



To be the Leading Ready Mix Company in New England

2024

**REDIMIX EMPLOYEE, SAFETY
and HEALTH MANUAL**



2024 SPRING MEETING SIGN IN FORM

Your signature below will acknowledge attendance at 2024 Redimix Spring Meeting in New Hampshire.

YOU WILL BE PAID 4 HOURS OF TRAINING ON _____ (include date of meeting).

DO NOT COMPLETE A TIMECARD FOR THIS TRAINING SESSION. YOUR SIGNATURE BELOW WILL SERVE AS YOUR TIMECARD FOR TODAY.

NOTE: It is your responsibility to report hours worked, including training time, to your respective unemployment office if applicable.

Name (please print): _____

Employee #: _____

Position: _____

Home base/Work location: _____

Travel Hours: _____

Signature: _____

Date: _____

HR & SAFETY MANUAL ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have received on this date a copy of the Company's Employee & Safety Manuals. I acknowledge that it is my responsibility to read and understand the manual and that any questions regarding the manual or its contents should be directed to the Human Resources Department and/or the Safety Department. I understand this Manual is not intended to create a contract of employment, I remain an at-will employee of the Company, and my employment may end at any time for any reason not prohibited by law. I agree to comply with, and incorporate into my daily work activities, the policies and procedures set forth in this manual. I understand that, unless prohibited by law, the Company has the right to amend these Manuals, and the policies contained herein, at its discretion and without prior notice.

Date

Employee Name (please print)

Employee Number

Employee Signature

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ATTENTION

Please keep this manual and refer to it when you have questions. Because conditions and our needs change from time to time, it may be necessary to change parts of this manual and to post additional or amended policies and procedures in the future. When such changes are made, you will be given as much notice as possible. If you have any questions about information in this manual, please do not hesitate to call the Human Resources Department.

COMPANY HISTORY

In 1946, Ernest Bissonnette founded Manchester Redimix Concrete in Manchester, NH. In 1950, Ernest started his second company, Nashua Redimix Concrete in Nashua, NH. Ernest passed away in 1957, however Ernest's wife, Alice, and later his son, Norman, continued the family business establishing Manchester Redimix and Nashua Redimix as the leading concrete suppliers in southern New Hampshire throughout the 1960's, 1970's and 1980's.

With the rebound of the New Hampshire economy in the mid 1990's, the family business grew dramatically with the acquisitions of Quinn Bros. Corporation in Amherst, NH, Persons Concrete in central and northern New Hampshire, the establishment of Seacoast Redimix Concrete in Dover, NH and the acquisition of Northeast Redimix in Berwick, Maine.

CRH

After nearly 60 years and three generations of operating our family business, Redimix Companies was acquired in January 2006, by CRH in Dublin, Ireland.

DO WHAT'S RIGHT – SPEAK UP

If you have a concern regarding unethical, illegal or unsafe activity, do not keep it to yourself. Speak Up. Discuss any concerns with the appropriate supervisor or manager. If you prefer to remain anonymous, contact The Network.

CRH Ethics & Compliance Hotline

Call toll-free: 1-800-220-7505

Or report online at:

www.crhhotline.com

Toll-free, 24 hours a day, 7 days a week

EMPLOYEE CLASSIFICATIONS

Employees will be classified in one of the following categories, depending on the job description and scope of duties:

Full-Time: An employee who is regularly scheduled for 30 hours or more in a 7-day period.

Part-Time: An employee who is regularly scheduled for fewer than 30 hours in a 7-day period. Part-time employees are not eligible for the benefits described in this manual, except to the extent required by law.

SENIORITY DATE

Your seniority date is the length of continuous service with the Company in a permanent position from your date of hire.

Termination from the Company for any reason (voluntary, discharge, retirement, etc.) will cause a break in seniority. For example, if an employee voluntarily resigns and is rehired at a future date, he/she will receive a new seniority date. Employees who are on an approved leave of absence (medical, personal, or military) or on layoff will not lose seniority during that interruption in employment.

HOURS OF WORK AND COMPENSATION

PAY PERIOD

The pay period begins on a Sunday and ends on Saturday each week. Hourly and weekly salaried employees' checks and direct deposit statements are mailed every Tuesday.

If you do not receive your paycheck, a stop payment will be made five (5) calendar days after the date in which the check is mailed. A new check will be issued after the stop payment has cleared at the bank.

PAY STUBS

All employees receive pay stubs with their paychecks. The pay stubs itemize the income earned as well as any withholdings and deductions. Please review your pay stub each week to ensure that it is accurate. You are strongly encouraged to keep your pay stubs for future reference. If you have any questions or concerns about your pay stub, please contact your local Human Resources/Payroll department, or call the Payroll Manager 603-527-5100.

PAYROLL DEDUCTIONS FOR ALL EMPLOYEES

There are generally two categories of payroll deductions: those required by local, state or federal law and those authorized by the employee. Payroll deductions required by local, state and federal law include but may not be limited to, withholding, income tax, social security tax, and wage garnishments required by law, such as child support payments, court-ordered payments and IRS garnishments. Deductions are made according to standard government tables and vary according to your earnings, marital status, and the number of dependents. If authorized in writing, the Company will also make payroll deductions for the healthcare coverage, life insurance, and other authorized deductions allowed by law.

QUESTIONS REGARDING PAYCHECKS AND DEDUCTIONS

If you have any questions or concerns about your paycheck or any deductions from your pay, please contact the Payroll Manager at 603-527-5100. If you do not receive a prompt response or are dissatisfied with the response you receive, contact the Human Resources Manager at 603-527-5100. Questions and concerns regarding pay and deductions will be investigated and addressed promptly. If an error has been confirmed, the employee will receive a corrected check or a check reimbursing the employee for the error, whichever is more practicable given the circumstances.

