



# Employee Handbook

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# STATEMENT OF PHILOSOPHY

## MISSION STATEMENT

*“To be the premier company in our field by providing outstanding value, security and opportunity to both our customers and our employees.”*

## MANAGEMENT PHILOSOPHY

The management team at Composite Construction Systems, Inc. (“CCSI” or the “Company”) believes the welfare of its employees is critical to the success of the Company. The long-range objective of CCSI is the continuous development of a growing and prosperous business through which both the employees and the Company will benefit. Every employee is considered a member of our Company team. CCSI recognizes that its success is dependent on the skills and efforts made by each employee. General conditions such as safety, advancement and employee accommodations will be evaluated periodically for improvement and will always compare favorably with industry best practices. It is CCSI’s intention to recognize all employees, regardless of position, as a fundamental asset and to treat each team member with fairness, friendliness, dignity and respect. CCSI will continue to be successful when employees are treated fairly and allowed to advance and achieve their full potential. The policies and practices described in this manual reflect the concern for and attitude toward the people who make it possible for CCSI to exist: its employees.

The best chance for a successful relationship between employees and the Company is for employees to be informed about CCSI policies, procedures, practices, benefits, what employees can expect from the Company, and the obligations assumed as an employee by CCSI. This practice also provides guidelines for equal and fair treatment of employees. All employees are expected to become familiar with the policies, procedures, practices and benefits of CCSI employment. This manual is intended to provide employees with that basic information.

The management of CCSI works continually to bring added-value service to present and prospective customers, as well as employees, to improve the competitive position of the Company. By succeeding in this effort, CCSI is able to offer more opportunity to its employees and greater value to its customers.

Nothing contained in this manual is intended to create a contract (express or implied) or otherwise to create legally enforceable obligations on the part of CCSI or its employees.

All employment at CCSI is at-will. At-will means that both employees and CCSI have the right to terminate employment at any time, with or without advance notice, and with or without cause. No one other than the President of CCSI has the authority to alter this policy, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the corporate officers of CCSI.

Descriptions of various fringe benefits, such as group insurance, are summaries only. Should the descriptions in this handbook differ with any formal agreement or document involved, the formal agreement or document shall prevail. The policies, procedures, practices and benefits described herein replace all earlier written and unwritten ones.

## OPEN DOOR POLICY

The management team of CCSI believes in open communication. If an employee has a suggestion or concern, management wants to know about it. In most cases, an employee will get satisfaction by

discussing the matter with his/her immediate supervisor. However, the Company recognizes that not all complaints will be satisfactorily resolved between an employee and his/her immediate supervisor.

For complaints which cannot be resolved informally between an employee and his/her immediate supervisor, the following procedure has been established to ensure a fair and impartial review. All complaints will be given prompt and objective consideration in an atmosphere of mutual assistance.

The procedure for addressing employee complaints is typically as follows:

**STEP 1**

The employee must present his/her complaint to his/her immediate supervisor who will make a thorough inquiry into the facts and circumstances of the complaint and will make every effort to resolve the matter promptly and fairly.

**STEP 2**

If an employee is dissatisfied with the decision of their supervisor, the employee may submit a written report to the next management level.

If further review is required, the higher management level will conduct the appropriate investigations and hearings and advise the employee of the findings and of any change in the earlier decision.

Regardless of the time limits established, the filing of a complaint will not be accepted after an employee has been terminated from employment.

**STEP 3**

At any time within five (5) working days following receipt of the decision reached in Step 2 the employee may submit a written request for further review of his/her complaint to the Vice President of the Company. The actions taken previously will be reviewed and a final decision will be made.

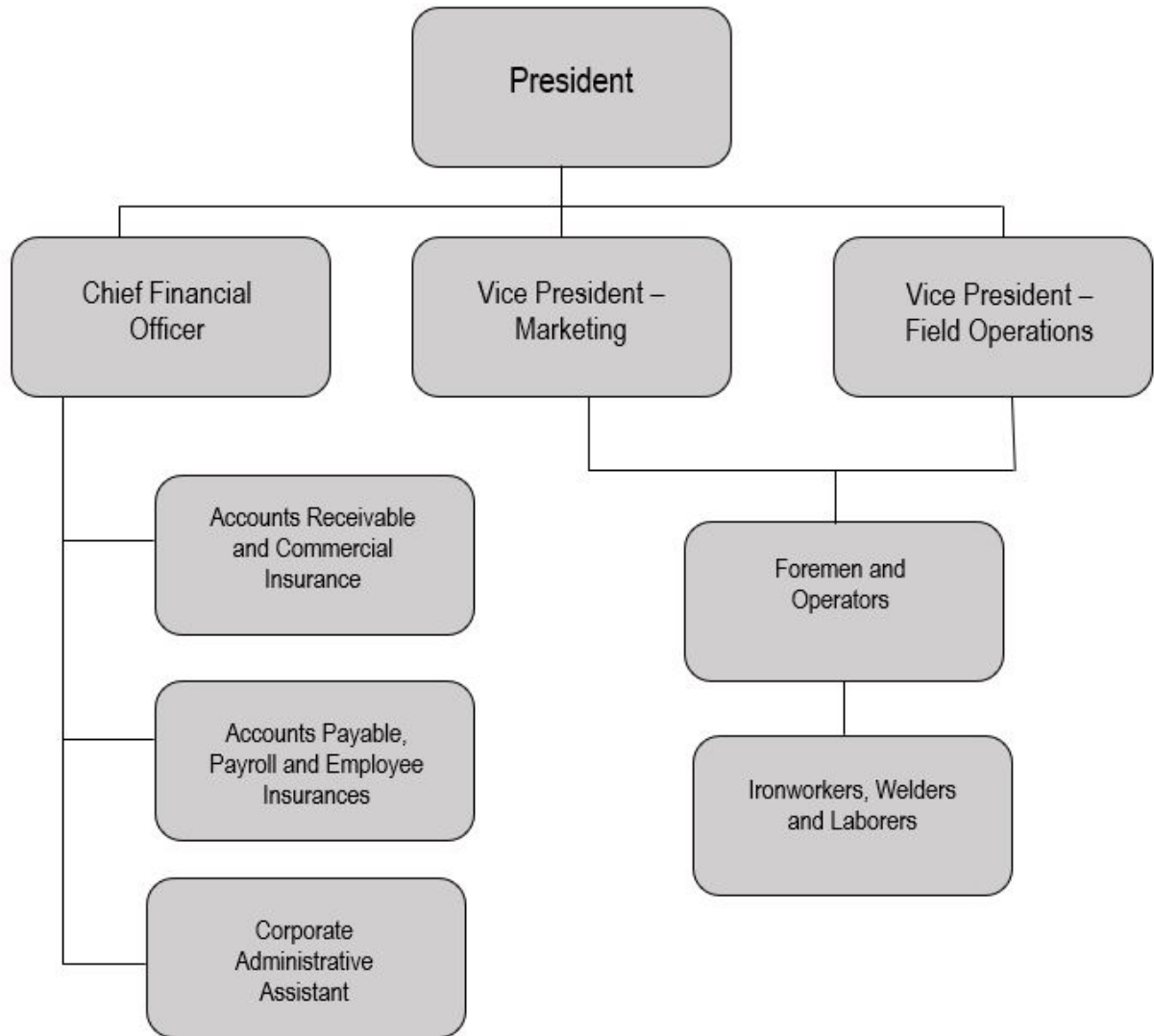
Notwithstanding the above procedure, every employee has the right to bring any serious concern to the immediate attention of the President, Vice President, Chief Financial Officer or Corporate Secretary of the Company.

Management team members will be pleased to meet with any employee to discuss suggested improvements in working conditions, practices or policies. Each devotes his/her best effort to conducting an expanding business while maintaining a corporate culture of fairness, openness and opportunity for all employees.

See the Organizational Chart on next page.

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# ORGANIZATIONAL CHART



| <b><u>TITLE</u></b>                               | <b><u>NAME</u></b>  | <b><u>PHONE</u></b> | <b><u>EMAIL</u></b>  |
|---|---------------------|---------------------|--|
| President   | Carole Dobbins Hart | (706) 561-8500      | <a href="mailto:Contact@ccsicol.com">Contact@ccsicol.com</a>   |
| Vice President - Marketing                        | R. Vaughn Dobbins   | (706) 442-8640      | <a href="mailto:Vaughn@ccsicol.com">Vaughn@ccsicol.com</a>     |
| Vice President - Field Operations                 | Justin Yates        | (706) 662-3288      | <a href="mailto:justin@ccsicol.com">justin@ccsicol.com</a>     |
| Chief Financial Officer                           | Dannette Martinez   | (706) 587-4423      | <a href="mailto:Dannette@ccsicol.com">Dannette@ccsicol.com</a> |
| Director of Safety & Field Operations             | Lee Durrrough       | (404) 304-6129      |  |
| Accounts Receivable and Commercial Insurances     | Leigh Brock         | (706) 289-0359      | <a href="mailto:Leigh@ccsicol.com">Leigh@ccsicol.com</a>       |
| Accounts Payable, Payroll and Employee Insurances | TBD                 | (706) 561-8500      | Contact@ccsicol.com  |

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# COMPLIANCE WITH FEDERAL LAWS

**FEDERAL GOVERNMENT CONTRACTORS AND SUBCONTRACTORS, OR EMPLOYERS WITH MORE THAN 100 EMPLOYEES, ARE REQUIRED TO COMPILE AND MAINTAIN RECORDS WHICH EVIDENCE COMPLIANCE WITH THE FOLLOWING POLICIES.**

## **EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972**

This is the federal legislation which created and empowers the Equal Employment Opportunity Commission (EEOC) to enforce Federal laws prohibiting employment discrimination. Preventing discrimination makes good business sense. Complying with the law usually increases employee productivity, retention, and morale and limits legal expenses. Specifically, when required to do so, CCSI will act in compliance with the following statutes:

- Title VII of the Civil Rights Act of 1964 (Title VII);
- The Pregnancy Discrimination Act;
- The Equal Pay Act of 1963 (EPA);
- The Age Discrimination in Employment Act of 1967 (ADEA);
- Title I of the Americans with Disabilities Act of 1990 (ADA);
- Sections 102 and 103 of the Civil Rights Act of 1991;
- Sections 501 and 505 of the Rehabilitation Act of 1973;
- The Genetic Information Nondiscrimination Act of 2008 (GINA).

Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's:

- Race;
- Color;
- Religion;
- Sex (including gender identity, sexual orientation, and pregnancy);
- National origin;
- Age (40 or older);
- Disability or genetic information.

It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

These laws forbid discrimination in every aspect of employment, including:

- Job advertisements;
- Recruitment;
- Application and hiring;
- Background checks;
- Job referrals;
- Job assignments and promotions;
- Pay and benefits;
- Employment references;
- Reasonable accommodation and disability;
- Reasonable accommodation and religion;
- Training and apprenticeship programs;

- Harassment;
- Terms and conditions of employment;
- Pre-Employment inquiries;
- Dress code;
- Constructive discharge/Forced to resign.

Although not all employers are covered by the laws the EEOC enforces, and not all employees are protected (depending on the type of discrimination alleged), CCSI supports the intention of the legislation by practicing, whenever possible, the following:

- Ensure that employment decisions are not based on race, color, religion, sex, national origin, disability, age, or genetic information;
- Ensure that work policies and practices are related to the job and do not disproportionately exclude people of a particular race, color, religion, sex, national origin, disability, or age;
- Ensure that employees are not harassed because of race, color, religion, sex, national origin, disability, age, or genetic information;
- Provide equal pay to male and female employees who perform the same work, unless you can justify a pay difference under the law;
- Respond promptly and adequately to discrimination complaints. Stop, address, and prevent harassment and discrimination. Ensure that employees are not punished for complaining;
- Provide reasonable accommodations (changes to the way things are normally done at work, such as permitting a schedule change so an employee can attend a doctor's appointment or can observe a religious holiday) to applicants and employees who need them for medical or religious reasons, if required by law;
- Keep any employment records (such as applications or personnel records) as required by law.

The Company has designated K. Dannette Martinez as its Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer is responsible for coordinating all aspects of the Equal Employment Opportunity process to assure non-discrimination and compliance with all applicable orders and guidelines. Questions and/or complaints concerning equal employment opportunity should be directed to the Company's Equal Employment Opportunity Officer.

