

EMPLOYEE HANDBOOK



Clement Building Company

Effective: June 1, 2015

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INTRODUCTION

WELCOME TO OUR COMPANY!

We're very happy to welcome each employee to Clement Building Company, L.L.C. ("Clement Building" or "the Company"). Thanks for joining us! We would like our employees to feel that their association with the Company will be a mutually beneficial and pleasant one.

Our employees are joining an organization that has established an outstanding reputation for quality products and services. Credit for this goes to every one of our employees. We hope every employee too, will find satisfaction and take pride in their work here.

MISSION STATEMENT

The Company will provide exceptional value building services safely and effectively, meeting the diverse needs of our customers while enriching the lives of our employees, their families and the communities in which we live and do business.

How will we do this?

- We listen. On the front end, we work to fully understand our customers' needs and create solutions that are cost effective and "built to last."
- We never over promise and under deliver. The Company will provide the necessary management, labor and materials to assure that the only surprises are happy ones.
- We never take on more work than we can effectively manage or for which we lack the experience or expertise to assure the highest quality is maintained. Every job receives the same relentless attention to detail by our entire team.
- We plan every job using state of art technology and the collective experiences and knowledge of our entire team. Proper planning includes providing for the unexpected or unforeseen and is critical to achieving our mission.
- The Company always puts safety first. No one will ever be asked to, or allowed to, engage in an unsafe activity.
- No one will be asked to cut corners or rush a job at the expense of the quality we are committed to deliver.
- Our employees share our commitment. They are highly experienced, well trained and fairly compensated to assure their focus is on meeting the customers' needs.

HANDBOOK PURPOSE

This Employee Handbook is presented as a matter of information and has been prepared to inform employees about the Company's philosophy, employment practices, and policies, as well as the benefits provided to our valued employees, and the conduct expected from them. While this handbook is not intended to be a book of rules and regulations or a contract, it does include some important guidelines about which employees should know. The policies contained in this Handbook supersede all prior policies, practices, representations, or memoranda, whether oral or written. Because our business is constantly changing, the Company reserves

the right for the Owners to modify, disregard, suspend or cancel at any time, without written or verbal notice all or part of these policies – except for the at-will employment provisions. However, no statement or promise by a non-owner supervisor, manager or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

This Handbook is not a contract, express or implied, guaranteeing employment for any specific duration. It does not create contractual rights of any kind in favor of any employee.

This Employee Handbook will not answer every question employees may have, nor would the Company want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this guide will help employees feel comfortable with us. The Company depends on its employees – their success is our success. Please don't hesitate to ask questions. Every manager will gladly answer them. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find the Company a good place to work.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire Employee Handbook, but only the subject provision. Nothing in this handbook is intended to interfere with, restrain, or prevent employee communications regarding wages, hours, other terms and conditions of employment or otherwise to infringe upon employee rights under Section Seven (7) of the National Labor Relations Act (NLRA) or be incompatible with the NLRA. The Company's employees have the right to engage in or refrain from such activities.

We ask that employees read this guide carefully, become familiar with the Company and our policies, and refer to it whenever questions arise. Compliance with this Handbook is the responsibility of every employee of the Company.

EMPLOYMENT

EQUAL EMPLOYMENT

It is the established policy of Clement Building to provide equal employment opportunities to all qualified persons and to administer all terms and conditions of employment without regard to race, religion, color, sex, sexual orientation, pregnancy, age, national origin, ethnicity, disability, protected veteran status, genetic information, marital status, or any other protected classification, in accordance with applicable federal, state, and local laws. The Company takes allegations of discrimination, intimidation, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

The Company will not tolerate unlawful discrimination. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including immediate termination of employment.

Any employees with questions or concerns about any type of discrimination in the workplace should immediately bring these issues to the Company's attention by contacting one of the Owners, Keith Clement or Kevin Clement. Employees can raise good-faith concerns and make reports without fear of retaliation. The Company has a compelling interest in protecting the integrity of its investigations. In every investigation, the Company has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. The Company may decide in some circumstances that in order to achieve these objectives, we must maintain the investigation and our role in it in strict confidence. If the Company reasonably imposes such a requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

DISABILITY ACCOMMODATION POLICY

Clement Building complies with all applicable, federal, state, and local fair employment practices law. Along these lines, the Company is committed to providing equal employment opportunities, as well as reasonable accommodations, to all qualified individuals with disabilities in accordance with the law. Qualified individuals with a disability may make a written request for reasonable accommodation by contacting one of the Owners, Keith Clement or Kevin Clement

BACKGROUND CHECKS

Prior to making an offer of employment or at any point during employment, the Company may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation and/or criminal record and credit checks. Third-party services may be hired to perform these checks. All background checks are compliant with the requirements of the Federal Credit Reporting Act,

as well as all other applicable federal, state, and local laws, and all employees or applicants will be required to consent to background checks in advance.

AT-WILL NOTICE

Employees are not hired for any definite or specified period of time even though employee wages are paid regularly. Unless otherwise specified in a written contract between an employee and the Owners of the Company, employees are at-will with the Company and their employment can be terminated at any time, with or without cause and with or without prior notice by either the employee or the Company. This at-will policy cannot be changed by any oral modifications. There have been no implied or verbal agreements or promises to an employee that their employment will be terminated only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this Handbook or any other Company policy.

IMMIGRATION LAW COMPLIANCE

All individuals hired by the Company will be required to establish and certify their identity and right to work in the United States. Each individual employed by the Company will be required to produce and certify on the appropriate Form I-9, within three (3) days of reporting to work, proof of his/her identity and eligibility to work in the United States. Clement Building uses the E-Verify System to establish employment eligibility for all new hires and as otherwise permitted by applicable law. Anyone found not to be authorized to work in the United States will be denied employment.

INTRODUCTORY PERIOD

An employee's first ninety (90) days of employment with the Company are considered an introductory period. This introductory period will be a time for getting to know fellow employees, managers and the tasks involved in the position, as well as becoming familiar with the Company's products and services. The supervisor or manager will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for the employee and the Company. During this introductory period, the Company will evaluate the employee's suitability for employment, and the employee can evaluate the Company as well. The introductory period is not a guarantee of employment for any set period, and either the Company or the employee may terminate the employment relationship at any time and for any reason during the introductory period. Satisfactory completion of the introductory period also does not create a contract of employment or guarantee employment for any specific duration.

At the end of the introductory period, the supervisor or manager will discuss the employee's job performance. During the course of the discussion, employees also are encouraged to give their comments and ideas.

A former employee who has been rehired after a separation from the Company of more than one year is considered an introductory employee during his/her first ninety (90) days following rehire.

EMPLOYMENT CLASSIFICATIONS

The Company has established the following Employee Classifications for compensation and benefit purposes only. An employee's supervisor or manager will inform the employee of his or her classification, status, and responsibilities at the time of hire, rehire, promotion or at any time a change in status occurs. These classifications do not alter the employee's at-will status.

- Regular Full-Time Employee: An employee who is regularly scheduled to work no less than 100% of the scheduled work hours in a work week on a fixed work schedule (not less than 40 hours). The employee may be exempt or non-exempt and is eligible for all employment benefits offered by the Company.
- Regular Part-Time Employee: An employee who is regularly scheduled to work less than 40 hours in a work week. Regular part-time employees working at least 30 hours per week are eligible for health insurance, as well as vacation, sick and holiday pay on a pro-rated basis.
- Temporary Employee: An employee who is scheduled to work on a specific need of the Company. The employee will not receive any benefits unless specifically authorized in writing or otherwise required by law. The employee is non-exempt and is compensated on an hourly basis.
- Exempt: Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet his/her work responsibilities. Exempt employees will receive written notification of their status from management.
- Non-Exempt: Employees whose positions do not meet FLSA and state exemption tests and who are paid at least time and a half of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by Management, all employees of the Company are non-exempt.

PERSONNEL RECORDS

The Company will maintain various employment files while individuals remain an employee of the Company. Examples of these files are: employee personnel files, attendance files, I-9 file and separate confidential medical files. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify their supervisor so the appropriate updates can be made to the files.

