopee Concrete's legitimate business

interests, authorized representatives of Chicopee Concrete may monitor the use of such equipment from time to time to determine if such use is business-related.

As a condition of employment and continued employment, employees are required to sign an E-mail acknowledgment form.

## CUSTOMER RELATIONS

Whether or not you are in direct personal contact with our customers, their problems should be given the same consideration that you yourself expect in a situation where you are the customer. When customer problems arise, put yourself in their place; look at it through their eyes. The way our customers feel about us is one of the most important factors in Chicopee Concrete's success and growth and in your future. To put it simply, we would like each employee to THINK SERVICE!

Together, we can do much to make our customer relations the best in the business. On the other hand, a single thoughtless, careless act on the part of an individual employee can destroy a business relationship that has taken a great deal of time, effort and money to build. Therefore, discourteous treatment of customers by employees of Chicopee Concrete is strictly prohibited. Reports of such conduct will result in disciplinary action being imposed upon the employee in question up to and including discharge.

## DISCIPLINARY GUIDELINES

In order to assure that employees follow the personnel policies of Chicopee Concrete and to assure all that the enforcement of these policies are dealt with in a consistent manner, Chicopee Concrete maintains a system of progressive discipline. Generally, employees who violate any of the company's personnel policies will be subject to discipline in accordance with this policy. Violations of company policy are typically dealt with in the following sequence:

First infraction: Verbal warning

Second infraction: Written warning

Third infraction: Suspension without pay.

Fourth infraction: Termination

While Chicopee Concrete provides this as a general guideline relative to how the company will administer and enforce its policies and any violations that may arise from such policies it is important to note that, the severity and circumstances surrounding each individual situation and violation may warrant the imposition of a more serious form of discipline (even in situations where the violation was a first offense). Therefore, in light of these situations, Chicopee Concrete reserves the right to accelerate these progressive disciplinary measures in order to institute a level of discipline that properly deals with the severity of the infraction in question.

Furthermore, there are actions that Chicopee Concrete believes are so detrimental to the integrity of its operations and its personnel, that immediate termination is the only recourse necessary to address such problems. The following list is not intended as an all-inclusive list of grounds for immediate termination. Rather, this list is provided as examples of conduct that are deemed by the company to be inappropriate.

Employees should be aware that the following actions would result in immediate termination:

Fighting or horseplay.

Sleeping on the job.

Falsifying your employment application, resume or any company document or record.

Theft of Company or other's personal property on site

Arriving or being at work under the influence of alcohol and/or other controlled substances.

Use of, or possession of liquor, narcotics, controlled substances, or weapons while on Company property.

Destruction of Company property

Improper use of timecards. Falsification of pay records.

Engaging in illegal and/or sexual activity while on the job.

Refusing or failing a drug test or alcohol test.

Threatening, intimidating actions or behaviors to others in the workplace.

Sexual or other unlawful harassment or discrimination.

## OPEN DOOR POLICY

A happy workforce is a productive workforce! Therefore, it is very important that you resolve any work-related problems that you may have as soon as possible. This is for your own state of mind as well as for the good of Chicopee Concrete. We encourage you to inform your supervisor of any workplace concern as soon as possible so they may assist you with the resolution. If you feel uncomfortable discussing your problem with your supervisor, management is always available to assist you in overcoming any work-related problems you may have.

## WORKPLACE SAFETY

### HEALTH AND SAFETY POLICIES

Your safety and that of your co-workers is a matter of major concern to Chicopee Concrete and should be of even greater concern to you. You will be taught the safe way to do your job. Be sure you do it that way. It is expected that employees follow all safety rules and employ all safety measures as you have been trained to do so.

Periodic inspections are made throughout the plant to eliminate hazards and to educate and give advice on safe practices. Accidents are investigated in detail to make proper corrections to prevent future similar accidents. In addition to the specific precautions that you must take in your job, Chicopee Concrete expects you to familiarize yourself with the following general health and safety policies and guidelines and expects you to observe them.

All work-related sicknesses, injury or skin rashes, however slight, must be reported to your supervisor at once. Your supervisor will assess the situation, direct you to the first aid kit, document your situation and file it with the Controller. If you or a co-worker become seriously ill or injured because of your work, call for a trained First Aid Technician. When the First Aid technician is on the scene, all other employees should keep away from the area, both to facilitate treatment and avoid embarrassment for the person involved.

Chicopee Concrete asks your cooperation in maintaining clean, sanitary conditions throughout the company.

One of the first requirements of the safe worker is that they be properly dressed. Unsafe clothing such as loose or ragged sleeves, dangling neckties, scarves, and long coats are dangerous around moving machinery. Some of the most severe industrial accidents have occurred when rings, bracelets, necklaces, or other jewelry have been caught in moving machinery; you are prohibited from wearing such articles in the shop. The wearing of improper footwear such as lightweight sneakers, high heels, or open-toed sandals is forbidden.

Persons handling heavy objects are required to wear steel toe safety shoes.

Employees with long hair working on or near moving machinery must keep their hair tied back to prevent severe scalp injuries.

Orderly conduct is required for your own protection. Horseplay and fooling cannot be tolerated. All employees must enter and leave the plant in an orderly manner.

Employees may not remove guards or other safety devices from any machines without special permission. All guards must be in place before the machine is started. If the guard does not work, notify your supervisor at once.

Do not try to lift any heavy objects alone. Get help. In lifting, use the legs, not the back, Squat, do not bend. If you don't know how to lift, ask your supervisor.