#### **AMERICANS WITH DISABILITIES ACT (ADA)**

The ADA prohibits discrimination in any terms or conditions of employment for qualified individuals with a disability. The ADA requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disabilities when necessary. Further, it requires management to reasonably accommodate individuals with disabilities when necessary.

To comply with the employment provisions of the ADA, CCSI will:

- Identify the essential functions of a job;
- Determine whether a person with a disability, with or without accommodation, is qualified to perform the duties;
- Determine whether a reasonable accommodation can be made for a qualified individual.

#### **IMMIGRATION REFORM AND CONTROL ACT OF 1986 (IRCA)**

CCSI is committed to employing U.S. citizens and aliens who are authorized to work in the United States and will not unlawfully discriminate on the basis of citizenship or national origin. However, as

a condition of employment and in compliance with the IRCA, each new employee must complete an Employment Eligibility Verification form (Form I-9) and present documents that establish identity and employment eligibility.

Identity can be established by providing documentation such as a current state-issued driver's license, a state-issued identification card, or similar document such as a school I.D. with photograph, voter's registration card, or military service record. An employment eligibility document is a Social Security card, a birth certificate, or an immigration document. If proper identity and employment eligibility documents are not provided, an offer of employment will not be extended to the candidate.

## **FAIR LABOR STANDARDS ACT (FLSA)**

The FLSA is the Federal law which sets minimum wage, overtime, recordkeeping, and youth employment standards. Employees are protected by the FLSA if their work regularly involves them in commerce between states such as producing goods (such as assembling components in a factory or a secretary typing letters in an office) that will be sent out of state, regularly making telephone calls to persons located in other states, handling records of interstate transactions and travel to other states for work.

### **MINIMUM WAGE AND OVERTIME**

The FLSA requires that employees receive at least the minimum wage and may not be employed for more than 40 hours in a week without receiving at least one and one-half times their regular rates of pay for the overtime hours.

### **YOUTH LABOR**

Generally, CCSI will not hire persons younger than 18 years-of-age. Although there are no federal rules limiting the hours people under the age of 18 may work, there are restrictions on the types of jobs they can do. Any job that has been declared hazardous by the Secretary of Labor is not permissible for people under the age of 18. Job activities identified as hazardous include:

- Driving a motor vehicle or working as an outside helper on a motor vehicle;
- Using power-driven hoisting machines;
- Using power-driven metal forming, punching or shearing machines;
- Using power-driven circular saws, band saws, and abrasive cutting discs;
- All work performed in connection with the installation of roofs, including related metal work.

### **RECORDKEEPING**

In order for CCSI to comply with recordkeeping regulations, the Company must collect and maintain detailed information about each employee. Please refer to "Change of Information" on page 27 of this handbook.

Pursuant to FLSA, CCSI preserves payroll records, collective bargaining agreements, sales and purchase records for at least three years. Records on which wage computations are based will be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages. The records may be kept at the place of employment or in a central records office.

## **FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)**

*THIS APPLIES TO EMPLOYERS WITH AT LEAST 50 WORKERS EMPLOYED AT LOCATIONS WITHIN A 75-MILE RADIUS OF THE WORKPLACE.*

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

In general, an employee who has completed at least 12 months of continuous employment with CCSI and performed at least 1,250 hours of work in the prior 12-month period is eligible to receive unpaid leave in accordance with this statute. The following provisions apply with regard to the family and medical leave policy for employees of CCSI:

- Family/medical leave may be taken only if it is made necessary due to one of the following reasons:
  - Within 12 months of the birth/adoption or placement of a foster child in order to care for the child;
  - A serious health condition of the employee's child, parent or spouse;
  - A serious health condition of the employee which prevents him/her from performing the essential functions of his/her job;
  - Twenty-six (26) workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).
- In no instance does the federal law require the Company to grant more than a total of 12 weeks of unpaid leave in any consecutive 12-month period;
- If an employee and his/her spouse both work for CCSI they would be eligible for a single 12-week period which they can split between them; however, if the need for leave is for their own serious health condition or that of their spouse or child, each would be eligible for a total of 12 weeks;
- Any leave granted to an eligible employee under this law because of a serious health condition of a family member may be taken consecutively or intermittently depending on the legitimate needs of the employee. The employee must make a reasonable effort to schedule such leave so as not to disrupt the Company's business operations;
- Any leave granted due to the birth or adoption of a child must be taken consecutively unless otherwise agreed to by the Company and must be completed within 1 year of the adoption or birth;
- During the leave, the Company will maintain the employee's health insurance coverage under the same conditions as coverage would be provided if the employee were continuously employed during the entire leave period. Both the Company and the employee will be responsible for payment of their share of the premium during the leave period;
- Eligible employees must provide reasonable prior notice to the Company when requesting a leave of absence under the law. The Company may require an employee to provide certification issued by a licensed healthcare provider in order to ensure that the employee meets the eligibility requirements;
- The Company is not required to comply with the FMLA to the extent an employee is among the highest paid 10% of employees of the Company within a 75-mile radius of any worksite if the Company can show that granting the leave would cause substantial and grievous economic injury to its operations.



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# THE DRUG-FREE WORKPLACE ACT OF 1988

The Drug-Free Workplace Act of 1988 requires some federal contractors to agree that they will provide drug-free workplaces as a condition of receiving a contract from a federal agency. Although CCSI works on projects which are not required to comply with the Act, CCSI has determined that it is in the best interest of the Company, by protecting the health and safety of employees, to establish a permanent drug-free workplace policy. This policy describes the substance prohibitions of the policy and describes the types of drug testing applicants and employees should be prepared to undergo as a condition of their employment. Additionally, this policy describes the disciplinary actions for violations of the policy.

All employees, at the time of hiring, are required to sign an acknowledgement of receipt and understanding of this policy, as well as an agreement to voluntarily submit to a drug screen, which will be kept in their safety file.

The policy also outlines a Drug Training and Education Program that provides information on the dangers of workplace drug use as well as information about the Company's Employee Assistance Program (EAP).

The Drug-Free Workplace Act specifically requires CCSI's responsibility to notify each employee that, as a condition of employment, each employee must:

- Comply with the Company's Drug-Free Workplace Policy;
- Notify CCSI of any conviction for a drug-related offense committed in the workplace within five (5) days of the conviction.

## PROHIBITIONS

CCSI's Drug-Free Workplace Policy prohibits employees from engaging in any of the following activities:

- Use, possession, manufacture, distribution, dispensation or sale of illegal drugs on Company premises or Company business, in Company supplied vehicles, or during working hours;
- Unauthorized use or possession, or any manufacture, distribution, dispensation or sale of a controlled substance on Company premises or while on Company business or while in Company-supplied vehicles;
- Storing in a locker, desk, automobile or other repository on Company premises any controlled substance whose use is unauthorized;
- Being under the influence of a controlled substance on Company premises or while on Company business, or while in Company-supplied vehicles;
- Any possession, use, manufacture, distribution, dispensation or sale of illegal drugs off Company premises that adversely affects the individual's work performance, their own or the safety of others at work, or the Company's regard or reputation in the community;
- Failure to adhere to the requirements of any drug treatment or counseling program in which the employee is enrolled;
- Failure to notify CCSI of any conviction under criminal drug statutes for a workplace offense within five (5) days of the conviction;

- Refusal to sign a statement to abide by CCSI's Drug-Free Workplace Policy.

## **AUTHORIZED USE OF PRESCRIPTION DRUGS**

An employee undergoing prescribed medical treatment with any drug which may alter their physical or mental ability must report this treatment to his/her supervisor who will determine whether a temporary change in the employee's job assignment is warranted during the period of treatment.

## **ALCOHOL CONSUMPTION**

Consumption of, possession of, or being under the influence of alcoholic beverages on Company property, in hotels, at the Office or in any vehicle used for Company business is strictly prohibited. Any employee who violates this policy will be subject to disciplinary action up to and including termination of employment.

Any employee who reports for work or who is at work is subject to blood/alcohol testing to determine the presence of alcohol in the body.

## **DRUG TESTING POLICY**

### **PRE-EMPLOYMENT TESTING**

All applicants that are extended an offer of employment are required to submit to a drug test. If the applicant refuses to undergo drug testing then his/her consideration for employment shall be withdrawn. If the applicant tests positive for the use of drugs or alcohol, consideration for employment shall be withdrawn.

### **REASONABLE SUSPICION TESTING**

Reasonable suspicion testing is required when it is believed that an employee is using or has used drugs or alcohol in violation of this policy. This form of testing must be requested by a supervisor or officer of the Company. Reasonable inferences will be identified and reported on the "Reasonable Suspicion Report Form." Suspicion may be based upon, but not limited to:

- Direct observation of substance abuse or physical symptoms;
- Abnormal conduct or erratic behavior;
- A report of substance use by a reliable and credible source.

Any employee who refuses to undergo this form of drug and alcohol testing or who tests positive, will be subject to disciplinary action up to and including termination of employment, at the Company's sole discretion.

### **POST-ACCIDENT TESTING**

Post-accident testing will be conducted when an employee causes or contributes to any on-the-job accident resulting in Company property damage or injury requiring more than simple first-aid treatment as a condition and requirement imposed by our corporate insurance carrier. If an employee involved in an accident is not or refuses to be drug and alcohol tested, that employee is subject to disciplinary action, up to and including termination of employment, at the Company's sole discretion.

### **ROUTINE FITNESS-FOR-DUTY**

CCSI requires this form of testing for all crane and heavy equipment operators, foremen and employees driving Company-owned vehicles.

Additionally, fitness-for-duty testing may be requested of employees seeking specialized certifications or wanting to change employment classifications within the Company. Any employee who refuses to undergo this form of drug and alcohol testing or who tests positive, will be subject to disciplinary action up to and including termination of employment, at the Company's sole discretion.

#### **OPPORTUNITY TO CONTEST OR EXPLAIN TEST RESULTS**

Employees and job applicants who have a positive-confirmed test result may explain or contest the result to the Company within five (5) working days after the Company contacts the employee or job applicant and/or shows him/her the positive results as it was received from the laboratory in writing. If an applicant tested positive and wishes to undergo another drug test they may do so at their own expense and pending approval from management. Management reserves the right to grant or refuse any retest requests.

##### Testing Laboratory

Occupational Medicine of Columbus  
7301 Northlake Drive  
Columbus, GA 31909  
Tel: 706-221-1600  
Fax: 706-221-1605

SAMSHA: 0067

CAP: 1442304

MRO: Jack D. Sherrer, MD; 10-08808

Website: [www.occmefcolombus.com](http://www.occmefcolombus.com)

## **DRUG EDUCATION AND TRAINING**

CCSI employees are our most valuable resource and, for that reason, their health and safety is our number one concern. Any drug use which imperils the health and well-being of our employees or threatens our business will not be tolerated. The use of illegal drugs and abuse of other controlled substances on or off duty is inconsistent with the law-abiding behavior expected of citizens. Employees who use illegal drugs or abuse other controlled substances on or off duty tend to be less productive, less reliable, and prone to greater absenteeism. This, in turn, can result in increased costs, delays and risks to Composite Construction Systems, Inc.'s business.

Therefore, all employees will receive monthly educational newsletters which cover a wide range of substance abuse topics. Including addiction, drug related diseases, dangers of drug abuse, treatment and support resources, workplace dangers, facts and statistics, and family involvement. This information is provided in both English and Spanish to ensure that every employee understands the importance of substance abuse awareness.

Supervisors undergo training annually during Company safety meetings and receive monthly supervisor Newsletters. They are trained to recognize the signs of substance abuse, know where available treatment and counseling is and what disciplinary actions are taken for violators of the Company's Drug-Free Workplace Policy.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Drug use in the workplace puts the health and safety of the abuser and all other workers around them at increased risk. Employees have the right to work in a drug-free environment. In addition, drug abuse inflicts a terrible toll on the nation's productive resources and the health and well-being of American workers.

Early recognition and treatment of drug abuse is important for successful rehabilitation. Whenever feasible, Composite Construction Systems, Inc. will assist employees in overcoming drug abuse by providing information on treatment opportunities and programs. However, the

decision to seek diagnosis and accept treatment for drug abuse is primarily the individual employee's responsibility.

Employees with drug abuse problems should request assistance from management. Composite Construction Systems, Inc. will treat all such requests confidentially and will refer the employee to the appropriate treatment and counseling services. Employees who voluntarily request assistance in dealing with a drug abuse problem may do so without jeopardizing their continued employment provided they strictly adhere to the terms of their treatment and counseling program.