EMPLOYEE REFERENCES

The Company does not provide employment references, but instead will only confirm dates of employment and positions held with the Company. This is done to protect the Company and its employees. This information will only be released by authorized management.

JOB VACANCIES

In general, the Company seeks to promote qualified individuals from within rather than to select persons from outside the Company to fill vacancies in established positions or to fill newly created positions. The Company reserves the right, in its sole discretion, to fill vacancies from outside the Company, however.

Along these lines, when job openings occur, the Company will, at its discretion, post those openings in order to provide Company employees the opportunity to submit their applications.

TRANSFERS

Management reserves its right to place employees where, and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions or lateral transfers are at the discretion of the Company.

EMPLOYMENT OF RELATIVES

The Company does not have a general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of harassment, safety, security, supervision and morale.

Close family members generally may not be hired or transferred into positions where they have access to sensitive information regarding a close family member, or if there is an actual or apparent conflict of interest (including but not limited to establishing an immediate supervisor/employee relationship).

These restrictions apply to the following degrees of relationships, whether established by blood, marriage, or other legal action: spouse, domestic partner (including parties to a civil union), child, step-child, parent, step-parent, sibling, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, nephew, niece, cousin, or relations of the same degree of a domestic partner. This policy also applies to romantic relationships.

If marriage or other action creates these kinds of relationships, one of the employees affected must give up his or her position by the end of the fiscal year or within six months from the date the relationship was established (whichever is the greater period). The employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Company will decide who will remain with the Company. At the sole discretion of the Company, either or both of the employees may be allowed to transfer to other positions within the Company.

CONDUCT AND BEHAVIOR

GENERAL GUIDELINES

Orderly and efficient operation of the Company requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing herein is intended or shall be construed to change or replace, in any manner, the "at-will" employment relationship between the Company and the employee. The Company views the following as inappropriate behavior that may result in disciplinary action, up to and including termination of employment:

1. Negligence, carelessness or inconsiderate treatment of Company clients and/or their matters/files.
2. Theft, misappropriation or unauthorized possession or use of property, documents, records or funds belonging to the Company, or any client or employee; removal of same from Company premises without authorization.
3. Divulging confidential information, of any kind, to any unauthorized person(s) or to any person(s) without an official need to know. Confidential information may include, without limitation, business secrets, confidential financial data or other non-public proprietary company information, customer lists, pricing information and strategies, marketing materials and sales figures, other information relating to client development and retention, personal identifiers or other confidential information of a client, or personal identifiers of employees.
4. Obtaining unauthorized confidential information (as previously defined in subsection 3, above).
5. Changing or falsifying client records, Company records, personnel or pay records, including time sheets, without authorization.
6. Willfully or carelessly damaging, defacing or mishandling property of a client, the Company or other employees.
7. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to a supervisor or manager.
8. Entering Company premises without authorization during off-duty hours.
9. Violation of security, safety, or fire prevention equipment or regulations, or Company safety policies.
10. Unauthorized use of a personal vehicle for Company business.
11. Being disrespectful or unprofessional to co-workers, clients, or competitors.
12. Being insubordinate, threatening, intimidating, disrespectful, or assaulting a supervisor, co-worker, or customer.
13. Failure to observe scheduled work hours, failure to contact a supervisor or manager in the event of illness or any absence within thirty (30) minutes of the scheduled start of work; failure to report to work when scheduled; unauthorized use of sick leave or any other unexcused leave of absence.
14. Sleeping or loitering during regular working hours.

15. Recording time for another employee or having time recorded to or by another employee.
16. Use or possession of narcotics, marijuana, drugs or intoxicating beverages (under state, federal or local laws) on Company premises during working hours or reporting to work under the influence of these substances, or having any detectable amounts of these substances in an employee's system or other violation of the Company's Drug and Alcohol Policy.
17. Unauthorized possession of a weapon on Company premises or other violation of the Company's Violence or Anti-Bullying Policies.
18. Illegal gambling on Company premises.
19. Falsification of one's employment application, medical or employment history or any other act of dishonesty..
20. Violation of the Company's Equal Employment Policy, Anti-Harassment Policy, or any other Company policy contained within this Employee Handbook (or elsewhere).

The particular disciplinary action taken in response to any violation is at the sole and exclusive discretion of Clement Building.

CORRECTIVE ACTION

A high level of job performance is expected of each and every employee. In the event that an employee's job performance does not meet the standards established for the position, employees should seek assistance from their supervisor or manager to attain an acceptable level of performance. If an employee fails to respond to or fails to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of the Company to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the Company may select to enhance job performance. The Company is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, discharge or in any combination of the above, at the Company's sole discretion. The Company reserves its prerogative to discipline, and the manner and form of discipline to be imposed.

If an employee violates established Company policies or guidelines, or exhibits behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, the employee may be subject to disciplinary action, up to and including termination of employment. Nothing in this Policy modifies the Company's at-will employment policy.

ANTI-HARASSMENT

The Company affirms its commitment to provide a work environment free from intimidation and harassment. Harassment on the basis of race, religion, color, national origin, disability, marital status, sex, age, genetic information, sexual orientation (or any other protected

classification in accordance with applicable federal, state and local laws) is prohibited and will result in disciplinary action, up to and including termination of employment.

Sexual harassment is one type of prohibited harassment. It is the express policy of the Company that sexual harassment is unacceptable and will not be tolerated. Unwelcome or unwanted sexual advances, requests for favors, or other visual, verbal or physical conduct will be deemed sexual harassment, especially when:

1. Submission to such conduct is explicitly or implicitly a condition of employment;
2. Submission to or rejection of such conduct is used as the basis of employment decisions;
or
3. Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

In addition, the Company prohibits offensive or suggestive images or graphics of a sexual nature, whether physically present in the workplace or accessed over the Internet; possession of sexually suggestive objects; offensive and unwelcome physical conduct of a sexual nature, including the touching of another's body, the touching or display of one's own body, or any similar contact. Contrary to common misconceptions, sexual harassment can be physical and/or psychological in nature. Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in position of greater authority, individuals in a position of lesser or equal authority can also violate this Policy.

The Company has devised the following procedure to process any type of harassment complaint. If an employee experiences or witnesses prohibited harassment, the employee should:

1. Make his or her disapproval directly known to the harasser.
2. Make a written record of the date, time and nature of the incident, and note any witnesses.
3. Report the alleged act(s) promptly (within two (2) working days) or as soon as possible to one of the Owners, Keith Clement or Kevin Clement, giving details as related to the complaint.
4. Upon receipt of the complaint, the Company shall take immediate and appropriate steps to investigate the complaint.
5. Following the investigation of the complaint, the Company shall weigh the facts and determine the validity of the charge. If the complaint is determined to be valid, the offender(s) shall face immediate and appropriate disciplinary action based upon the severity of the charge. This may include written warning and/or suspension, and/or termination of employment. If the offender is a supervisor or manager, he/she also may be demoted.

The Company will take steps to ensure that any complainant is protected from unlawful retaliation. If after investigating any complaint, the Company determines that the complaint was not made in good faith or that an employee knowingly provided false information, disciplinary action will be taken against the individual who filed the complaint or provided false information.

The Company has a compelling interest in protecting the integrity of its investigations. In every investigation, the Company has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. The Company may decide in some circumstances that in order to achieve these objectives, we must maintain the investigation and our role in it in strict confidence. If the Company reasonably imposes such a requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

ANTI-BULLYING

In addition to the Company's anti-harassment policy, the Company believes it necessary to have a policy regarding workplace bullying because bullying has numerous negative effects on both individual employees and the Company as a whole. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale, and create legal risks.

The Company believes all employees should be able to work in an environment free of bullying. Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which are intended to intimidate, degrade, humiliate or undermine the employee(s), or which create a risk to the health or safety of the employee(s). Some examples of workplace bullying include repeated acts such as:

- Unwarranted or invalid criticism
- Blame without factual justification
- Being treated differently than the rest of the employees in a work group
- Being the target of cussing or disrespectful language
- Exclusion or social isolation
- Being the target of shouting or other behavior intended to humiliate the employee
- Excessive "prank" jokes or teasing of an employee

The Company considers workplace bullying unacceptable and will not tolerate it under any circumstances. Supervisors and managers are to assume the responsibility to ensure employees are not bullied. Any employee who bullies a co-worker will be subject to disciplinary action, up to and including termination of employment.