Aisles and passageways must always be kept clear. Floor areas marked with yellow strips are not to be blocked at any time. Any oil or water on the floor should be covered with oil absorbent to prevent anyone from slipping.

Never use files without handles. Keep the end of cold chisels, punches, and other similar tools ground down to prevent mushroomed heads. See that wrenches or other tools are kept in good condition, and always put tools back where they belong when finished with them.

Air hoses are useful tools when properly used. They are not to be used to blow off clothes, hair, or any parts of the body. When blowing off parts consider your fellow employees. You might blow oil or chips in their eyes.

Safety glasses and goggles are furnished by the company and must be worn when grinding, handling chemicals, or when performing any operation where there is danger of an employee hurting their eyes. Remember that you can replace your pair of goggles, but you can't replace an eye.

Read all safety bulletins that are posted on the bulletin boards. The message that they convey may help you prevent injury to yourself or your fellow worker.

Good housekeeping is essential if we are to have a safe and clean plant in which to work. You can do your part by keeping your work area clean.

Every employee is requested to report to their supervisor any conditions or practices which appear to be unsafe. It is only through wholehearted cooperation of every employee of the organization that we can prevent accidents.

Running in the plant or in the parking lots of the company is forbidden.

Any employee who reports to work under the influence of either alcohol or drugs is subject to rigid disciplinary action up to and including dismissal. A person working in this condition is affecting the safety of everyone.

All drivers must follow the safety guidelines specified at the job site.

## ALCOHOL AND SUBSTANCE ABUSE POLICY

It is the policy of Chicopee Concrete to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful manufacture, distribution, sale, purchase, possession, use, or being under the influence of any illegal drug, alcohol, marijuana, controlled substance, and the improper use of prescription drugs, or misuse of legal drugs or alcohol while on Company premise and while performing the duties of your position off premises is strictly prohibited. Being under the influence of, possessing or using recreational or medical marijuana on company property or company time is prohibited. Chicopee Concrete also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. These activities constitute a serious violation of Company policies, jeopardize Chicopee Concrete and can create situations that are unsafe or that adversely affect job performance. Employees in violation of the policy are subject to disciplinary action, up to and including termination. Additionally, Chicopee Concrete reserves the right to require an employee to undergo a medical evaluation under circumstances defined below.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

## DRUG TESTING

The purpose of this program is to ensure health and job safety on all projects. This program is designed solely for the benefit of our employees to provide reasonable safety on the job and protection from offending individuals. In addition, this program attempts to meet our responsibility to the public, whom we serve.

Testing - Drug and alcohol tests will be administered under the following conditions:

When hired all prospective employees at all locations will be required to pass a post-offer, pre-employment drug-screening test as a condition of employment.

when a supervisor observes, and documents signs and symptoms that lead them to reasonably suspect drug use or a drug-free workplace policy violation.

under a DOT approved random drug testing program for all drivers.

after any vehicular accident when it appears that the employee might reasonably have avoided the accident or minimized the consequences, but did not do so; and

Employees who either fail or refuse to submit to drug and alcohol testing in the above situations will be subject to termination or not considered further for employment. Notwithstanding any provision herein, this policy will always be enforced in accordance with applicable state and local law.

Chicopee Concrete currently has a random drug testing program for all employees that are required to meet the DOT regulations.

## SMOKING POLICY

Smoking is prohibited anywhere within a building. Employees and visitors may smoke outside a building if they are out of the path of anyone entering the building and no smoke can enter the building.

It is the responsibility of every employee to observe the company's policy and rules regarding smoking. Each of us is also responsible for seeing that our guests or any co-worker comply with the rules.

## INCLEMENT WEATHER POLICY

It is the policy of Chicopee Concrete to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, the company reserves the right to close the facility. Employees will be called if the company decides to close.

Regardless of whether the facility being open or closed, it is each employee's decision as to whether you will show up for work during such weather. If an employee elects not to work on a given day, we request the courtesy of a phone call to your manager or supervisor advising them as to your status for the day.

#### Facility Closed

If the facility is announced to be closed on a given day, all exempt level staff will receive their regular pay for the day of closure. For hourly employees on the day of closure, it will be unpaid unless an hourly employee chooses to use paid time off.

#### Facility Open

If the facility remains open on an adverse weather day, employees who report to work will receive their normal pay for the day, i.e., exempt staff will receive their regular salary and hourly employees will be paid at their regular rate for all hours worked. If an employee elects not to report to work on a facility open day, the employee can elect to;

- 1) use any accrued paid time off for the missed day or
- 2) the employee will not be paid for the day.

# SEPARATION FROM EMPLOYMENT

## SEPARATION FROM EMPLOYMENT

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, the Office Manager will conduct an exit meeting on or before the last day of employment to obtain feedback on employment practices, collect all company property, and to discuss final pay. If applicable, information regarding benefits continuation will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

# EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I acknowledge having received a copy of Chicopee Concrete's Employee Handbook and I agree to become familiar with its contents. I understand that neither this handbook, nor any other company policy, practice, or procedure, is intended to provide any contractual obligations relating to continued employment, compensation, or employment in a particular position, and should in no way be construed as creating any sort of employment contract. I further understand that my employment relationship may be terminated by the company or by me at any time, with or without notice, and for any or no reason. I also understand that all the policies and guidelines in the handbook may be changed at any time at the sole discretion of the Company with or without prior notice to employees.

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Date

Employee Signature

I have reviewed and read the non-harassment policy.

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Date

Employee Signature