At a minimum, these terms include the immediate cessation of any use of drugs and participation in periodic unannounced testing for twenty-four (24) month following enrollment in the program. Composite Construction Systems, Inc. shall determine whether an employee referred for drug treatment should be temporarily reassigned to another position for safety reasons. Any employee who tests positive for drugs while undergoing treatment and counseling for drug abuse will promptly be terminated.

Composite Construction Systems, Inc. has joined with The Business Resource Center of the Pastoral Institute to provide professional, confidential counseling services to our employees and their families. This service is paid for by the Company and is available for several issues not just substance abuse, including:

- Marital and personal relationships;
- Financial problems;
- Child or elder issues;
- Stress, anxiety, and depression;
- Domestic violence and anger;
- Divorce/Remarriage/Step-parenting.

If an employee or a family member of an employee wishes to seek treatment he/she may do so by contacting a member of management or The Business Resource Center:

The Pastoral Institute  
2022 15th Ave.  
Columbus, GA 31901  
Tel: 706-649-6500  
24-Hour Emergencies: 800-649-6446

## **CONFIDENTIALITY STATEMENT**

All information, interviews, reports, statements, memoranda and test results written or otherwise received as a result of CCSI's Drug-Free Workplace program shall be held as confidential communications in accordance with federal and state laws. These communications may be used or received in evidence, obtained in discovery, or disclosed in any civil or administrative proceeding. However, information on test results shall not be released or used in any criminal proceeding against the employee or applicant. Release of such information under any other circumstance shall be solely pursuant to a written consent form signed voluntarily by the individual that was tested, unless the release is compelled by a professional or occupational licensing board in a related disciplinary proceeding.

## **DISCIPLINARY ACTIONS**

CCSI will not discriminate against applicants for employment because of a past history of drug abuse. It is the current abuse of drugs, preventing employees from performing their jobs properly, that the Company will not tolerate. CCSI has instituted a zero-tolerance program and is committed to maintaining a safe workplace free from the influence of drugs. All employees are hereby notified that Composite Construction Systems, Inc. will comply with the requirements of the Drug-Free Workplace Act of 1988, and all applicable regulations issued there under, as well as, when applicable, any more stringent rules created by other federal or state agencies.

CCSI's Drug-Free Workplace Program does not create an employment contract between the employer and employee. Furthermore, CCSI has the sole right to modify the policy and program at any time. Any applicant or employee who refuses to submit to a drug test or who tests positive, will be subject to disciplinary action up to and including termination of employment. General guidelines for disciplinary action are as follows:

- **1st Offense**
  - Formal written notice;
  - Employee relocation and/or assignment;
  - Suspension for up to one working week without pay;
  - Immediate termination.
- **2nd Offense**
  - Immediate termination.

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# APPLICATION AND HIRING CONDITIONS

## APPLICATION REQUIREMENTS

### APPLICATION FORM

All applicants must complete in detail, date, and sign the Company's standard Application for Employment form ("Application"). A resume will not be accepted in lieu of a completed Application. The applicant's signature certifies the accuracy and completeness of information provided on the Application.

The Company may investigate any portion of the requested information and may deny or later terminate the employment of anyone giving false, misleading, or incomplete information. The completed employment application form will be made part of the personnel file of those applicants accepted for employment.

An employment application form completed by an applicant not selected for available openings will be maintained in an active file in the Human Resources Department for a minimum of six (6) months and reviewed as suitable openings occur.

### IDENTIFICATION

As a condition of employment and in compliance with the federal Immigration and Reform Control Act (IRCA) of 1986. Please refer to page 14 for full discussion of this topic.

Some projects require special identification badges and/or cards for CCSI employees. Employees will be provided with identification badges and/or cards when they are necessary.

### MEDICAL EXAMINATION

For certain positions or under certain circumstances and after an offer of employment, a medical examination may be required. When a medical examination is requested, the medical examination will be conducted by a Company-appointed physician at the Company's expense. Employment and assignment will be conditional pending the receipt of a satisfactory physician's report.

Current employees may also be required to undergo medical examinations. When necessary, these exams will evaluate an employee's ability to perform the essential functions of the position or need for possible accommodation. Such examinations will be conducted for all employees in the same job category and will be scheduled at reasonable times and intervals. The exams will be conducted at the Company's expense.

### DRUG TESTING

CCSI is committed to providing a safe, efficient and productive work environment for all employees. Please refer to page 17 for full discussion of CCSI's Drug-Free Workplace Policy. Questions concerning this policy should be directed to the Benefits/Payroll Manager.

### MOTOR VEHICLE RECORD

Employees may be expected to drive Company-owned vehicles and equipment and must provide the Company with current and acceptable motor vehicle driving record. Employment and/or assignment will be conditional pending the receipt of a satisfactory report from the State Department of Transportation or the Division of Motor Vehicles.

### **CONFIRMATION OF PREVIOUS EMPLOYMENT**

It is the policy of CCSI to request information from an applicant's previous employer(s) in order to ascertain the applicant's work record as it pertains to his/her application for employment.

## **HIRING DETERMINATIONS**

### **EMPLOYMENT-AT-WILL**

Employment-At-Will means that both employees and CCSI have the right to terminate employment at any time, with or without advance notice, and with or without cause.

Nothing contained in this handbook is intended to create or expressly or implicitly suggest that employees shall enter into any type of contract of employment. Employment is not guaranteed for any term or specific time period (except in specific temporary employment arrangements).

Therefore, the right of the employee and the Company to terminate the employment relationship at any time and for any lawful reason is recognized and affirmed as a condition of employment.

### **CATEGORIES OF EMPLOYMENT**

Employees are designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws and do not receive overtime pay.

In addition to the non-exempt or exempt classification, employees are divided into the following categories for the purpose of compensation and benefit eligibility. Employment and safety policies apply to all categories of employees.

#### **Full-Time**

Employees hired full time (32 hours or more) on a full work week basis for a continuous and indefinite period of time are considered full-time employees for all compensation and benefit purposes.

#### **Part-Time**

Employees whose work schedule is less than full time (less than 32 hours) on a full work week basis for a continuous and indefinite period are considered part-time employees for all compensation and benefit purposes. Part-time employees are eligible for some benefits by specific reference only.

#### **Temporary/Seasonal**

Employees hired as temporary replacement for full-time or part-time employees, or for short periods of employment such as summer months, peak periods, and vacations are considered temporary employees. Temporary employees are not eligible for benefits regardless of the number of hours or weeks worked.

## **JOB CLASSIFICATIONS**

The Company also uses general guidelines for levels of qualification to assist in determining pay rates and eligibility for benefits of employment. The classification rate schedule will be explained to a new employee at the time of hiring.

The work classifications are as follows:

- M – Management
- OS – Office Staff



- F – Foreman
- O – Operator
- LM – Leadman
- I – Ironworker/Journeyman
- SL – Skilled Labor
- W – Welder
- L – Laborer/Trainee

### **ORIENTATION**

Following the acceptance of employment, the Project Manager, Field Coordinator and/or Foreman will discuss job duties and areas of responsibility with a new employee. Company policies and procedures will also be reviewed. A copy of this Employee Handbook and the Company's Safety Policies Manual will be given to each employee to read and understand.

Two copies of an Acknowledgment of Receipt and Understanding ("Acknowledgment") of this Employment Handbook and the Safety Policies Manual are located at the end of this booklet. After reviewing the manual, the new employee must sign the two copies of the Acknowledgment verifying his/her receipt of and understanding of the information contained therein. One signed and witnessed copy of the Acknowledgment must be returned to the Payroll Department within five (5) days of commencement of employment. This signed/witnessed copy of the statement will become part of the employee's personnel file. The remaining copy should be retained by the employee for their records.

### **EMPLOYMENT OF RELATIVES**

The Company discourages the employment of close relatives because it is not considered sound business practice. However, under certain conditions, management may waive this policy in favor of employing close relatives within the organization. For the purpose of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage. The Company reserves the right to review and/or terminate employment if the status changes during the course of employment.

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# PERSONNEL FILES

## CONTENTS OF PERSONNEL FILES

CCSI will maintain a personnel file for each employee. An employee's personnel file begins with his/her completed employment application form. From time-to-time various information will be added to this personnel file regarding an individual's employment status with the Company. Personnel files are the property of and Company and will be treated the same as any other confidential Company information. Employee personnel files may include the following:

- Original employment application;
- Employment Eligibility Verification (Form I-9);
- State and Federal tax withholding forms (W-4, G-4);
- Performance evaluations;
- Disciplinary action notices;
- Special commendation information;
- Educational achievement records;
- Status changes affecting employee's work and salary history;
- Employee's resume (if submitted);
- Signed/Witnessed copy of the Acknowledgment of Receipt and Understanding;
- Other relevant documents as determined by the Benefits/Payroll Manager.

## CHANGE OF INFORMATION

Employees are asked to help keep the Company informed about any major change which may affect their employment status. Each employee is responsible for promptly notifying the Company of important changes in personnel data. Personnel data should be current and accurate at all times and any change of the following should be reported to the Benefits/Payroll Manager immediately:

- Name;
- Address;
- Home telephone number;
- Marital status;
- Number of dependents;
- Emergency contact information;
- Change of beneficiary;
- Change in driving record;
- Authorized payroll deductions;
- Additional education and special training courses.

## CONTINUOUS SERVICE DATE

So that the Company can maintain a record of the benefits for each employee, a continuous service date will be established for each full-time employee. The continuous service date will be the employee's first day of employment and will continue uninterrupted as long as he/she remains a full-time employee of Composite Construction Systems, Inc.

## MAINTENANCE OF PERSONNEL FILES

The following provisions apply with respect to the Company's standards for establishing, maintaining, and handling employee personnel files:

- All official records concerning an employee will be kept up to date insofar as possible and all employees shall promptly report all pertinent personal information and information changes to the Benefits/Payroll Manager;
- Employees will be permitted to review their personnel files as permitted by applicable laws;
- The personnel file of a terminated employee will be maintained in accordance with applicable state and federal laws.

### **EMPLOYEE’S REQUEST FOR REVIEW OF PERSONNEL FILE**

The following provisions apply with respect to an employee's request to review his/her personnel file:

- The Benefits/Payroll Manager will have the responsibility of coordinating the review of an employee's personnel file with the employee's immediate supervisor;
- A member of the Payroll/Human Resource Department staff must be present while the employee reviews his/her personnel file;
- The employee may take notes, but may not remove, deface or otherwise make notations on the documents in his/her personnel file;
- Upon request from the employee, the Company may provide a copy of any item(s) in the employee's personnel file.

### **MANAGEMENT’S REVIEW OF PERSONNEL FILES**

All information in employee personnel files is considered confidential. This information will only be available to the Payroll/Human Resource Department, the employee, senior management personnel, and supervisors or managers who are responsible for the employee. Any violation of this policy is considered a very serious offense.

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# PAYROLL PRACTICES

## PAY PERIOD AND PAYMENT

The pay period is seven (7) days. Employees are paid every Friday for work performed Sunday through Saturday of the previous week.

Checks shall be distributed from 5300 Transport Blvd, Columbus, GA 31907 after 11:00 a.m. but before 4:30 p.m. Checks will only be given to the person whose name is on the check, unless written permission has been received by the employee indicating the person who will pick up the check. The person picking up the pay check must show proper identification and sign for the check. This policy protects both the employee and the Company.

In cases when work is performed out of town, checks will be sent by overnight courier to the hotel accommodations of the crew in care of the Foreman.

No exceptions will be made to these procedures without prior arrangements confirmed by management. Direct deposit emailed paystubs require a password. The password is the employee's birthday (MMDDYYYY) and the last four of the employee's social security number.

## WORKING HOURS

For payroll purposes, the Company's work week begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday. Typically working hours are as follows:

|                   |   |
|-------------------|---|
| Office Hours:     | Monday through Friday,<br>8:00am to 4:30pm with a half (1/2) hour break for lunch |
| Field Crew Hours: | Monday through Friday,<br>8:00am to 4:30pm with a half (1/2) hour break for lunch |

Of course, regular working hours may vary depending on the particular job, department, shift, project or working conditions. Each employee is expected to complete a normal work day and work week and work whatever reasonable additional hours are required to meet Company needs. If overtime is required, employees will be expected to work any additional time necessary.