The Company encourages all employees to report workplace bullying to a supervisor or manager with whom employees are comfortable speaking or directly to his/her supervisor, manager or designee. All complaints of workplace bullying will be treated seriously and

investigated promptly. The Company has a compelling interest in protecting the integrity of its investigations. In every investigation, the Company has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. The Company may decide in some circumstances that in order to achieve these objectives, we must maintain the investigation and our role in it in strict confidence. If the Company reasonably imposes such a requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

It is a violation of Company policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the workplace bullying allegation.

Nothing in this policy is intended to interfere with, restrain, or prevent employee communications regarding wages, hours, and other terms and conditions of employment or otherwise to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA. The Company's employees have a right to engage in or refrain from such activities.

COMPLAINT PROCEDURE

The Company has an open-door policy. Employees should bring a particular complaint to their supervisor or manager for resolution. When matters cannot be handled on an informal basis, however, the Company has established a formal procedure for a fair review of any work-related controversy, dispute or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner.

Step 1

The complaint must be submitted in writing to a supervisor, manager or designee as soon as possible (preferably within three (3) working days of the incident). A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three (3) working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting the supervisor, manager or designee will give the employee a written resolution within three (3) working days. If the employee is not satisfied, the employee may proceed to Step 2.

Step 2

If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 2 solution to one of the Owners of the Company. Such a request must be made within three (3) working days following the receipt of the Step 1 resolution. The Owner or appointed representative will review the complaint and proposed solution and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, as well as the employee's supervisor or manager. The Owner will render the final resolution within ten (10) working days after receiving the Step 2 request,

assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.

COMPENSATION

PAY PERIODS

The standard work week for the Company will begin at 12:01 a.m. Sunday and end at midnight the following Saturday.

The designated pay period for all employees is weekly. Generally, the pay period extends from the first day of the work week through the last day of the work week.

Paychecks are distributed on Fridays for the previous pay period. Except as otherwise provided, if any date of paycheck distribution falls on holiday, employees will be paid on the preceding scheduled workday.

PAY ADJUSTMENTS

All pay increases are based upon merit and market factors. Annual cost of living or pay adjustments to reflect current economic conditions are not automatic and are solely at the discretion of management.

Employees pay also may be adjusted downward. Pay decreases may take place when there is job restructuring, job duty changes, job transfers or adverse business economic conditions. Employees will be notified in advance of any pay decreases.

OVERTIME

The Company complies with all applicable federal and state laws with regard to payment of overtime work.

Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over forty (40) in a work week.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is not acceptable work performance, and the employee may be subject to discipline, including but not limited to termination of employment.

PERFORMANCE EVALUATION

Employees will generally receive an appraisal of their job performance upon the completion of one year of employment and at a specific time of the year thereafter. This evaluation may be either written or oral. Such evaluation may not occur exactly on the anniversary date at the discretion of the supervisor or manager.

If employees are given an evaluation sheet or other written document during this evaluation, employees will be required to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but merely that the employee has been given the opportunity to examine the document and fully discuss the contents of it with his/her

supervisor or manager. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

Because pay increases generally are based on merit, the performance evaluation is an important element in the merit review. In addition to the formal annual review, informal counseling sessions may be conducted from time to time at the Company's discretion.

WORK ASSIGNMENTS

In addition to specific duties that may accompany an individual's job responsibilities, each job also includes "other assigned duties." From time to time, employees may be required to perform duties or tasks typically assigned to a fellow employee who is absent or for a position that is temporarily vacant. Employees will be compensated at their regular rate of pay while performing these "other assigned duties" on a temporary basis.

ADVANCES AND LOANS

The Company does not give pay advances or loans to its employees.

ERRORS IN COMPENSATION

Clement Building is committed to compensating its employees in accordance with the Fair Labor Standards Act and applicable state law. If an employee believes that an improper deduction in his or her pay has been made, the employee should immediately contact one of the Owners, Keith Clement or Kevin Clement, to formally report his or her concerns. Following an investigation, Clement Building will promptly correct any pay errors if necessary. Employees who utilize this complaint procedure shall not be retaliated against for making use of this Policy.

BENEFITS

HOLIDAYS

The Company observes the following holidays:

| Holiday | Date(s) |
|------------------|--|
| New Year's Day | January 1 st |
| Mardi Gras Day | Tuesday between February and March |
| Good Friday | Friday before Easter |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 th |
| Labor Day | First Monday in September |
| Thanksgiving | Fourth Thursday in November & following Friday |
| Christmas | December 25 th |

Regular, full-time, exempt employees will be paid for these holidays, as well as any other Company-designated holiday. No holiday pay will be paid to an employee who is on an unpaid status or on any leave or absence of any type. If a holiday falls on a Sunday, the holiday will be observed on the following Monday. If the holiday falls on a Saturday, the holiday will be observed on the preceding Friday.

Regular, non-exempt full-time employees are entitled to the paid holidays observed by the Company after completing five (5) years of service.

VACATION

All regular, full-time, exempt employees who have completed six months of continuous service are eligible to accrue ten (10) days of vacation each calendar year. Regular, full-time, exempt employees who have completed five years of continuous service are eligible to accrue fifteen (15) days of vacation each calendar year.

All regular, full-time, non-exempt employees who have completed six months of continuous service are eligible to accrue five (5) days of vacation each calendar year.

Employees normally working less than full-time will have their vacation accrual prorated to reflect the percentage of the full week that is worked.

Vacation is accrued at the beginning of each calendar year; for any employee who has not completed six months of continuous service at the beginning of the calendar year, the employee's vacation will be prorated following completion of six months of continuous service to the Company. Employees may not accrue vacation during unpaid leaves of absence or other period of inactive service, unless vacation accrual is required by applicable federal, state, or local law.

Vacations provide a break beneficial to both the Company and the employee. Therefore, employees are encouraged to take vacations annually. Employees are not paid wages in lieu of unused vacation time. Any unused, earned vacation expires on December 31st of each year and may not be carried over into future years. All accrued, unused, and unexpired vacation not taken at the time an employee leaves employment will be paid upon departure.

Vacations need to be scheduled with the appropriate manager with sufficient notice so as to not disrupt the workplace. It is solely within the Company's discretion whether to allow an employee's request for vacation, even if timely submitted. Employees should be cognizant of the Company's business demands when requesting vacation.

Vacation is paid at the employee's base regular rate at the time of the leave. It does not include overtime or any special forms of compensation such as per diem, expenses, bonuses, or shift differentials, unless specifically required by applicable federal and/or state law.

SICK LEAVE

Sick leave is earned on an hourly basis and may be used for illnesses and doctor or dental appointments. All regular, full-time, exempt employees are eligible to accrue a maximum of five (5) days of paid sick leave per calendar year. All regular, full-time, non-exempt employees are eligible to accrue a maximum of five (5) days of paid sick leave per calendar year after one (1) year of service.

To be eligible for paid sick leave, employees must provide proper notification of absence as discussed under the Attendance/Tardiness policy. Employees must give this notification for each day they are absent. Employees may be required to submit, in writing, the estimated date of return, whether any supplemental income payments are being received, and whether application for benefits is pending. The Company may also require, at any time, written verification from the employee's doctor.

If an employee's absence extends beyond the period of accrued sick leave, the employee may submit a request for a reasonable accommodation leave of absence. Before he/she returns to work, a written statement from the treating doctor may be required certifying the employee's fitness for duty based on the employee's job description. The Company also reserves the right to require an employee to be certified as fit for duty by a physician of the Company's choosing.

Any unused sick days expire on December 31st of each year and may not be carried over into a new calendar year.