The Supervisor/Foreman will determine scheduled break and/or lunch periods. Employees are expected to be ready to start work at the end of each scheduled break and/or lunch period.

## ATTENDANCE EXPECTATIONS

Consistent attendance is expected for efficient operations. While it is recognized that an occasional illness or extenuating personal circumstance may cause unavoidable absence from work or tardiness, this should be the exception in a consistent pattern of good attendance. Excessive absenteeism and tardiness is not only inconvenient but may also cause costly production delays.

### EXCUSED ABSENCES

Excused absences are those caused by:

- Illness or injury;
- Illness or injury of family member;
- Planned vacation;
- Observed holidays;

- Medical Absences;
- Voting;
- Military Leave.

Whenever possible, written notice (such as e-mail) of an expected absence should be given to the employee's immediate supervisor so arrangements may be made to maintain planned production.

When occasions of unexpected absences arise, employees are expected to personally notify their Foreman/Supervisor to report the absence prior to the start of the work day affected so that arrangements may be made to alter the distribution of work if necessary. If the Foreman/Supervisor is not available or cannot be reached, the employee should notify a member of the corporate office personnel, preferably the Benefits/Payroll Manager of the absence.

Any employee who fails to maintain an acceptable attendance record may be subject to disciplinary action up to and including termination. Unexcused absence or tardiness will affect future promotions and/or raises.

If any employee is absent from work for two (2) consecutive days without informing their Foreman/Supervisor, it will be assumed that the employee has resigned his/her position and employment will be terminated effective the last full day worked by the employee.

#### **UNEXCUSED ABSENCES**

An unexcused absence is any absence from scheduled work time without prior notification or for any reason other than those which constitute an excused absence. Unexcused absences will result in disciplinary action up to and including termination of employment.

The following disciplinary actions that will/may result from unexcused absence:

- 1st Offense Verbal reprimand with written notice (copy to employee's personnel file)
- 2nd Offense Written warning (copy to employee's personnel file)
- 3rd Offense Suspension for up to three (3) working day(s) without pay with management review
- 4th Offense Subject to termination after management review

CCSI reserves the right to elect termination with or without notice, with or without cause, at any time.

#### **TARDINESS**

Employees are expected to personally notify the Company of late arrival. Employees should contact their Foreman/Supervisor directly to report any tardiness prior to the time the employee is expected to be in position for work so that arrangements may be made to alter the distribution of work if necessary.

If the Foreman/Supervisor is not available or cannot be reached, the employee should notify a member of the corporate office personnel, preferably the Benefits/Payroll Manager of the tardiness.

Tardiness applies to returning from lunch and/or break periods as well as the beginning of the work day. Disciplinary actions will/may result from tardiness as follows:

- 1st Offense Verbal reprimand with written notice to employee's personnel file
- 2nd Offense Verbal reprimand with written notice to employee's personnel file
- 3rd Offense Suspension for up to three (3) working days(s) without pay
- 4th Offense Suspension for four (4) working day(s) without pay up to termination

CCSI reserves the right to elect termination with or without notice, with or without cause, at any time.

## **RECORDING TIME WORKED**

FSLA regulations require the Company to keep accurate records of time worked by employees in order to calculate pay and benefits. Any timekeeping plan is acceptable as long as it is complete and accurate. Time cards/sheets will be maintained by the Foreman/Supervisor for those non-exempt employees under his/her responsibility. By signing his/her timesheet, the employee certifies that all the time recorded is accurate and correct. If corrections or modifications are made to the time record, both the employee and Foreman/Supervisor must certify the correction by initialing next to the time that was changed.

It is a violation of Company policy for one employee to sign another employee's time card/sheet or to alter another employee's time card/sheet or alter his/her own time card/sheet without express written permission.

If an employee has a question concerning his/her time card/sheet, he/she should discuss the matter with his/her Foreman/Supervisor.

## **OVERTIME SCHEDULING**

Employees may be scheduled to work overtime when operating requirements or other needs cannot be met during regular working hours. Whenever possible, advance notification will be provided. If determined necessary, overtime work will be authorized by management beyond an employee's standard work week. Non-exempt hourly-paid employees will be paid overtime compensation in accordance with federal and state wage and hour provisions. Overtime pay is based on actual hours worked. Time off for vacation leave, sick leave, a Company-observed holiday, or any leave of absence, will not be considered as hours worked when computing overtime.

Any employee who fails to work scheduled overtime or works overtime without prior authorization from management will be subject to disciplinary action up to and including termination of employment.

## **PAY RATE SCHEDULE**

The Company has established pay rate schedules based upon employee work classifications, skills and performance evaluations. This schedule is explained at the time of hiring. Seniority with the Company alone does not guarantee promotion or pay raise in compensation.

## **ERROR IN PAY**

The Company takes precautions to ensure that employees are paid correctly. However, if an error does occur, the employee should notify the Benefits/Payroll Manager immediately. The Company will make every attempt to adjust the error no later than the employee's next regular pay period.

## **PAYROLL DEDUCTIONS FROM GROSS PAY**

Following the acceptance of employment, each new employee will be given federal and state tax forms to complete. The completed forms and information regarding starting pay, starting date and any other pay or benefit information will be forwarded to the Benefits/Payroll Manager for inclusion in the employee's personnel file.

The Company will make payroll deductions for the following:

- Federal, state, and local income taxes;
- Social Security taxes;
- Past due taxes;
- Garnishments (including child support) or other court ordered wage deductions;
- Employee's portion of group insurance premiums;
- Employee's portion of group insurance premiums for coverage on eligible dependents;
- Uniforms;
- Loss, damage, or destruction of Company property including (but not limited to) jobsites, hotels and Company equipment;
- Charitable contributions;
- Employee advances;
- Tools.

Any deductions (other than statutory deductions) must be authorized by the employee. No other deductions will be made unless specifically authorized in writing by the employee. All deductions will be itemized on the employee's pay check stub.

Questions regarding payroll deductions should be directed to the Benefits/Payroll Manager.

## **GARNISHMENT OF EMPLOYEE'S WAGES**

Garnishments are court orders requiring an employer to withhold specified amounts from an employee's wages for payment of a debt owed by the employee to a third party. State law requires the Company to honor garnishments of employee wages (including child support) as a court or other legal judgment may instruct. The law also provides for an administrative fee to be charged when a garnishment occurs.

## **ADVANCES AND LOANS**

It is acknowledged that situations can arise that necessitate an employee's request for pay advances or loans. Any employee requesting such assistance should submit a written request to the Benefits/Payroll Manager indicating the nature or reason for the request. The request will be evaluated and a determination will be made as to whether the request will be granted.

If the Company grants an employee's request, it is the responsibility of the employee to establish repayment terms. If the employee fails to do so, management will establish a fair and reasonable payment schedule. If the Company establishes a payment schedule, a set amount will be deducted from the employee's payroll check weekly until the balance is paid in full. If the employee is absent from work or does not work enough hours to cover the deduction, then he/she will have a "double deduction" the following week to account for the missed payment. A fee of \$25.00 will be charged to the employee in addition to the loan amount to cover the cost of extra documentation and bookkeeping. As always, the employee reserves the right to dispute payment terms if he/she wishes.

Termination of employment, for whatever reason, will require immediate settlement of any outstanding debt owed to the Company. The Company reserves the right to doc final pay—if necessary—to recover financial losses unless the employee and the Company agree to alternative payment terms in writing.

The Company is not obligated to make loans to any employee as a benefit of employment.



## **SEVERANCE PAY**

It is the policy of CCSI to provide severance pay to full-time employees whose employment is terminated for reasons that are not unfavorable to Composite Construction Systems, Inc. as determined by the Company in its sole discretion.

Specifically excluded from benefits under this provision would be an employee who was hired as a temporary employee for a specified period of time or one who was offered but refused to accept another suitable position with the Company.

## **SOCIAL SECURITY**

Social Security provides benefits for employees and their families as specified by law in the event of retirement, hospitalization after age 65 (Medicare), total and permanent disability before age 65, and death at any time.

The Company matches the amount of Social Security taxes paid by each employee. Contact the local Social Security Office for details.

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# PERFORMANCE EVALUATION AND ADVANCEMENT

## PROBATION PERIOD EVALUATION

CCSI allows for a probationary time period of the first ninety (90) days of employment for the Company and each new employee to evaluate whether the employment relationship should continue. During this probation period, an employee may voluntarily terminate employment without notice, or if the performance of the employee is not satisfactory as determined by CCSI, the employee may be released with or without notice.

The completion of the probationary period should not be assumed a guarantee of permanent employment. CCSI evaluates employees on a continuing basis and reserves the right to terminate an employee at any time during or after the evaluation period.

## ANNUAL EVALUATIONS

After the initial ninety (90) day period, an employee's performance will be evaluated annually by management at the end of the year regardless of hire date. An evaluation form will be used to identify the employee's strengths and weaknesses. If applicable, recommendations for improvements are made and discussed with the employee.

It is the responsibility of the employee's Foremen to conduct the evaluation. If an employee's performance warrants early evaluation, such recommendation is also at the discretion of the foremen.

Any recommendation for promotion, a change of duties, or an increase in pay must be approved by the Project Manager and Director of Field Operations before any changes take effect. A performance evaluation does not necessarily mean a change in pay or duties.

## ADVANCEMENT

Whenever possible, CCSI will promote from within the Company in conformance with the stated policy of offering employees avenues for advancement. A promotion will be based on factors such as quality and quantity of work, prior job performance, experience, educational background, attendance record, safety record and increased skills. If no person with required skills and experience can be found within the Company, CCSI will hire applicants from outside the organization.

## CERTIFICATION ADVANCEMENT

CCSI encourages all employees to advance their knowledge base through training and certifications. Throughout the year courses are offered to assist employees in achieving these goals. Training may be conducted at CCSI main office, at jobsites, hotels/motels and other conference venues, 3<sup>rd</sup>-party locations or by online courses. Certification or training which is required for an employee's current position does not qualify for assistance from the Company (for example crane operator recertification, medical exam card for CDL driver, post-accident training, etc.). Once an employee has completed a designated course, he/she will qualify for one or more advancements, including, but not limited to:

- Certification bonus;
- Hourly wage increase;
- Paid straight time hours for training;
- Job classification increase.

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# **BENEFITS OF EMPLOYMENT**

The Company provides a well-balanced program of benefits designed to meet the needs of employees and provide protection from financial hardship. These benefits will be reviewed periodically to assure that they keep pace with area practice.

The information contained in this handbook regarding employee benefits is not a contract to provide these benefits to any employee. The eligibility requirements of these benefits are described in the summary plan documents and/or benefits booklets. Full-time employees are eligible for benefits provided by the Company if they meet specific requirements.

At the present time, Composite Construction Systems, Inc. pays for most of the cost of the benefits. Be sure to keep information regarding any change to the handbook. Questions concerning benefits and/or insurance claim information should be directed to the Human Resource Department.

## **BENEFITS ELIGIBILITY**

The term "eligible employee(s)" used in this handbook refers to full-time employee(s) unless otherwise designated. If any employee is unsure of his/her benefits eligibility they can request clarification from the Benefits Administrator.

- Full-time employees are entitled to the benefits stated in this handbook provided they qualify for each individual benefit;
- Part-time and seasonal;
- Temporary employees are not eligible for benefits.

### **NOTE:**

- The terms of the benefit plans described are subject to change at any time by the insurer(s) or Composite Construction Systems, Inc.
- An employee is not eligible for any benefits until he/she has been employed for 60 days.
- After 90 days, an employee may only apply during the annual open enrollment period.

## **LONGEVITY-BASED BENEFITS ELIGIBILITY**

Longevity-based benefits, such as annuity/retirement plans, health insurance, life insurance, etc., may be affected by a break in service or a leave of absence. If an employee is granted an extended leave of absence (30 days or longer) a proportionate adjustment will be made to their date of hire anniversary which is used to calculate benefits based on longevity. In such a case, the date of hire will be changed to reflect the missed dates of employment.

If an employee receives a promotion, he/she must maintain that position for 60 days before becoming eligible for a higher level of Company-paid benefits such as Company-paid Life and Accidental Death and Dismemberment. The first of the month following 60 days after the promotion is calculated from the promotion date not the employee's date of hire.

Leaves of absences may be granted on a case-by-case basis and are for extended periods of absenteeism granted to the employee by the Company. This will allow the employee's record to reflect continuous employment without a break in service. A break in service such as a termination for cause or an employee quitting will completely reset the clock for all longevity-based benefits, should the employee be rehired at some future date.