REASONABLE ACCOMMODATION LEAVE

In circumstances where an employee has exhausted his or her sick leave, the Company recognizes that a continuing medical condition may preclude an employee's return to work. In such cases, the Company does not have a predetermined specified period of time in which unpaid leave will be granted. Rather, the Company will attempt to reasonably accommodate the needs of the employee as well as the needs of the Company in accordance with applicable

federal and state law. If a leave is granted, any extensions will be subject to the same considerations.

Employees who wish to request a temporary disability leave must do so in writing. That request should be accompanied by a doctor's statement identifying the temporary disability, the date of the note, the estimated date of return and, where appropriate, diagnosis and prognosis. At any time during a temporary leave, the supervisor or manager may request that an employee's healthcare provider provide updated information. Prior to returning to employment with the Company, employees will be required to submit written medical certification of their ability to work, including any restrictions and/or submit to a fitness-for-duty examination by a medical provider selected by the Company.

The Company observes and complies with all federal and state medical leave regulations that pertain to our employees. This includes any federal or state leave provisions that might apply. The company maintains all medical information separately and confidentially.

Any unused, accrued, unexpired sick leave or vacation must be used prior to the effective date of the reasonable accommodation leave.

HEALTH INSURANCE

The Company complies with all applicable federal and state laws with regard to health insurance administration. All regular, full-time employees are entitled to benefits under the Company's health and other company-sponsored insurance plans, as may be in effect from time to time. The Company currently pays 100% of each employee's health insurance premium and 50% of each employee's dependent coverage premium. The Company reserves the right to change or terminate health plans or other benefits at any time at its discretion, including the amount of payment (if any) by the Company of employee or dependent health premiums. New regular, full-time employees joining the Company will be eligible for coverage on the first of the month following the date of employment.

This description only summarizes the provisions of a formal benefit plan document. To the extent any information contained in this description (or any other, whether oral or written) is inconsistent with the official Plan document, the provisions set forth in the Plan document are controlling. For more information about the health insurance plan, please contact either of the Owners, Keith Clement or Kevin Clement.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Contact one of the Owners, Keith Clement or Kevin Clement, for additional information.

MILITARY LEAVE

The Company provides military leaves of absence in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law.

If you need to take military leave, please submit a copy of your military orders, as well as a written request for leave, to one of the Owners, Keith Clement or Kevin Clement. When possible, you should give at least 30 days advance notice. If 30 days is not possible because of military necessity, you should give as much notice as possible.

You may be eligible for reemployment after your military service leave. You should return to work in accordance with the following schedule to the extent not inconsistent with applicable law:

- If your military service was for less than 31 days, you should report to work on the first regularly scheduled work day that is at least 8 hours after you return home from military service.
- If your military service was for more than 31 days, you should report to work in accordance with USERRA and other applicable state laws.

Employees returning from eligible leave will be placed in the position that they would have attained had they remained continuously employed (or a comparable one) depending on the length of service in accordance with USERRA and applicable state law. Employees will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Nothing in this Policy requires the Company to reemploy individuals not eligible for reemployment rights under applicable law.

If you have any questions about compensation benefits or reemployment during and after the military leave, please contact one of the Owners, Keith Clement or Kevin Clement.

JURY SERVICE LEAVE

If an employee is summoned to report for jury duty, he or she will be granted a leave of absence when the employee notifies and submits a copy of the original summons for jury duty to their supervisor or manager. The Company reserves the right to request that the employee seek to be excused from or request postponement of jury service if the absence from work would create a hardship to the Company.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof, that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service shall be certified by the Court and filed with the Company no later than Wednesday of the following week.

Employees will be paid their regular wages for the first day of jury duty. After the first day, leave is unpaid. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements.

WITNESS LEAVE

If an employee is requested to serve as a witness on behalf of the Company, the employee will be granted a witness leave at regular pay for such time as it is necessary to comply with the request. Paid witness leave shall not be granted to an employee subpoenaed as an expert witness, as a party in a case, or as a lay witness other than as delineated above or as required by applicable state law.

EMERGENCY RESPONSE LEAVE

Employees who are first responders to homeland security emergencies shall be granted unpaid leave while on emergency response pursuant to applicable federal and state law.

BEREAVEMENT LEAVE

All full-time employees of the Company may request a leave of absence with pay for a maximum of five (5) consecutive working days upon the death of a member of his or her immediate family. Bereavement pay is calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, and shift differentials, unless required by applicable federal and state law. Members of the immediate family are defined as: father, mother, spouse, child, sibling, grandmother, grandfather, domestic partner, father-in-law, or mother-in-law. Special consideration will also be given to any other person whose association with the employee was similar to the above relationships. Proof of death may be required.

TUITION REIMBURSEMENT

Employees are encouraged to take education and training courses related to their profession. To be eligible for tuition reimbursement, an employee must be full-time, have completed a year of service with the Company, be on the payroll when the course is completed, and have "passed" or satisfactorily completed the course (for more detail, see below). When appropriate, and with prior approval of the Company, the Company, solely within its discretion, may pay for a portion or all of such courses.

For approved tuition expenses (not including fees, books or supplies) paid to accredited schools, colleges and universities, no reimbursements will be made for grades lower than a "C" grade or for courses in which the employee can receive a grade of only "PASS" or "FAIL," unless no other grade option is available for the course.

HEALTH, SAFETY, AND SECURITY

NON-SMOKING

Smoking is not permitted in any Company buildings or Company vehicles. Employees wishing to smoke should do so during their break times, outside Company buildings, in designated areas, and in accordance with local ordinances.

DRUG AND ALCOHOL POLICY

Purpose of Policy

The Company is dedicated to providing employees with a workplace that is free of drugs and alcohol. The Company has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency and success at the Company. An employee who is under the influence of drugs or alcohol or who has any detectable amounts of drugs or alcohol in his or her system while at work endangers the employee's own health and safety and the health and safety of others, and also compromises Company interests. Further, the use of drugs and alcohol can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in our products, and disruption of our customer relations. For this reason, the Company has a zero-tolerance policy regarding drugs and alcohol.

Statement of the Policy

While on Company Premises and while conducting business-related activities off the Company's Premises, an employee may not manufacture, use, possess, conceal, transport, distribute, dispense, sell, or be under the influence of:

- Illegal drugs, controlled substances (including trace amounts), look-alike drugs, designer or synthetic drugs, or any other substance that may have the effect on the human body of being a narcotic, depressant, stimulant, hallucinogen, or cannabinoid (collectively "drugs");
- Alcoholic beverages (except as specifically permitted by this Policy);
- Unauthorized prescription drugs (see *Prescription Drug Policy infra*); and/or
- Drug Paraphernalia.

Employees are prohibited from being at work or reporting to work with any detectable quantity of drugs, alcohol, and/or unauthorized prescription drug in the employee's system as further defined herein.

If an employee is convicted for violation of a criminal drug statute in the workplace, the employee must notify one of the Owners within five (5) days of the conviction. The Company will notify any required contracting agency of the employee's conviction within ten (10) days. An employee convicted of violating a criminal drug statute in the workplace will be subject to discipline, up to and including termination of employment.

Employees are prohibited from off-premises use of alcohol and possession, use or sale of drugs when such activities adversely affect job performance, job safety, or the Company's reputation in the community or otherwise violate the terms of this Policy or any other policy contained within the Employee Handbook.

"Company Premises" includes all locations at which work is performed by the Company or which are assigned to the Company for its use by a client or another contractor, including parking lots or storage areas. It further includes any automobiles, trucks, or other vehicles or equipment on the property of the Company or on a location assigned to the Company, whether these vehicles are privately-owned or leased or owned by the Company.

Any employee who violates any portion of this Drug and Alcohol Policy will be subject to disciplinary action, up to and including immediate termination of employment.

Workplace Searches

Unless limited by applicable state law, the Company reserves the right to have authorized personnel (including drug detection dogs) conduct unannounced, random, reasonable searches or inspections of (1) the Company Premises, including all Company property and job sites; and/or (2) an employee's personal effects (including, but not limited to, lockers, baggage, briefcases, boxes, bags, purses, parcels, lunch boxes, food/beverage containers, desks, clothing, handbags, and vehicles). Searches or inspections of employee effects may occur at any time, whether while entering or exiting, or while on the Company Premises or any job site where the Company is performing work.