## **UNPAID TIME OFF (UTO)**

### **VOTING**

The Company encourages its employees to vote in every election; however, time off is not provided for voting. Employees should plan to vote prior to normal work hours.

### **MATERNITY LEAVE**

It is the policy of Composite Construction Systems, Inc. to allow maternity leave-without-pay up to 6 weeks with the following provisions:

- The determination of the beginning and closing dates of the employee's absence will be a joint decision between the employee, the employee's attending physician and the employee's supervisor;
- Before commencing maternity leave-without-pay, the employee must use all allowable sick leave and all earned annual leave;
- The employee may return to work within a specified period of time after commencement of maternity leave-without-pay providing that the employee has medical approval. This period of time can be extended upon medical recommendation if approved by the Company and at its discretion;
- If the employee returns to work within the specified time period or as soon as medically approved thereafter, the employee will be reinstated to the position held prior to the leave or a position of equivalent status and pay;
- A medical release from the employee's attending physician is required upon return to work;
- If the employee does not return to work within the specified number of days or as soon as medically approved thereafter, the policies governing leave of absence without pay will apply.

### **MEDICAL LEAVE**

Absence due to pregnancy, childbirth, and related medical conditions will be treated the same as any other non-pregnancy-related illness or disability.

Medical absences for periods in excess of 2 weeks (10 working days) are at the discretion of management and may be denied or approved on conditions which are necessary to the Company's interests, in accordance with the Family and Medical Leave Act. When an employee is absent from work for more than 10 consecutive working days, management will review the situation to determine if there is a need to fill the position in the individual's absence.

### **MILITARY LEAVE**

Employees who are also military personnel in the Reserve or National Guard will at times need to take leave for military training, mobilization, or deployment. This type of leave may be considered non-standard as compared to leave for other employees.

It is Company policy to grant an unpaid leave of absence for a period not to exceed 5 years to perform any form of military service, whether voluntarily or involuntarily, called or activated, for annual training and for training weekends.

Arrangements for military leave will be made on a case-by-case basis in accordance with all applicable regulations.

### **FAMILY EMERGENCY**

In the event the Company receives word of an emergency related to a member of an employee's family, the employee will be notified as soon as possible. Should the employee be at a location away from his/her normal workplace, arrangements will be made to contact the employee, and if necessary, arrange for the employee to return home immediately.

### **SEVERE WEATHER CONDITIONS**

Occasionally, severe weather or emergency situations such as fire, power failure, flooding or earthquakes can disrupt Company operations and circumstances may necessitate early closing, late opening, or cancellation of work. A determination on opening or closing will be made at the discretion of senior management. Unless otherwise notified, employees are expected to be at work on time.

### **JURY/WITNESS DUTY**

When an employee is required to serve as a juror or is subpoenaed to serve as a witness, time off will be granted as follows:

- The employee must submit written notification upon receipt of a summons or subpoena so that arrangements can be made to accommodate the employee's absence;
- A document from the court which shows the time spent by the employee and the amount paid to the employee must be also be submitted;
- If the court dismisses the jury early, the employee is expected to return to work as soon as possible and complete a regular work day comprised of civic time and time on the job;
- Should the employee's work duties with the Company be vital to its operation, the Company may ask the court to excuse the employee from jury duty.

### **OBSERVED HOLIDAYS**

The Company generally recognizes the following unpaid holidays; however, the Company may decide to work on a holiday depending upon job requirements.

- New Year's Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Black Friday (The Day After Thanksgiving)
- Christmas Day
- Memorial Day

The above-scheduled observed holidays will be paid time off for office staff after ninety (90) days continuous employment.

## **PAID TIME OFF (PTO)**

PTO can be taken for any purpose such as vacation, illness, medical appointments and the like. PTO will be calculated from the date of hire or the date for which a promotion the employee to be eligible for increased PTO. PTO will only begin to accrue after he/she has been employed with the Company for at least twelve (12) consecutive months. All requests for using PTO must be approved by a member of management and scheduled so as not to adversely impact the Company's operations.

### **OFFICE PERSONNEL**

Office personnel are eligible for 40 hours PTO following twelve (12) consecutive months of employment. PTO will accrue for this class of employee at a rate of eighty (80) hours of PTO

after three (3) years of continuous employment and 120 hours of PTO after seven (7) years of continuous employment.

#### **FOREMEN**

Foremen are eligible for forty (40) hours PTO following twelve (12) consecutive months of employment. PTO will accrue for this class of employee at a rate of eighty (80) hours of PTO after three (3) years of continuous employment and one hundred twenty (120) hours of PTO after seven (7) years of continuous employment.

#### **CRANE OPERATORS**

Crane operators are eligible for forty (40) hours PTO following twelve (12) consecutive months of employment.

#### **FIELD EMPLOYEES**

The Company recognizes that employees need a scheduled time away from normal work duties for their personal well-being. The Company will consider any vacation request from those employees who are full-time, with the understanding that such request is unpaid time off.

#### **PTO ALTERNATIVE COMPENSATION**

PTO shall never exceed 160 hours or one (1) month worth of paid leave. In the event an employee accrues excessive PTO, he/she may be paid for the time off.

#### **PTO SCHEDULING**

PTO requests must be made at least one (1) week prior to the desired time off. PTO may be taken at any time during the year after eligibility with the following provisions:

- PTO must be approved in advance by Management;
- An employee must work the regularly scheduled work days before and after the scheduled time off;
- Job requirements will have precedence over PTO schedules;
- Length of service will be considered in the event a conflict of PTO schedules arises.

#### **BEREAVEMENT LEAVE**

Office staff, foremen and operators will be allowed up to ten (10) working days with up to five (5) days paid, in the event of a death of an immediate family member to assist with arrangements or to attend the funeral. Special consideration will also be given in the event of a death of any other person whose association with the employee was similar as close family friend, a foster child, or significant other.

Employees who must take time off due to the death of an immediate family member should notify management immediately. The Company reserves the right to request substantiation of any death in an employee's immediate family and/or confirmation of an employee's attendance at a funeral.

### **EMPLOYEE GROUP INSURANCES**

#### **GROUP HEALTH INSURANCE**

Group health insurance is available to all full-time employees at the conclusion of the probationary period (60 days). If the employee elects coverage, the policy becomes effective the first of the month following 60 days after his/her date of hire. Employees who want to include coverage for their eligible dependents may do so by indicating this choice on the group health insurance enrollment form. Coverage cannot be elected after 60-days of the employee hire date except at the annual open enrollment which begins August 1.



At the present time, the Company pays 60% of the cost of premiums for coverage on employees and their eligible dependents. The premiums are to be paid one month in advance by way of a payroll deductions each pay period. As health care costs continue to rise, the Company will attempt to provide suitable health care coverage to its employees. However, when necessary, the Company reserves the right to change the portion paid by employees for health insurance premiums.

If an employee previously covered by the Company's group health insurance plan is laid off because of temporary lack of work or illness and is rehired within three (2) months of the layoff, the employee will become eligible to participate in the Company's group health insurance plan on the first day of the month following sixty (60) days after rehire and acceptance by the insurance carrier.

Please note that all other voluntary insurance offered through the Company is subject to primary health insurance coverage first. No employee is eligible for additional insurance coverage without primary insurance. This includes Company-paid and additional life insurance.

#### **GROUP DENTAL INSURANCE**

Group dental insurance is available to all full-time employees at the conclusion of the probationary period (60 days.) If the employee elects coverage, the policy becomes effective the first of the month following 60 days after his/her date of hire. Employees who want to include coverage for their eligible dependents may do so by indicating this choice on the group health insurance enrollment form. Coverage cannot be elected after 60-days of the employee hire date except at the annual open enrollment which begins August 1.

At the present time, the Company does not contribute to the employee cost of premiums for coverage on employees and their eligible dependents. Employees must pay 100% of the premium cost for dental care coverage. The premiums are to be paid one month in advance by way of a payroll deductions each pay period. The Company reserves the right to change the portion paid by employees for dental insurance premiums when necessary or appropriate.

#### **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

This federal legislation enacted in 1986 amends the Employee Retirement Income Security Act (ERISA), the Internal Revenue Code and the Public Health Service Act to provide continuation of group health coverage after termination of employment for limited periods of time. This extended coverage is not automatic. In the event of termination, the employee should immediately check with the Benefits Administrator about how and when to elect COBRA coverage. Specific details and forms will be mailed to the employee by the insurance carrier after separation.

There are three elements to qualifying for COBRA benefits: plan coverage, beneficiary coverage and the occurrence of a qualifying event.

##### **Plan Coverage**

Group health plans for employers with 20 or more employees on more than 50% of the working days in the previous calendar year are subject to COBRA.

##### **Beneficiary Coverage**

A qualified beneficiary generally is any individual covered by a group health plan on the day before a qualifying even. In other words, an employee (or their dependent) who is not covered by group health insurance the day before termination of employment is not eligible for COBRA coverage.

### Qualifying Event

A qualifying event is generally anything that would cause an individual to lose health coverage. Any employee terminated for gross misconduct is not entitled to COBRA coverage.

Generally, the amount of time health insurance can be continued is determined by the qualifying event and the beneficiary, as is summarized in the table below.

| <b>Qualifying Event</b>  | <b>Beneficiary</b>                    | <b>Coverage Limit</b>                               |
|--|---------------------------------------|---|
| -Termination<br>-Reduction in hours  | Employee<br>Spouse<br>Dependent Child | 18 months<br>(29 months in the event of disability) |
| -Employee entitled to Medicare<br>-Divorce or legal separation<br>-Death of covered employee | Spouse<br>Dependent Child             | 36 months   |
| -Loss of "dependent child" status  | Dependent Child                       | 36 months   |

### GROUP LIFE INSURANCE

Group life insurance is available to all full-time employees with primary health insurance coverage. Premiums for group life insurance are paid in full by the Company regardless of benefit amount based employment class, as follows:

- Class 1 Corporate Officers
- Class 2 Supervisors, Foremen, Operators
- Class 3 All other eligible employees

As a bonus to the employees, the Company also provides a life insurance policy which is completely employee funded and voluntary. Employees are not eligible for this program until the first of the month following 60 days of continuous employment and only if also participating in group health insurance through the Company or a qualified plan.

### LONG-TERM DISABILITY

Long term disability is currently only offered through Aflac as a supplemental policy. The Company does not pay for this benefit. Questions regarding Long Term Disability insurance should be directed to the human resources department.

## **WORKER'S COMPENSATION**

Employees of Composite Construction Systems, Inc. are covered by Workers' Compensation insurance which is purchased by the Company in the state in which it operates. This insurance provides compensation to an employee for lost wages caused by illness, accidental injury, or death suffered in the course of or as a result of his/her employment with the Company in accordance with the laws of the state of Georgia.

### ELIGIBILITY

Eligibility for benefits under Workers' Compensation insurance is effective on the date of hire for all employees, but subject to the illness or injury being approved by Company Insurance.

### REPORTING

A report must be filed within 24 hours of the onset of illness or injury.

### BENEFITS

Workers' Compensation benefits provide weekly payments based upon a statutorily specified amount of the employee's regular earnings as well as payments for medical and hospital expenses arising out of an occupational illness or injury.

**EFFECT ON CONTINUOUS SERVICE DATE**

Any time lost by an employee due to an occupational illness or injury covered by Workers' Compensation insurance will be credited as active service for all Company benefits.

The Company will comply with all state and federal laws pertaining to Workers' Occupational Diseases and Workers' Compensation.

**UNEMPLOYMENT INSURANCE**

Unemployment Insurance (UI) program is administered by the Georgia Department of Labor and provides temporary income for workers who are unemployed through no fault of their own and who are either looking for another job, have a definite recall to their jobs within 6 weeks of the last day worked, or are in approved training. The funding for unemployment insurance benefits comes from taxes paid by employers. Employees do not pay any costs. Eligibility for benefits is determined based on past wages, reason for job separation, and availability and job search requirements.

Georgia 2012 House Bill 347, as passed by the House and Senate, amended Title 34, Chapter 8 of the Official Code of Georgia Annotated to create an adjustable number of maximum weeks of regular UI eligibility to range from 14 to 20 weeks based upon a designated average statewide unemployment rate. The maximum number of weeks will change twice each calendar year dependent upon the average statewide unemployment rate published for April and October.