The Company may conduct a search or inspection for any lawful purpose, including but not limited to the determination if an employee is possessing, using, transporting, or concealing any of the items and substances prohibited under this Policy; for the prevention of workplace violence; or for the protection of the Company's trade secrets, confidential/proprietary information, and intellectual property. **Employees should have no expectation of privacy in these or similar items.** Searches may be initiated without prior notice and conducted at times and locations deemed appropriate by the Company.

Employees refusing to submit to The Company's workplace searches may be subject to disciplinary action, up to and including immediate termination of employment.

Drug Testing

The Company reserves the right to test all employees for drug use or abuse at any time as a condition of employment or continued employment in accordance with applicable federal and state law. Unless otherwise limited by applicable state law, such drug testing may include, but not necessarily be limited to, the use of urine tests, breathalyzer tests, hair analysis tests or other examinations to determine the use of any alcohol, drugs, unauthorized prescription or over-the-counter medication or other dangerous or controlled substances. The tests generally may be utilized in circumstances including, but not limited to, the following:

1. Pre-employment, post-job offer testing as a condition of employment or prior to being approved to work at a particular job site;
2. To comply with the contractual or legal obligations of any customer or when required or permitted by any federal, state or local law, rule or regulation;
3. When a foreman, superintendent, or other supervisor of the Company has reasonable suspicion to suspect that an employee shows signs of possible intoxication or being under the influence of alcohol, drugs, and/or other controlled substances, or other articulable facts that would lead a prudent foreman, superintendent or supervisor to be concerned about the individual's safety or that of co-employees, the general public and others;
4. When an employee is found in possession of suspected drugs and alcohol or when any of these substances are found in an area controlled or used by the employee;
5. If an employee suffers an occupational on-the-job injury or following an accident or incident in which safety precautions were violated, equipment or property was damaged, unusually careless acts were performed, or where at least part of the cause of the accident or incident was due to the employee's failure to comply with the Company's or its customer's policies and procedures;
6. When returning to work from an illness, injury, extended absence, or reduction-in-force; and
7. For routine, periodic, intermittent or random testing of employees.

A positive drug test may be confirmed by an additional drug test of the employee's original sample in accordance with applicable state law. Employees also will be given the opportunity to inform the medical review officer of any prescription or non-prescription medicine that could interfere with the test's results if required by state law. Any employee who receives a confirmed positive test will be subject to disciplinary action, up to and including immediate termination of employment.

For alcohol testing, an alcohol concentration of .02% or greater shall be considered a positive test result. Note that the moderate and lawful use of alcohol in Company-approved settings, including with business meals, travel and entertainment, is not prohibited by this Policy, so long as there is no other violation of this Policy or any applicable law.

All drug and alcohol testing will be performed with concern for each individual's personal privacy and will be confidential. Unless contrary to applicable state law, employees may not be allowed to return to work until a confirmed negative alcohol and drug test have been received. Any employee refusing to participate in a drug or alcohol test, or in any way tampering with a test specimen or result (including to alter, degrade, substitute, dilute or switch any sample or possessing any items for the purpose of doing so), will be subject to disciplinary action, up to and including immediate termination of employment. In addition, if an injured employee refuses to submit to a test for drugs or alcohol, the employee may forfeit eligibility for medical and indemnity benefits in accordance with state law.

Prescription Medication

The unauthorized use of prescription or non-prescription medication is strictly prohibited during working time or on Company Premises, including but not limited to the use of prescription medication not prescribed by a physician, the use of prescription medication prescribed for an individual other than the employee, and the use of prescription or non-prescription medication not taken in accordance with a physician's instructions. The presence in the body of unauthorized prescription medication also is prohibited by this Policy.

Employees must immediately report to one of the Owners, Keith Clement or Kevin Clement, if they are taking any prescription or over-the-counter medication that may alter their physical or mental ability to safely perform their job (including the ability to safely operate any machinery or vehicles); employees are not required to provide information concerning or identifying their underlying medical condition, unless such information is job-related and consistent with business necessity. Each employee has an affirmative obligation to either know or contact a healthcare provider to determine whether any medication could affect his or her fitness-for-duty. An employee may be required to provide medical information to a healthcare professional provided by the Company for the purpose of determining if the employee is able to safely perform job-related duties. Any information received will be treated as confidential. The Company reserves the right to prohibit or limit an employee's ability to work while taking any medication that limits his or her fitness for duty or ability to safely perform the job. The Company further reserves the right to discipline, up to and including termination, an employee that fails to fully or accurately disclose his or her ability to safely perform the job.

SAFETY

In the event an employee becomes injured or witnesses an injury during working hours, he/she must report it immediately to the nearest available supervisor or manager. Employees are to render any assistance requested by a supervisor, manager or designee. Any questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials. Employees should report all nonfunctioning, hazardous equipment to the nearest supervisor or manager.

An employee who fails to immediately report any injury, no matter how small, will be subject to disciplinary action, up to and including termination of employment.

For more information about the Company's safety policies and procedures, please refer to Clement Construction's Safety Manual, which is available at the main office and on each jobsite (contact your Superintendent).

WORKERS' COMPENSATION

The Company provides insurance for all work-related injuries or illness. The name of the Company's workers' compensation insurance carrier and other pertinent information is posted at the main office and at each jobsite. The carrier governs all insurance benefits provided by the

Company. The insurance contract is controlling and determines the benefits, which cannot be modified by any statements or descriptions (whether oral or in writing).

WORKPLACE VIOLENCE AND SECURITY

It is the intent of the Company to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom the Company does business. The Company has zero tolerance for violent acts or threats of violence: violence of any kind (whether actual or threatened) will not be tolerated on Company Premises or during working time.

The Company expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. Direct, conditional or veiled threat of harm to any employee or any Company property are prohibited. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit, a violent act against any person while on Company premises or working time, will be subject to immediate discharge.

Employees within the Company share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to his/her supervisor or another member of management. Any threat reported will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

To the extent not contrary to applicable state law, firearms or other weapons are prohibited on Clement Building's premises, at any Company jobsite, or in any vehicles leased or owned by the Company.

WORKPLACE GUIDELINES

HOURS OF WORK

The standard work week for the Company will begin at 12:01 a.m. Sunday and end at midnight the following Saturday. The normal work week for a full-time employee will consist of forty (40) hours. Employees are expected to be at their work area, ready to work at their scheduled time. Non-exempt employees are not permitted to perform any work before or after their scheduled time without prior written authorization from their supervisors.

Employees will be given their individual duty hours upon hire and at the time of any change in position. If the normal duty hours are changed or if the Company changes its operating hours, employees will be given written notice to facilitate any personal planning.

MEAL PERIODS

Non-exempt field employees are entitled to take a non-compensated, one-hour meal period each workday of eight hours. Non-exempt employees will be relieved of all active responsibilities and restrictions during their meal period, except as they pertain to general workplace and safety rules, as well as the Drug and Alcohol Policy. Supervision, at its discretion, will determine each employee's specific time for a meal period, so as to ensure that at least one employee is working at all times during the workday. The Project Superintendent must approve any variation in the normal schedule in advance.

Minors under the age of 18 shall be granted a meal period in accordance with applicable federal and state law.

FIELD REST PERIODS

Full-time field employees may be allowed to take a fifteen-minute, paid rest period in the morning and afternoon. These rest periods are not guaranteed and are at the discretion of management. Minors under the age of 18 shall be granted rest periods in accordance with applicable federal and state law.

ATTENDANCE/TARDINESS

Employee attendance is of primary importance to the Company. Unsatisfactory attendance, including unexcused tardiness, is unacceptable performance. Employees will be rated in their performance appraisal in the categories of attendance and punctuality.