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# TRAVEL AND EXPENSES PAID

## COMPANY CREDIT CARDS, ACCOUNTS AND FUEL CARDS

The Company offers these as tools for Supervisors/Managers/Drivers and Operators to facilitate the Company projects. These are issued with trust. Receipts should be turned in to your immediate supervisor or accounts payable. The Company reserves the right to deduct the cost of any charges made and not supported with back-up receipts. Misuse of these tools may result with disciplinary actions to include termination. Fraudulent use may be prosecuted. Payment to the Company of misused funds is expected.

If at any time a Company issued asset is lost, stolen or compromised it must be reported to Accounts Payable immediately.

All receipts turned in must have the following information written on them.

- Job Number/Name;
- Employee Name for Payroll Deduction;
- Usage – Truck#, Welder #, Gas Can, etc.;
- Odometer/Hour Reading.

## EQUIPMENT AND FACILITIES

Employees should be concerned with the care and safe use of Company-owned equipment and facilities. Employees are expected to follow all operating instructions, safety standards and guidelines. Good housekeeping is expected of every employee.

If any equipment, machines, tools, vehicles, etc. appear to be damaged, defective, or in need of repair, notify your supervisor. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

Unsafe, destructive, careless, negligent, or improper use or operation of equipment may result in disciplinary action up to and including termination of employment.

## COMPANY-OWNED/LEASED VEHICLES

All travel in Company vehicles on other than Company business must be authorized in advance by a member of management. This includes vehicles that may be leased by the Company as well as those vehicles that are owned by the Company.

The following are specific policies related to Company-owned/leased vehicles:

- Daily records must be kept for all mileage driven;
- Company-owned/leased vehicles will be driven only as needed for jobs during working hours;
- Company-owned/leased vehicles will be driven only for transportation to and from destinations as specified;
- Company-owned/leased vehicles will not be driven for private use unless specific arrangements have been made in advance;
- Only the driver assigned to the vehicle is authorized to sign for gasoline, oil, etc.;
- All charge receipts must include the name and address of the vendor, the date of purchase, the number of gallons purchased, the amount paid, the vehicle ID number, and the mileage on the odometer;

- Alcoholic beverages or illegal drugs or chemicals will not be allowed in a Company vehicle at any time;
- No driver who has been drinking alcoholic beverages or is under the influence of drugs or chemicals will be allowed to drive a Company-owned/leased vehicle;
- No one, other than an authorized Company employee, is permitted to operate a Company-owned/leased vehicle;
- Vehicles must be kept clean (interior and exterior) at all times and thoroughly washed on a regular basis;
- Vehicles must be properly maintained according to the manufacturer's schedule;
- Any employee who misuses a Company-owned/leased vehicle will be subject to dismissal;
- Any damage to a Company-owned/leased vehicle caused by employee carelessness or misjudgment is the responsibility of the employee. This includes insurance deductibles.

## **MOTOR VEHICLE RECORDS (MVR) REPORTS**

All employees must sign a release which allows the Company to run an MVR report if his/her position requires the use of a Company vehicle. At which time the Company will review the employees MVR report based on the following standards.

If the MVR shows any one of the below listed major violations within the last three (3) years, an employee is not eligible to drive Company vehicles:

- DUI or Suspension;
- Reckless Driving;
- Leaving the scene of an accident;
- Failure to yield to emergency vehicles;
- Vehicular homicide or other felony;
- Passing a school bus;
- Three (3) or more moving violations.

MVR reports will be run yearly on all employees that are driving a Company vehicle. If an MVR shows any of the following within the three-year period, the employee will receive disciplinary action up and including termination:

- DUI or License Suspension;
- Multiple offenses of speeding, reckless driving, or accidents; multiple offenses being defined as:
  - 6 points on the three-year MVR.
  - No more than four (4) points within the last year.

## **STANDARD QUALIFICATION CRITERIA FOR OPERATING COMPANY VEHICLES**

The conditions/events described below will disqualify an employee from being allowed to operate Company-owned vehicles.

### **ACCIDENTS**

Any major preventable accident within the past three (3) years (a major accident is any accident which involves the following):

- A fatality (one or more persons killed as a result of the accident);
- An injury (one or more persons transported from the scene for immediate medical attention to injuries resulting from the accident);

- A towaway (one or more vehicles towed from the accident as a result of disabling damage sustained in the accident);
- No more than two (2) minor preventable accidents in the past two years that when combined do not exceed \$1,500.00 in damages. A preventable accident of \$750.00 or more must not have occurred within the past six (6) months.

#### **MOVING VIOLATIONS**

- More than four (4) moving violations within the past three (3) years;
- Speeding convictions, with any vehicle, where the vehicles speed was in excess of 24 MPH over the posted speed limit and within the past three (3) years;
- More than two (2) speeding convictions, with any vehicle, where the vehicles speed was in excess of 14 MPH within the past six (6) months.

#### **SUSPENDED/REVOKED LICENSE**

- More than two (2) license suspensions or revocations of any kind within the past three (3) years;
- A suspended or revoked period must not exceed six (6) months.

#### **DRIVING UNDER THE INFLUENCE**

- Any D.U.I., D.W.I., reckless or careless related convictions within the past three (3) years;
- Any convictions during past 5 to 10 years must have signature approval;
- More than one (1) conviction of the same charge during any time period.

#### **CRIMINAL CONVICTIONS**

- Any felonies within the past ten (10) years;
- Any misdemeanors within the past three (3) years;
- No applicant will be accepted with any charges pending, for felonies or misdemeanors.

#### **VALID DRIVER'S LICENSE**

Any applicant must be licensed to operate a passenger vehicle within the continental United States.

#### **WORK HISTORY**

- More than eight (8) employers in the past three (3) years;
- No verified the previous three (3) years of work history and background experience;
- More than twelve (12) month period of unemployment within the past three (3) years without significant previous employment work history;
- Unsatisfactory work references such as acts of misconduct.

### **PERSONAL VEHICLES**

Employees may use their personal vehicles on official Company business provided prior approval has been obtained from management. A mileage rate based on acceptable and current Internal Revenue Service regulations will be paid to an employee who use his/her personal vehicle on official Company business. Minimum insurance requirements as specified by the Company's insurance carrier must be in effect at the time the employee's personal vehicle is used and the employee may be required to provide the appropriate proof of insurance.

## **TRAVEL EXPENSES**

The Company will reimburse an employee for some expenses incurred when he/she is on assignment away from the normal work location. The Company will reimburse the employee for the cost of travel, lodging, meals, or other expenses directly related to accomplishing the assignment. Employees are expected to limit expenses to reasonable amounts.

Travel and/or business expenses submitted for reimbursement must be accompanied by receipts showing the employee's name, week ending date, amount owed, job number, job name, and employee rate.

Questions concerning the proper procedure for making travel arrangements or reservations, the types and amounts of expenses that will be reimbursed, personal travel and traveling with companions, use of credit cards, or the completion of expense reports should be directed to your supervisor or the payroll department.

## **EXPENSE RECORDS**

All expense records (including gasoline credit card receipts) must be turned in weekly. An Expense Report form must be properly completed and submitted. Documentation for all expenses is required. Any item that is not accompanied by a receipt will not be approved.

## **TRAVEL ADVANCES/PETTY CASH**

An advance to cover reasonable anticipated expenses for travel may be provided to a foreman after travel has been approved. The foreman should direct any request for a field advance or increase to the supervisor of field operations or payroll department.

Employees with a petty cash account must submit expense receipts (properly coded) in order for credit to be issued. Lost or illegible receipts are not acceptable. Receipts submitted with purchases considered to be personal or those not covered by the Company will not be accepted.

Termination of employment, for whatever reason, will require immediate settlement of any outstanding petty cash owed to the Company. The Company reserves the right to deduct final pay—if necessary—in order to recover the residual amount of an employee's petty cash account. Any amount still outstanding will remain in that employee's record for future reference if rehire should occur.



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# CHANGES IN EMPLOYMENT STATUS

## **SEPARATION FROM EMPLOYMENT**

An employee may be separated from employment voluntarily or involuntarily by retirement, voluntary resignation, lack of work, or termination. Usually, before an employee is terminated, he/she will be told the reason(s) and will be counseled by his/her supervisor. However, if any misconduct warranting discipline is severe enough, the supervisor has the authority to discharge the employee immediately.

The supervisor will advise the Company immediately of the date and reason for terminating an employee. All Company property in the employee's possession must be returned to the supervisor upon separation from employment before the final pay check is released.

### **VOLUNTARY RESIGNATION**

Any employee who voluntarily resigns his/her position with CCSI is expected to provide the Company with advance written notice of at least 2 weeks. If the employee does not provide advance notice as requested, the employee will not be eligible for rehire. An employee terminating employment is expected to return all Company property in his/her possession and to sign a Company termination notice.

### **REDUCTION OF WORKFORCE**

In the event that a reduction in the Company's workforce becomes necessary, employees over and above the number determined by the Company as needed to perform the available work will be terminated. In determining those employees to be retained, consideration will be given to the quality of each employee's past performance, the need for the position held by the employee and, with all other factors being equal, the length of service of each employee. If feasible, but not as a vested right, employees subject to termination will be given a notice prior to the anticipated termination.

## **TRANSFER OF EMPLOYEES**

Transfer of employees from one department to another or from one location to another for the Company's convenience may be made to meet Company requirements. A request for transfer should be made in writing and submitted to management for consideration. A transfer may be made if management determines it is in the best interest of the Company and the employee.

## **PAY AT TIME OF SEPARATION FROM EMPLOYMENT**

The Company will determine if the terminated employee has any outstanding debt owed to the Company and whether the individual has in his/her possession any Company credit cards, tools, keys, safety equipment, manuals, vehicles, ID cards/badges or other Company-owned or -controlled property. Upon completion of a full accounting of the employee's and the Company's accounts (as determined by the Company), a final pay check for time worked (less deductions) will be issued to the employee on the next regular pay day in accordance with applicable federal and state law. The Company will issue a check designated as the final payment for all services rendered.

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# PERSONAL CODE OF CONDUCT

The Company expects that all of its employees will conduct themselves with the pride and respect associated with their positions, fellow employees, customers and the Company. Employees should always use good judgment and discretion in carrying out the Company's business. The highest standards of ethical conduct should always be employed.

Improper conduct by and between employees and/or by and between employees and business associates on the Company's premises or adversely affecting Company work will not be tolerated. Any employee demonstrating improper conduct will be subject to disciplinary action including termination of employment.

## PERSONAL APPEARANCE/CLOTHING

Personal appearance, proper hygiene and appropriate attire are important to the quality of service CCSI provides its customers. Each employee personally represents the Company and is required to dress in an appropriate manner. Every employee contributes to the Company's overall public image during work hours. Appropriate attire and presentation is critical to the health and safety of CCSI's workforce.

Employees are expected to report to work wearing clean clothing, demonstrating good hygiene and grooming. The Company does not object to male employees having reasonably long hair if it is groomed. Nor does it object to mustaches and/or beards if they are kept trimmed and do not hinder the employee's performance or safety on the job.

## PERSONAL MAIL AND PHONE CALLS

The mail and phone systems are reserved for business purposes only. Employees will not be allowed to send or receive personal mail to or from the workplace. Additionally, personal phone calls or messages from outside sources are discouraged (unless in the event of a family emergency.) It is not the responsibility of the Company to handle debt collection calls, background checks, spousal complaints or any other forms of communication which do not pertain solely to business purposes.

## PERSONAL COMMUNICATION DEVICES

Excessive use of personal communication devices such as cell phones, smart phones, tablets, smart watches, Walkie-Talkies, etc., create safety hazards, distract employees and disrupt productivity. An employee with an emergency situation which requires the use of a cell phone must first see his/her supervisor. (All supervisors are equipped with a Company cell in the event of an emergency.) Violators of this policy will be subject to disciplinary action.

## COMPANY COMMUNICATIONS EQUIPMENT

Communications equipment and services include mail, electronic mail (e-mail), courier services, facsimiles, telephone systems, computers, computer networks, on-line services, internet connections, computer files, video equipment and tapes, tape recorders and recordings, pagers and cell phones. On-line services may be accessed only by employees specifically authorized to do so. Employees' on-line use should be limited to work related activities.