If an employee is ill, injured or an unexpected emergency arises which prevents he or she from coming to work, the employee must notify his or her supervisor or manager no later than thirty (30) minutes before the start of his or her scheduled work day. If an employee's supervisor, manager or designee is not available, the employee should contact a member of management. If an employee is physically unable to contact the Company, they should direct another person to make the contact on their behalf. Leaving a message with a fellow staff employee or with the answering service is not considered proper notification.

When an employee calls in absent, he/she is to advise the Company of his/her expected date of return. Management reserves the right to require proof of illness, injury or accident, including a doctor's statement(s) or notice(s).

Repeated or excessive absences (beyond what is provided by the Company and/or the applicable law) qualify as unacceptable job performance. If an employee is absent for three (3) consecutive days and has not provided proper notification, the Company will assume that the employee has abandoned his or her position and may be treated as having voluntarily terminated employment with the Company.

If an employee becomes ill at work, he/she should notify his/her supervisor or manager immediately. If an employee is unable to perform his/her job task, an employee may be sent to his/her treating doctor or home for the remainder of the day or until able to work again. Employees will be paid only for time actually worked and may receive paid sick time, if eligible, unless otherwise required by the Fair Labor Standards Act or applicable state law.

Employees shall be at their workstation, ready to begin work at the start of their scheduled work time. If employees are not prepared, they will be considered tardy. Excessive tardiness constitutes unacceptable work performance. If a non-exempt employee is tardy, his/her wages will be reduced by the amount of time he/she is tardy, calculated in whole minutes according to the Company's clock. Further, exempt and non-exempt employees who are tardy may be subject to additional disciplinary action, up to and including termination.

All absences are to be arranged as far in advance as possible. This includes vacations and time off for other reasons. If a doctor or dental appointment must be scheduled during the workday, it should be scheduled as early in the morning or as late in the afternoon as possible.

Employees who use all of their allotted sick time for the year may not make up the time (including doctor's appointments). Vacation pay may not be used for sick leave unless pre-authorized (such as for surgery, etc.).

CLIENT INTERACTIONS AND PERSONAL APPEARANCE

The Company is a professional business based on the trust and goodwill it engenders from its clients. In addition to providing excellent services, clients only do business with the Company if they are treated with courtesy, patience and appropriate deference. Employees are to treat all clients with the utmost courtesy. Employees will be evaluated in their performance appraisal in this category.

Since clients tend to think in terms of the individual employees with whom they come in contact with at the Company, the way an employee performs his/her job and treats the individual client will determine, in part, the client's satisfaction with the Company. A good employee will approach his/her job duties and responsibilities with a positive attitude and respect. A neat personal appearance and good grooming habits reflect respect for oneself and the workplace.

Expensive clothing is not necessary for a well-groomed appearance. Office employees are to wear clothing appropriate for a professional business office. Field employees must wear at a minimum a 4" sleeve, long pants and work boots. If employees have any questions, they should contact their supervisor or manager.

CONFIDENTIALITY

There shall be no disclosure of confidential information and/or trade secrets to anyone outside the Company without the appropriate authorization. Confidential information may include, without limitation, business secrets, confidential financial data or other non-public proprietary Company information, customer lists, pricing information and strategies, marketing materials and sales figures, other information relating to client development and retention, personal identifiers or other confidential information of a client, or personal identifiers of employees. Trade secrets may include information regarding the development of systems, processes, products, design, instrument, formulas and technology. In addition, always respect financial disclosure laws and third-party intellectual property.

It is an employee's duty and responsibility to safeguard all such confidential information and trade secrets. This includes the dissemination of information orally or by any available means, including but not limited to telephone, fax and email.

When any inquiry is made regarding the employment of an employee or any former employee, the inquiry must be forwarded to a supervisor or manager without comment from the employee. When any inquiry is made regarding any client, the inquiry must be forwarded to a supervisor or manager.

Confidential information within the meaning of this Policy shall be disclosed and/or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public or clients.

An employee's obligation to keep confidential information and/or trade secrets shall continue even after the termination of employment, regardless of the reason.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to interfere with, restrain, or prevent employee communications regarding wages, hours, and other terms and conditions of employment or otherwise to infringe upon employee rights under Section Seven (7) of the National Labor Relations Act (NLRA) or be incompatible with the NLRA. The Company's employees have a right to engage in or refrain from such activities.

BUSINESS GIFTS

The Company wants at all times to avoid the appearance of impropriety in the acceptance of gifts from business contacts or clients. It is the express policy of the Company that employees

are prohibited from, either directly or indirectly, asking, demanding, exacting, soliciting, or seeking, anything of value for oneself or for any other person or entity from any individual or entity with which the Company does business.

It is the express policy of the Company that employees are prohibited from, either directly or indirectly, accepting, receiving, or agreeing to receive anything of value for oneself or for any other person or entity (other than employee pay checks from the Company) for or in connection with any transaction or business of the Company that has a value of \$50 or more. If an employee is promised, offered, or given anything of value from any business contact, customer, or perspective customer for or in connection with any transaction or business of the Company, employees are to advise their supervisor or manager at once.

Similarly, employees are prohibited from giving gifts or anything of value to any individual or entity with which the Company has a business relationship, unless approved in advance by the employee's supervisor.

CONFLICT OF INTEREST

The Company is judged by the collective and individual performance of its owners and employees. The Company has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, the Company holds itself and its employees to the highest standards of lawful and ethical conduct.

Employees must be very careful that their relationship with clients or vendors or other activities do not subject oneself or the Company to question or undue criticism. Employees must refrain from engaging in any activity or having any financial interest that is inconsistent with the Company's best interests. Employees also must refrain from activities, associations, or investments that compete with the Company, interfere with one's judgment concerning the Company's best interests, or exploit one's position with the Company for personal gain. Good judgment and common sense are to supplement these provisions to avoid even the appearance of impropriety. To the extent there is a conflict or ambiguity between permissive conduct and that which is not permitted, the latter shall govern.

If an employee has questions of the propriety of a transaction or activity, they should seek guidance from their supervisor or manager. If necessary, employees should seek written approval.

OUTSIDE ACTIVITIES

Employees may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees are to notify their supervisor or manager in writing. The notice must contain the name of the potential employer, the title and nature of the position, the number of working hours per week and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with

the employee's job, at any time, employees may be required to curtail or terminate such activity or be subject to disciplinary action, up to and including termination of employment.

REPORTING IRREGULARITIES

It is the responsibility of each employee of the Company to report, immediately, any and all irregularities indicating actual or suspected existence of loss, fraud, embezzlement or similar impairment of Company funds or property, suspicious persons or activity.

If an employee's actual or constructive knowledge of any irregularity exists, and the employee does not report it to their supervisor or manager, that employee has engaged in unacceptable job performance and may be subject to disciplinary action, up to and including termination of employment.

WORKPLACE MONITORING

Workplace monitoring may be conducted by Clement Building to ensure quality control, employee safety, security, and customer satisfaction.

All Company computers, telephones (including cellular phones), network resources, email systems, voicemail systems, and software, as well as all communications and information transmitted by, received from, or stored in these systems, are the property of Clement Building and intended for business use only, except as otherwise provided in this Handbook. Unless otherwise prohibited by applicable state law, the Company reserves the right, at its discretion, to monitor, review, and record or preserve any electronic communications or files on the employee's computer (including without limitation Internet traffic and email), on the Company's network, on the Company's telephone or voicemail system (including cellular telephones paid for by the Company), or on the Company's email server or system in accordance with applicable state and federal law. **Employees should have no reasonable expectation of privacy in any of these communications or systems.** Employees must ensure that the business information contained in all of their electronic communications, including Internet email messages and other transmissions, is accurate, appropriate, ethical and lawful. These communications may be subject to disclosure to law enforcement and third parties.

All access codes and passwords are the property of the Company; these codes and passwords should not provide you with an expectation that the transmissions made through the Company's systems are confidential. Similarly, you should not expect messages left on voicemail to be private, as your supervisor or management may need to access the system to better serve our clients or for other business needs.

Unless otherwise prohibited by applicable state law, employees (especially those who regularly communicate with customers) may have their telephone conversations monitored, reviewed, and recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our customers' image of the Company as well as their satisfaction with our service. Employees should have no reasonable expectation of privacy in their telephone communications on Company telephones.

INTERNET AND EMAIL USAGE

The Company recognizes that use of the Internet has many benefits for the Company and its employees. The Internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place the Company and others at risk.

The following guidelines have been established for using the Internet and email in an appropriate, ethical and professional manner:

- The Company Internet and email access may not be used for transmitting, retrieving or storing of any communications of a discriminatory or harassing nature or materials that are obscene, X-rated, or contain sexual content. No messages with derogatory or inflammatory remarks about an individual's race, age, sex, disability, religion, national origin, physical attributes, sexual preference or other protected classification shall be transmitted. Harassment of any kind is prohibited.
- Abusive, profane, or maliciously defamatory language and any illegal activities – including piracy, cracking, extortion, blackmail, and unauthorized access to any computers on the Internet or email – are forbidden.
- Copyrighted materials belonging to entities other than the Company may not be transmitted by employees on the Company's network. All employees obtaining access to other company's or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If employees find something on the Internet that may be interesting to others, they should not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his/her own.
- Do not use the system in a way that disrupts its use by others. This includes excessive dial-in usage, sending or receiving many large files and "spamming" (sending email messages to all users absent a legitimate business purpose). This limitation is not intended to interfere with, restrain, or prevent employee communications regarding wages, hours, and other terms and conditions of employment or to infringe upon employee rights pursuant to the National Labor Relations Act (NLRA) or otherwise be incompatible with the NLRA.
- The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Before downloading any computer programs onto the Company's system, you must seek advance approval from one of the Owners, Keith Clement or Kevin Clement. Be sure to virus-check downloaded files immediately. Instructions on how to check for viruses are available through the IT Support. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.

- Each employee is responsible for the content of all text, audio or images that he/she places or sends over the Company's Internet and email system. No email or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else. Also, be aware that the Company's name is attached to all messages so use discretion in formulating messages.
- Email is not guaranteed to be private or confidential. All electronic communications are Company property. Therefore, the Company reserves the right to examine, monitor and regulate the employee's computer, email messages, directories and files, as well as Internet usage. Employees are specifically advised that they should not have a reasonable expectation of privacy in any of these items or areas. Also, the Internet is not secure, so don't assume that others cannot read or possibly alter messages.
- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the Company.

All Company-supplied technology, including computer systems and Company-related work records, belong to the Company and not the employee. The Company routinely monitors usage patterns for its email and Internet communications. Although encouraged to explore the resources available on the Internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the email and Internet connection, are Company-owned, all Company policies are in effect at all times. Any employee who abuses the privilege of Company-facilitated access to email or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

Nothing in this Internet and Email Usage Policy is intended to interfere with, restrain, or prevent employee communications regarding wages, hours, and other terms and conditions of employment or to infringe upon employee rights under the NLRA or otherwise be incompatible with the NLRA.

SOCIAL MEDIA

The Company understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat

room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

The same principles and guidelines found in this Employee Handbook apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance or the performance of fellow employees may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read this policy, the Conduct and Behavior policies, the Anti-Harassment and Anti-Bullying policies, and ensure your postings are consistent with these policies. Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Be thoughtful in all your communications and dealings with others. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as threatening, harassing (as defined in our Anti-Harassment Policy), defamatory, or libelous. Examples of such conduct might include offensive posts meant to intentionally and falsely harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

Be Honest and Accurate

Do not make knowingly false representations about your credentials or your work. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Company, fellow employees, members, customers, suppliers, and people working on behalf of the Company or competitors.

Post Only Appropriate and Respectful Content

- Maintain the confidentiality of Company trade secrets and private or confidential information as defined in this Handbook. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology..
- Do not make negative comments about our customers in any social media.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.
- Do not create a link from your blog, website or other social networking site to a Company website without identifying yourself as a Company employee.

- Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Company, fellow employees, members, customers, suppliers or people working on behalf of the Company. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of the Company. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Company.”

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Internet and Email Usage Policy. Do not use Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Events may occur at the jobsite that draw attention from the news media. It is important that one person speak for the Company to deliver an appropriate message and avoid providing misinformation. While reporters may ask questions about a matter, good reporters identify themselves prior to asking a question. All employees should answer any media or reporter questions by stating that they are not authorized to comment for Clement Construction and referring the reporter to the Owners of the Company.

For More Information

If you have questions or need further guidance, please contact one of the Owners, Keith Clement or Kevin Clement.

Nothing in this Handbook Policy is intended to interfere with, restrain, or prevent employee communications regarding wages, hours, and other terms and conditions of employment or otherwise to infringe upon employee rights under the National Labor Relations Act (“NLRA”) or be incompatible with the NLRA.

COMPANY PHONE USAGE

The telephones of the Company are to be restricted to business calls for Company business. All employees are required to be professional and conscientious at all times when using Company phones.

PERSONAL CELL PHONES OR OTHER MOBILE DEVICES

The use of personal cell phones or other mobile devices is prohibited during working hours for personal use, including phone calls, texting and downloading of web content, except for emergency situations or as authorized by a supervisor. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

PERSONAL PROPERTY

The Company is not liable for lost, misplaced or stolen property. Employees should take all precautions necessary to safeguard their personal possessions. Employees should refrain from having their personal mail sent to the Company because mail may be automatically opened.

Desks and office areas are to be kept as neat and organized as possible.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at Clement Building, visitors are only allowed in the office (or on Company property or jobsites) if they have legitimate business with the Company. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors, whether to the office or the jobsite, must be escorted at all times. All visitors to the office must enter through the reception area and be announced to the employee before they are admitted beyond the reception area. Employees are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed on the Company's premises, employees should immediately notify their supervisor and, if necessary, direct the individual to the reception area.

SOLICITATION AND DISTRIBUTION POLICY

In order to maintain and promote efficient operations, production, order, discipline, and security on its premises, Clement Building establishes the following rules governing solicitations and distribution of written material. Failure to obey these rules may result in disciplinary action, up to and including immediate termination of employment.

1. An employee may not solicit or promote support for any cause or organization during his/her working time or during the working time of the employee(s) at whom such activity is directed. This policy does not restrict activity during meal or break time. Solicitation by employees during their non-work time that in any way interferes with the work of others is prohibited.
2. An employee may not distribute or circulate any written or printed material in work areas at any time. An employee also may not distribute or circulate any written or printed materials during his/her working time or during the working time of the employee(s) being solicited.

3. Non-employees are not permitted to solicit or distribute written material for any purpose on Company property at any time or for any reason.

HIRING POLICY

Clement Building hires applicants solely based upon merit and considers a variety of factors, including skills and ability to perform the job, prior satisfactory employment with us, employment references as to character and willingness to work, willingness to accept the offered wages, and personal interview. We do not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, disability, sexual orientation, genetic information or any other protected status. We do not discriminate on the basis of union affiliation, and no employee is required to pay dues to any labor organization to join the Company.

We do not accept group applications or photocopied forms, and we will not consider incomplete employment applications. We hire based on personal contact with individuals so that we can make sound business judgments as to the most qualified applications.

We accept job applications only when we know that there are jobs available and when we intend to fill the position(s). When openings come available, we reserve the right to review applications already on file, prior to hiring. Applications remain in an active file for 45 days. It is the applicant's responsibility to keep our hiring personnel informed of his/her availability. Applicants who are not hired are only allowed to reapply to the Company every six months.

Any applicant who falsifies or omits information on the application is disqualified from being hired. If the employee has been hired before the falsification or omission is discovered, his or her employment may be immediately terminated.

SAFE DRIVER POLICY

Employees are prohibited from driving a personal or Company vehicle for Company business unless authorized to do so by management. Drivers are responsible for driving in a safe and reliable manner. Employees must know and abide by the regulations contained in this policy, as well as all other driving laws, rules, and regulations.