Employees should not use CCSI communication services and equipment for personal use except in emergencies or when appropriate circumstances warrant. Improper use of the Company's communications services and equipment includes any misuse as described in this policy as well as

any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

## **CELL PHONE USE WHILE DRIVING**

The Hands-Free Georgia Act (O.C.G.A. 40-6-241.2) goes into effect July 1, 2018. This new law was passed to prevent driver distraction by prohibiting the holding of cell phones and other wireless communication devices while driving. For purposes of this law, “wireless telecommunications device” means a cellular telephone, a text messaging device, a personal digital assistant, a stand-alone computer, tablets, MP3 players, or any other substantially similar wireless device that is used to initiate or receive a wireless communication. It does not include citizens band radios, commercial two-way radio communication devices, subscription-based emergency communications, in-vehicle security, navigation devices, and remote diagnostics systems.

The Hands-Free Georgia Act states that:

- No person who is 18 years of age or older or who has a Class C license shall operate a motor vehicle on any public road or highway in the State of Georgia while using a wireless telecommunications device to write, send or read any text-based communication, including but not limited to a text message, instant message, e-mail or Internet data.
- No person shall operate a commercial motor vehicle on any public road or highway of this state while a) holding a wireless telecommunications device to write, send or read any text-based communication; b) using more than a single button on a wireless telecommunications device to initiate or terminate a voice communication, or c) reaching for a wireless telecommunications device in such a manner that requires the driver to maneuver so that he or she is no longer in a seated driving position properly restrained by a safety belt.

Therefore, employees who are driving company-owned vehicle shall secure his or her phone into a cell phone cradle and use only hands-free (Bluetooth or speaker) technology to make or receive a voice call or send or receive text-based communications.

The provisions of the above shall not apply to:

- A person reporting a traffic accident, medical emergency, fire, serious road hazard or a situation in which the person reasonably believes a person’s health or safety is in immediate jeopardy.
- A person reporting the perpetration or potential perpetration of a crime.
- A public utility employee or contractor acting within the scope of his or her employment when responding to a public utility emergency.
- A law enforcement officer, firefighter, emergency medical services personnel, ambulance driver or other similarly employed public safety first responder during the performance of his or her official duties.
- A person engaging in wireless communication while in a motor vehicle which is lawfully parked.

Any failure to strictly adhere to this policy is subject to disciplinary action up to and including termination.

## **PERSONAL BELONGINGS**

The Company recognizes an employee's desire to display mementos pertaining to his/her family or other personal items. While CCSI can take no responsibility for the safekeeping of these items, it welcomes its employees to personalize their work areas for added comfort or pleasantness. However, several guidelines must be observed. They are as follows:

- Safety Comes First - No object can interfere with job safety as viewed by Company management;
- Nothing can be displayed that (in the opinion of management) is derogatory to any person or system of beliefs;
- Objects that (in the opinion of management) are inappropriate or hinder work efforts will not be allowed and must be removed upon request.

## **PERSONAL TOOLS**

Employees who work in certain trade positions are required to have their own tools to perform job assignments. His/her supervisor will advise employees of the tools required and will make sure that each employee obtains the required tools. The Company discourages employees from lending or borrowing tools. Any personal tools left in/on Company property are the sole responsibility of the employee. The Company assumes no responsibility for an employee's own negligence.

## **COMPANY TOOLS AND EQUIPMENT**

The Company will furnish many tools and equipment to complete job assignments. Each employee is reminded that any items purchased by the Company are the property of CCSI and represents a valuable asset of the Company. It is the responsibility of the employee to whom tools and equipment are assigned to maintain and safeguard these assets as if they were his/her personal property.

An inventory of tools and equipment will be made periodically. If it is determined that an employee is negligent in the proper storage of tools, materials, or supplies or they are misplaced or stolen, the employee will be asked to replace them at fair market value or the cost of the item will be deducted from the employee's pay check.

When leaving a work area, it is required that all tools be placed back in designated storage areas, removed from the work area or vehicle and secured in locked storage whenever available.

## **CARE OF COMPANY TOOLS, EQUIPMENT, FACILITIES**

Employees should be concerned with the care and safe use of Company-owned equipment and facilities. Employees are expected to follow all operating instructions, safety standards and guidelines.

If any employee notices that any equipment, machines, tools, vehicles, etc. appear to be damaged, defective, or in need of repair, his/her supervisor should be notified immediately and before the item is used. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees and others. Good housekeeping habits are expected of every employee.

Unsafe, destructive, careless, negligent or improper use or operation of equipment may result in disciplinary action up to and including termination of employment.

## **BREAK ROOM**

The Company provides a break room equipped in the corporate office with a microwave, kitchen facilities, and refrigeration for the convenience of our employees. Employees are encouraged to use the break room for their scheduled break and/or lunch period. Employees owe it to fellow employees to keep the break room neat and clean.

## **SECURITY**

All doors, files, desks, gates, and any other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Company vehicles should be kept locked at all times when not in use. Lost keys must be reported to the corporate office immediately. Any concerns about security should be directed to the Project Manager or Foremen.

## **SOLICITATION AND/OR DISTRIBUTION**

To prevent disruption of business activities, to minimize distractions for all employees, and to preserve Company security, solicitation and/or distribution of literature, materials, goods, contest promotions, requests for donations, or any other solicitation and/or distribution is prohibited during working time or in work areas.

## **SMOKING POLICY**

CCSI is dedicated to providing a healthy, comfortable, productive work environment for our employees as well as for our customers. This goal can only be achieved through ongoing efforts to protect non-smokers and to help employees adjust to restrictions on smoking. Therefore, smoking is prohibited throughout Company facilities and inside Company paid hotel rooms. The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All employees share in the responsibility of adhering to and enforcing this policy. Any conflict should be brought to the attention of the appropriate supervisory personnel.

## **USE OF ELECTRONIC CIGARETTES (VAPING)**

Vaping refers to any kind of electronic nicotine delivery system or electronic smoking devices. Just as with traditional cigarettes, vaping and use of electronic cigarettes is prohibited throughout Company facilities and inside Company paid hotel rooms. The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All employees share in the responsibility of adhering to and enforcing this policy. Any conflict should be brought to the attention of the appropriate supervisory personnel.

## **ALCOHOL CONSUMPTION**

Consumption of, possession of, or being under the influence of alcoholic beverages on Company property, in Company-paid hotels, in Company offices or in any vehicle used for Company business is strictly prohibited. Any employee who violates this policy will be subject to disciplinary action up to and including termination of employment.

Any employee who reports for work or who is at work is subject to blood/alcohol testing to determine the presence of alcohol in the body.

## **ILLICIT SUBSTANCE ABUSE**

The Company has in place a substance abuse policy which incorporates the provisions of the Drug-Free Workplace Act of 1988. All employees must abide by all of the terms and conditions of this policy while employed by CCSI. In this regard, employees are required to read the policy and sign a

statement acknowledging their understanding of and intent to follow the policy. Any employee who reports for work or who is at work is subject to chemical screening and/or blood/alcohol testing to determine the presence of unauthorized drugs in the body.

The Drug-Free Workplace Policy is fully described in the **Application and Hiring Conditions** section of this handbook.

## **SOCIAL MEDIA POLICY**

### **GENERAL IMPLEMENTATION OF POLICY**

For purposes of this policy, Social Media includes all means of communicating or posting information or content of any sort on the Internet, including to any website or blog, social network platform, online chat room or forum, as well as any other form of online communication.

The Company realizes that many employees may participate in Social Media as a way to share their life experiences and thoughts with family, friends and colleagues. This policy shall not be applied or interpreted in a manner that interferes with any rights employees may have under the National Labor Relations Act. However, it is important for employees to remember that any conduct that adversely affects the employee's job performance, the performance of colleagues or others who work on behalf of or for the Company, such as suppliers, vendors, customer, etc., may result in disciplinary action up to and including termination.

In all use of Social Media, whether personal or business-related, employees should:

- Be honest and accurate when posting information or news and if a mistake is made, correct it quickly;
- Never post any information or rumors that the employee knows to be false;
- Be respectful of others, including past and present employees, customers, suppliers and competitors;
- Refrain from using ethnic and racial slurs, insults, obscenities, etc.

### **PERSONAL USE OF SOCIAL MEDIA**

The following guideline apply to an employee's personal use of Social Media:

- Employees should be aware that CCSI may observe content and information publicly posted by employees through Social Media;
- Employees should not post material that is inappropriate or harmful to the Company, its employees, customers, vendors and other business-related entities;
- Employees should avoid use of Social Media during work hours and when using computer or communications equipment owned and/or operated by the Company;
- Any personal use of Social Media during work hours must be minimal, occasional, and must in no way be at the expense of the employee's job performance or interfere in any way with the business needs and operations of CCSI;
- At no time may use be at the expense of the Company in any way;
- Company email addresses and phone numbers should not be used to create personal Social Media accounts;
- Personal Social Media postings that include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct is contrary to the values and standards expected of CCSI employees and, as such, will subject the employee to disciplinary action up to and including termination;
- If CCSI is the subject of Social Media content an employee posts, the employee must be clear and open about the fact that s/he is an employee and his/her views do not represent those of the Company; and
- CCSI encourages employees to voice workplace complaints in person to appropriate company personnel rather than posting complaints to Social Media accounts. If an

employee chooses to voice workplace complaints online, the Company requests that the employee avoids using statements, photographs, video or audio that could be reasonably viewed as malicious, obscene, threatening, intimidating, disparaging to other employees or CCSI customers and suppliers which might be considered harassing or bullying, such as offensive posts meant to intentionally 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 other CCSI policies.

#### **BUSINESS-RELATED USE OF SOCIAL MEDIA**

An employee should not visit or use Social Media websites during work hours unless it is within the scope of an employee's job description or authorized to do so for a specific purpose. Employees who have such responsibilities must make all account information and login credentials known to the officers of CCSI. No employee should create an account or edit login credentials without knowledge and prior approval from an officer of the Company. Those employees who are authorized to post information on behalf of CCSI websites or Social Media accounts shall adhere to the Company's professional standards, values, policies and applicable laws at all times.

The following principles apply to professional use of social media on behalf of CCSI:

- All material posted to CCSI-owned Social Media accounts is property of the Company;
- Employees need to know and adhere to policies as stated in this Employee Handbook;
- Employees are not to publish, post or release any information that is considered confidential or not public, such as financial or operational information, information regarding legal disputes or cases and proprietary or trade secret information;
- Employees should not post a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property without obtaining appropriate permissions;
- Employees should not identify customers, partners, suppliers or other employees without prior written consent and approval;
- Employees should not post personal information of customers, partners, suppliers or other employees without prior consent and approval;
- Employees should not post plagiarized material;
- Under no circumstances shall employees post commentary, content or images that are defamatory, pornographic, proprietary, harassing, libelous or that may contribute to a hostile work environment;
- Employees shall not post material which discriminates against, demeans or abuses others based on age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability or marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances; and
- At the end of the business relationship between the Company and the employee, he employee shall take prompt affirmative steps to ensure that no Social Media platform continues to represent that the employee still represents the Company.

## **POLICY ON HARASSMENT**

Consistent with our policy of equal employment opportunity, harassment in the workplace based race, color religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older) disability or genetic information will not be tolerated.



Harassment can become “sexual harassment” when it involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Verbal sexual harassment includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual and/or sexually explicit or offensive jokes. Physical harassment includes, but is not limited to, unnecessary and/or unwelcomed touching of an individual, display of sexually suggestive objects or pictures in the workplace and physical assault. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender or gender identification. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). No employee shall threaten or insinuate, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status evaluation, wages, advancement, assigned duties, or any other condition of employment or career development.

Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct which is also considered to be sexual harassment.

Any employee who feels that he/she is a victim of sexual harassment, including but not limited to, any of the conduct listed above, by any supervisor, management official, other employee, customer, client or any other person in connection with employment at the Company should bring the matter to the immediate attention of his/her supervisor.

If that would be uncomfortable or impractical, an employee may directly contact any other member of management. Every effort will be made to promptly investigate all allegations of harassment in as confidential a manner as possible and appropriate corrective action taken if warranted. Any employee determined to have engaged in sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination of employment.

## **CONFIDENTIALITY**

CCSI is engaged in a business which requires a strict code of confidentiality of information is maintained. No employee will store information outside of the Company (either in written or electronic form) about any matter pertaining to the conduct of the Company's business which may compromise a customer or the Company to outsiders. Any employee who compromises information may be subject to termination of employment.