Since employees may be required to drive during working times, Clement Building reserves the right to check an employee's driving record following a conditional offer of employment and throughout the employee's employment, unless otherwise limited by applicable state law. The Company complies with all of the requirements of the Fair Credit Reporting Act and applicable state laws for obtaining these records, and written disclosure and authorization from the prospective employee or current employee will be obtained prior to obtaining a driving or motor-vehicle report. An updated copy of an employee's driver's license and proof of insurance will be required as part of a motor-vehicle record check. Any employee with a Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) Charge on his or her record may be prohibited from driving during the course and scope of employment. Moreover, any employee that has received

two or more moving traffic violations during a two-year period may be prohibited from driving during the course and scope of employment.

No one is to drive a vehicle for work purposes without a valid driver's license. **If, for any reason, an employee's driver's license is revoked, suspended, or restricted, it is mandatory that the employee notify one of the Owners, Keith Clement or Kevin Clement, immediately.** Employees driving a personal vehicle on Company business must have current and adequate auto insurance in accordance with applicable state law.

No drugs or alcoholic beverages are allowed in Company vehicles or personal vehicles used for Company business. Similarly, no one under the influence of drugs, controlled substances, or alcohol is allowed to operate or drive vehicles. Arrest or conviction of DWI, whether or not Company related, may be grounds for suspending and/or terminating an employee's access to the Company vehicle or to an employee's ability to drive a vehicle for Company business. Employees have an affirmative duty to immediately notify one of the Owners, Keith Clement or Kevin Clement, of any arrest for DWI or DUI.

Occupancy of the vehicle is strictly limited to the number of seat belts installed in the vehicle. Seat belts must be worn by all occupants while the vehicle is in motion, without exception. It is the driver's responsibility to ensure that all occupants fasten their seat belts prior to operating the vehicle.

Employees should not operate a Company vehicle or drive on Company business while talking on a cell phone, without the use of a hands-free device. Employees are **absolutely** prohibited from using their cellular phones for any other purpose, including to text or access the Internet in any capacity, while driving a Company vehicle or driving on Company business.

Any accidents or incidents while operating a vehicle, whether a Company or personal vehicle, during the course and scope of employment at the Company must be immediately reported to the employee's supervisor, and employees should request and obtain a police report and police investigation at the scene of the accident. Employees are exclusively responsible for their own moving violations, including traffic, speeding, and parking tickets. Employees must immediately report to their direct supervisors all tickets received during the course and scope of their employment.

Company vehicles are to be used for Company use **ONLY**. Company vehicles are not to be driven after business hours. Only Company employees over the age of 18 are authorized to drive or be transported in Company vehicles.

Any exception to this policy must be in writing and signed by the Owners of the Company. Compliance with this policy is a condition of employment, and violations of this policy could result in disciplinary action, up to and including termination of employment. Further, failing to stop after an accident also will result in disciplinary action, up to and including termination of employment.

EMPLOYMENT SEPARATION

RESIGNATION

Employees are requested to provide a minimum of two (2) weeks' written notice of their intent to resign. An employee's notice of resignation to voluntarily terminate employment with the Company should be submitted to his/her supervisor or manager. An exit interview may be requested.

TERMINATION

All employment with the Company is "at will" employment, absent a written employment contract providing to the contrary signed by one of the Owners of the Company. This means that the employee has not been hired for a specified duration, but that he / she can terminate his / her employment with the Company or the Company can terminate the employment at any time, with or without cause, and with or without prior notice. An employee's at-will employment status cannot be changed by any oral modifications.

On termination of employment, an employee's accrued, but unused and unexpired, vacation pay will be included in the final paycheck. Health insurance coverage (if applicable) will terminate the last day of the month of the termination of employment. Employees will be required to pay their share of health insurance coverage premiums for the remainder of the month. Information regarding Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided upon termination.

PERSONAL POSSESSIONS & RETURN OF COMPANY PROPERTY

Any Company property issued to employees, such as computer equipment, keys, tools, parking passes or Company credit cards, must be returned to the Company at the time of termination. Employees will be responsible for any lost or damaged items. Upon separation of employment, employees are to remove their personal possessions from Company property.

MISCELLANEOUS

INCLEMENT WEATHER

This policy establishes guidelines for Company operations during periods of extreme weather and similar emergencies. The Company will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, employees should not take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

Designation of Emergency Closing

Only by the authorization of one of the Owners will the Company cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will be expected to remain at work until the appointed closing time.

Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, the immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leave a detailed voicemail message on any supervisor's phone.

An employee who is legitimately unable to report to work may use any accrued personal time, or take the day off without pay (unless otherwise prohibited by applicable federal or state law).

Pay and Leave Practices

When a partial or full-day closing is authorized by Management, the following pay and vacation practices apply:

- Hourly employees will either be sent home for partial days with the option of using personal/vacation time for the remainder of the day. If personal/vacation time is not available, employees will be excused from work without pay and without disciplinary action.
- Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.
- Exempt employees will be paid in accordance with the applicable law.

Other Work Options

Supervisors may approve requests for employees to temporarily work from home, if doing so allows completion of work assignments.

PARKING

All parking is at an employee's own risk. It is recommended that employees and visitors lock their vehicle and take other appropriate safeguards. Employees are not to park in areas reserved for visitors.

ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the Clement Building Company, L.L.C.'s ("the Company") Employee Handbook.

The contents of the Employee Handbook are presented as a matter of information. Except for the at-will provisions, the Handbook can be amended at any time. The undersigned agrees to read the Handbook and to follow the guidelines and policies set forth in the Handbook and any amendments to the Handbook along with the other policies and procedures of the Company.

It is specifically understood and agreed that the Handbook is not intended to create a contract, nor is it a contract of employment or continued employment between myself and the Company. It is further understood that neither the Handbook nor any policy of the Company is a guarantee or promise of employment or continuing employment. Unless I have a written employment agreement to the contrary signed by one of the Owners of the Company, I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and, unless otherwise provided in a written employment contract signed by one of the Owners of the Company, with or without prior notice either by the Company or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with the Company only under certain circumstances or after certain events.

I also acknowledge receipt and have read the Company's policy regarding Workplace Monitoring (Section 703). I understand that the Company may periodically monitor, record and review communications (including both incoming and outgoing telephone calls and email messages) made on Company phones or throughout the Company system. I also understand that the Company may monitor, review and preserve any electronic files on Company computers, the Company network, the Company's telephone or voicemail system (including cellular telephones paid for by the Company), or the Company's email server. I do not have a reasonable expectation of privacy in any of these systems or communications.

AS A CONDITION OF MY EMPLOYMENT, I AGREE TO COMPLY WITH CLEMENT BUILDING COMPANY, L.L.C.'S POLICIES IN THIS EMPLOYEE HANDBOOK OR ELSEWHERE. I UNDERSTAND THAT MY FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OF MY EMPLOYMENT.

Dated

Signature

Print Name

DRUG AND ALCOHOL POLICY ACKNOWLEDGEMENT

I have received a copy of Clement Building Company, L.L.C.'s ("the Company") alcohol and drug policies contained in its Employee Handbook, including its workplace search policy and drug-testing policy. I have read and understand these policies and agree to submit to all of their requirements, including drug and alcohol testing and any searches and inspections that the Company may wish to perform or conduct at its discretion.

I understand and agree that compliance with these policies will be a condition of my employment with the Company. I additionally understand and agree that the disciplinary action that may be taken if I violate any provisions of these policies includes immediate termination of employment.

To the extent permissible by applicable state law, I further agree to hold harmless the Company and its agents from any liability arising in whole or part out of the collection of specimens, testing, and the use of the information from testing in connection with my employment with the Company.

Through this acknowledgement, I voluntarily consent to drug and alcohol testing by the Company as provided for in this Handbook. I further acknowledge that I am voluntarily waiving any privacy rights that I may have in my personal effects including, but not limited to, lockers, baggage, boxes, bags, purses, parcels, lunch boxes, food/beverage containers, clothing, handbags, and vehicles that I bring onto the property or jobsite of the Company. I voluntarily consent to any such searches, and I do not have any reasonable expectation of privacy in any of these items or areas.

(EMPLOYEE'S SIGNATURE)

DATE

(COMPANY REPRESENTATIVE)

DATE