## **OUTSIDE EMPLOYMENT**

The Company makes every effort to keep its employees as fully employed as possible and at a competitive rate of pay. When an employee is on the job, 100% of his/her attention and effort is required. If an employee chooses to work outside the Company and the outside employment

competes with what is expected as an employee of CCSI, opportunities for promotion and advancement may be limited.

If management feels that outside employment prevents an employee from fulfilling his/her obligations to the Company, the employee will be asked to resign one of the positions, either within or outside the Company. All management and supervisory personnel are expected to enforce this policy and, by example, refrain from performing conflicting outside employment.

## **CONFLICTS OF INTEREST**

Employees shall avoid outside employment, activities, investments, and other interests that involve obligations which may compete with or be in conflict with the interests of the Company. A conflict of interest can arise by dealings with any entity which also conducts business with CCSI, i.e., customers, clients, owners, buyers, suppliers, banks, insurance companies, and people in other organizations with whom the Company contacts and make agreements.

Conflicts of interest may include the following examples:

- Working for any group mentioned above for personal gain;
- Engaging in a part-time activity for profit or gain in any field in which the Company is engaged;
- Borrowing from, or lending money to, individuals representing organizations with whom business dealings are conducted;
- Outside Employment;
- CCSI makes every effort to keep its employees as fully employed as possible and at a good rate of pay. When an employee is on the job 100% of his/her effort is required. If an employee chooses to work outside of his/her job that work must not interfere with responsibilities to CCSI;
- If management feels that outside employment prevents an employee from fulfilling his/her obligations to the Company, the employee will be asked to resign or to leave his/her outside employment;
- All management and supervisory personnel are expected to enforce this policy and, by example, refrain from conflicting outside employment.

## **ILLEGAL PAYMENTS**

Bribes, kick-backs and other illegal payments to or from any individual or entity with whom the Company conducts business (in any form and for any purpose) are strictly prohibited.

To avoid any appearance of such, employees should not accept gift, excessive or unusual entertainment, loan, or other favor valued in excess of \$25.00 from any individual or entity with whom the Company conducts business unless management expressly grants permission to do so.

## **PARTICIPATION IN CORPORATE COMMUNITY GIFTING AND INVOLVEMENT**

CCSI will participate in a minimum of six (6) different community charity affairs annually and the Company encourages employees to be involved, offer suggestions and submit requests for gift-giving ideas. Involvement will take place in, but is not limited to, the Columbus, Georgia area and will focus on organizations which support children, families, the handicapped, the disadvantaged and the homeless populations. Organization which promote or preserve arts and culture will also be considered for support. The Company may also support the organizations or activities in which the children of its employees are members/participants.

The Company will not participate in programs for its own gain or to influence outside parties and reserves the right to set an annual gifting limit. Corporate charitable giving can only be approved by an officer of the Company.

## **MISCONDUCT**

It is the policy of CCSI to expect all employees to conduct themselves with honesty, integrity, respect for others and quality performance at all times. The regulations governing employee conduct and responsibilities have been established in the best interest of, and for the benefit of, the Company, its employees and its customers.

Accordingly, failure to behave accordingly constitutes misconduct and will result in appropriate disciplinary action, up to and including termination of employment. Such action may include, but is not limited to, verbal reprimand, written reprimand, suspension from work without pay and/or immediate termination. Management reserves the right to terminate or discipline any employee at its sole discretion. In the event an employee is suspended from work for disciplinary reasons, benefits will not accrue not will benefits be recoverable during the suspension period.

The following examples of misconduct are guidelines and this list is not all-inclusive:

- Failure to report personal injury incurred while in the performance of work duties.
- Falsification of any records or reports pertaining to absence from work, claims pertaining to injuries occurring on Company premises, claims for any benefits provided by the Company, communications or records including personnel and production records;
- Disclosure of confidential information to unauthorized parties;
- Gambling on a job site or Company property;
- Fighting on a job site or Company property;
- Use of profane, threatening or abusive language;
- Unethical conduct or serious conflicts of interest;
- Concealment of defective work;
- Theft, concealment, sabotage, willful damage, misuse or misappropriation of Company property, a customer's property or the property of another employee;
- Unauthorized use or sale of any Company-owned or leased property, salvage material or equipment;
- Reporting to work in an impaired state resulting from use of alcohol, illegal or prescription drugs;
- Sale or use of marijuana or consumption of alcohol while working at Company job sites or offices, or in Company-owned or leased vehicles or heavy equipment;
- Gross negligence or willful acts in the performance of duties which results in damage to Company property or injury to other persons;
- Gross insubordination such as willful and deliberate refusal to follow or perform any reasonable any direction while at work and regarding the performance of duties by a member of management; failure to comply with Company safety standards and practices resulting in injury to any property or person;
- Violation of the Company's employment policies as stated in this Handbook;
- Illegally or dishonestly gaining access to Company records;
- Speeding or reckless driving;
- Demonstration of lack of courtesy and respect towards other employees, customers and vendors;
- Failure to complete work assignments up to the quality standards required by the Company;





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# WORKPLACE SAFETY

## MANAGEMENT PHILOSOPHY AND OBJECTIVES

The management of CCSI considers safety awareness and accident prevention of greatest importance of all management functions. CCSI views the existence of accident causes as evidence of a wasteful, inefficient operation. Therefore, the Company has created a Safety Policies Manual so that employees, clients and any other affected parties may understand CCSI's position on accident prevention. These safety policies apply to all employees regardless of position within the Company.

CCSI accepts the obligation to maintain a safe work environment and therefore has voluntarily developed a set of safety policies and specific accident prevention plans to document and communicate them to all concerned parties.

It is the objective of CCSI's safety policies to:

- Recognize and accept management's responsibility to establish the guidelines and the framework within which good accident prevention programs can operate;
- Emphasize to all employees that each has a personal responsibility to promote and enforce safe working procedures and conditions on the job, in accordance with regulation and CCSI's safety policies;
- Comply with Occupational Safety and Health Act (OSHA) regulations regarding the construction industry and structural steel erection particularly. A copy of the OSHA Safety and Health Standards 1910 and 1926 are available for all employees' use and reference. These Standards shall be available in the corporate office in Columbus, GA at all times and will be sent to the jobsite on request. Additionally, these same standards are available online at [www.osha.gov](http://www.osha.gov);
- Comply with federal, state and local laws pertaining to safety, health and environmental matters;
- Eliminate all unnecessary loss due to occupational injuries/illness and property damage.

Report any personal injury IMMEDIATELY, however minor, and complete an Incident Report as soon as is practicable. **Every employee is authorized to stop work if any safety procedure, practice or equipment is unsafe.** Any such unsafe condition should be reported to the immediate supervisor onsite before work is begun.

## SAFETY TRAINING AND COMMUNICATIONS PLAN

CCSI is committed to the safety of its employees and its property and equipment. To this end, the Company has developed a safety program for all employees and in all activities related to employment with the Company. It is management's responsibility to see that every employee at CCSI is provided with the knowledge and tools to establish and maintain safe working conditions. Management will periodically inspect working conditions and may suspend all work activity until an unsafe condition is corrected. Elements of this program are summarized here. Please refer to the Safety Policies Manual for more detailed discussion of the Company's safety directives.

### INDOCTRINATION TRAINING

Before any new employee is allowed to work, his/her immediate supervisor will conduct a safety indoctrination session to review and instill basic safe practices for construction activities. The new employee will be given written materials for future reference. All employees will sign an acknowledgment of receipt of such materials which will be kept in each appropriate personnel file.

### **EMERGENCY RESPONSE TRAINING**

All employees will be trained to respond safely to emergencies including severe weather, first aid, CPR, how to contact first responders from any given location, chemical spill or structural collapse.

### **HAZARD-SPECIFIC TRAINING**

Each employee will receive training that addresses the hazards that the employee may reasonably expect to encounter during the performance of the duties of their job. Management will utilize a Job Hazard Analysis to identify hazard exposures and mitigating training. Activities which require certification of training, such as equipment operation and specialty skills training, will not perform such activities without receiving such certification.

### **WEEKLY “TOOL BOX TOPICS” TRAINING**

Each crew supervisor will conduct a weekly safety meeting to reinforce critical safety topics for all onsite construction employees. The supervisor will record the topic and attendance of such meetings and forward documentation to the Payroll Administrator for inclusion in the project records.

### **ANNUAL SAFETY MEETINGS**

Semi-annually all operators, foremen, lead men, and key office personnel will meet to discuss important safety issues. These meetings keep CCSI’s employees up-to-date on industry codes and regulations. They also provide an opportunity for the Company to receive feedback on jobsite-related hazards so that the Company can continuously modify and improve its safety program. At these meetings the Company will offer intensive training classes which train employees about safety during specific job activities including, but not limited to:

- First aid and cardio-pulmonary resuscitation (CPR);
- Hazardous material safety and communication;
- Use of personal protective equipment;
- Procedures for fall prevention and use of personal fall arrest systems;
- Rescue and recovery techniques in the event of a fall from height;
- Defensive driving and motorized equipment operation;
- Rigging, signaling and flagging;
- Power tool operation;
- Proper lifting techniques;
- Lock-out/Tag-out procedures for safely working around energized equipment.

## **SAFETY EQUIPMENT**

Employees will be provided with safety equipment if it is a requirement for a particular job. This equipment will be signed for by the employee and replaced at the employee's expense if the equipment is lost, damaged, or stolen. Replacement will be provided if the equipment is shown to be defective.

## **COMMUNICATION OF SAFETY POLICIES**

At the time of hire, CCSI provides each employee with the Safety Policies Manual. It is the responsibility of the employee to read all safety procedures outlined in the manual.

When the Safety Policy Manual is updated or amended, a notice of change in policy will be sent to each employee with weekly paychecks. Additionally, an-up-to-date copy of the Safety Policies Manual will be posted on the CCSI website Employee Portal ([www.ccsicol.com/employee-portal](http://www.ccsicol.com/employee-portal)) so that each Foreman can disseminate the new information to the crew he/she supervises.

## **POLICY ON USE OF UNMANNED AERIAL VEHICLES (UAVS / “DRONES”)**

The use of UAVs, more commonly known as drones, is becoming more and more prevalent in the construction industry. They can be cheaper and more accurate for monitoring work progress, measuring stored materials, inspections, sampling and mapping. However, there is no clear set of rules and regulations for drone use and operation. The FAA, which regulates aircraft, has been slow to issue guidelines because of the large variety of types of drones and their uses. OSHA has not addressed drone use comprehensively, but relies on current applicable regulations to address potential hazards such as falling objects and moving vehicles.

Additionally, the insurance industry has not settled on a consistent treatment of drones and many general liability policies exclude their coverage based on the FAA’s classification of “aircraft.” While hobbyist operators undergo no regulatory scrutiny, any operator of a drone in a work setting is considered commercial use and operation. There is no body of education or skills testing for this category of operators.

For these reasons, CCSI has determined that drones shall not be used on job sites without the specific, written authorization of the General/Controlling contractor and operated in accordance with principles set forth in OSHA regulations, as applicable.

## **ENFORCEMENT OF SAFETY POLICIES**

Any employee who disregards any Company safety rule and/or regulation is subject to disciplinary action up to and including termination of employment. Please refer to a copy of the Safety Policies Manual for the full text of safety policies.

## **REPORTING INJURIES AND ACCIDENTS**

When any accident injury or illness occurs while an employee is at work, it must be reported to the employee’s immediate supervisor as soon as possible regardless of the nature or severity.

It is standard policy that any employee involved in an accident receive examination and treatment as soon as possible. A part of such examination will include a drug test. Refusal to submit to a drug test after an accident will result in disciplinary action up to and including termination.

The Company will provide the proper forms for reporting job-related accidents, injuries or illnesses. Any employee failing to report such occurrences will be subject to disciplinary action up to and including termination.

In the event of a vehicular accident involving a Company-owned or leased vehicle or while on Company business, the employee must report all information immediately to his/her immediate supervisor. The supervisor is responsible for notifying the Benefits Administrator at the corporate office as soon as practicable after the incident. The Benefits Administration will inform the Company’s Worker’s Compensation agent.

In no instance should responsibility for an accident be expressed to anyone until the proper person in the Company has been notified, the accident has been investigated properly and permission has been given for the employee to make statements.



**Every employee is authorized to stop work if any safety procedure, practice or equipment is unsafe.** Any such unsafe condition should be reported to the immediate supervisor onsite before work is begun.

*(End)*