Employees should feel free to communicate any questions or concerns regarding pay or deductions. The Company will not tolerate retaliation against employees who have expressed concerns using this procedure.

DIRECT DEPOSIT

The Company offers a direct deposit program, wherein your pay is automatically deposited into your checking or savings account. A pay stub is mailed to you weekly or delivered electronically via the employee payroll portal and your financial institution sends a monthly statement to verify that your account has been credited. You are strongly encouraged to keep your pay stubs for future reference. If you are interested in participating in the direct deposit program, contact the Human Resources or Payroll Department for the appropriate forms.

WORK HOURS

The normal work week of Redimix Companies will consist of five (5) work days of eight (8) hours per day. Starting times, as you may well understand, because of the nature of our business, will vary with production requirements of our customers and may be changed with or without notice, in order to meet the needs of the Company. You will be given as much notice as possible when changes occur.

OVERTIME (Non-Exempt Employees only)

A normal workday would be eight (8) hours. The rate of pay will be on an hourly basis with time and one-half the regular rate of pay for all hours being worked over (40) hours.

Because of the nature of our business, some Saturday work will be required during those seasons when production is required. If Saturday work is required, employees will be paid one and one-half their regular rate of pay on that day (regardless of hours worked during the week). If Sunday work is required, the rate of pay will be double the regular rate of pay (regardless of whether the time constitutes overtime). If an employee works overtime without authorization, they may be subject to discipline up to and including termination.

The eight (8) hours of pay received for paid time off does not count toward overtime.

TIMECARDS

An employee's timecard must be an accurate record of hours that have been worked. To help us to ensure that our records and your pay are accurate, all hourly employees must punch their timecards as they begin work and must punch out at the end of the day. Employees must also punch in and out for meal breaks and must also punch in and out for any absences during the workday.

If you forget to punch your timecard, you should notify your supervisor as soon as you remember. If a change is made to your timecard, you and your supervisor must initial the change.

All of the information on timecards must be accurate. Employees may not punch the timecard of another employee and may not falsify any information on their timecards. The timecards are a legal instrument. Altering, falsifying, tampering with time records, or recording time on another employee's time record will result in disciplinary action, including termination of employment. Working "off the clock," or working without accurately reporting all time worked, is strictly prohibited and will result in disciplinary action, including termination of employment.

Many hourly employees are using the Trakit GPS System as a punch in punch out device. This device will act as your timecard, and the above language and policies regarding timecards apply to this Trakit GPS device.

TRAVEL TIME

Eligibility: All hourly employees.

Salaried personnel or those on a vehicle reimbursement plan are not eligible for travel time.

This policy applies to travel time for company business beyond the normal workday duties. Example: safety meetings, training sessions, or other company related functions occurring at locations other than the employees' home base.

The Company will pay for round trip travel time from assigned plant (home base) to determined location. This time will be predetermined by the company using google maps.

Hourly employees that are assigned a company vehicle will be paid for both ways of travel but are *not* eligible for mileage. All travel time must be approved by management.

The Company will pay mileage for round trip travel from assigned plant (home base) to determined location for all hourly employees who do not drive a company vehicle. This will be paid using the current IRS standard mileage rate. If employees carpool (recommended) only the employee whose car is being used will be eligible for reimbursement. The distance will be predetermined by the company.

SHOW-UP TIME (Non-Exempt Employees only)

If you arrive at the job site, but the operations are cancelled due to weather or other circumstances, you will be paid two hours' show-up time. You may be expected to stay on the job site during this time to perform duties requested by the supervisor (cleaning equipment, improving job site appearance, etc.).

INCLEMENT WEATHER / EMERGENCY CLOSINGS POLICY

At times, emergencies such as severe weather can disrupt company operations. The decision to close an administrative office will be made by the company General Manager. When the decision is made to close an administrative office, employees will receive official notification from their supervisors. Time off from scheduled work due to emergency closings or inclement weather will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use paid time off if it is available to them.

ABSENCE FROM WORK

Absence and tardiness are not only disruptive to our customers, but also an inconvenience to other employees. It is essential that you are ready to begin work promptly at your scheduled start time and that you leave only at the end of your workday. If you are unable to arrive at work on time, call and be sure to speak personally with you Dispatch/Customer Service as far in advance as possible and explain the reason for your absence. It is not sufficient to leave a voicemail or a text message, you need to speak directly to a supervisor or Dispatch personally. Failure to do so may result in disciplinary action, up to and including termination. Any employee who does not contact the Company for two working days will be considered as having voluntarily quit, unless the absence is protected by law.

PAY TRANSPARENCY

The Company will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

It is the policy of this Company to assure applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, age, disability, genetics, transgender status, sex stereotyping, pregnancy and related conditions, veteran's status, sexual orientation, gender identity, place of birth, marital status, a qualified handicapped status, or any other characteristic protected by law. Such terms and conditions of employment may include employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

Redimix Companies will continue our efforts to take Affirmative Action to insure that there will be no discrimination in the promotion, transfer, discharge, training, or retraining under programs to which the Company subscribes, compensation, terms and conditions of employment or privileges of employment by reason of an individual's race, color, sex, age, religion, pregnancy and related conditions, veteran's status, ancestry or national origin, physical or mental disability, sexual orientation, gender identity, place of birth, marital status, a qualified handicapped individual, or any other characteristic protected by law.

Redimix Companies will take affirmative action to seek out and provide employment and/or advancement opportunities to qualified women, minorities, disabled individuals, and covered veterans.

Discrimination Complaint Procedure

Any Redimix employee who believes he or she has been the subject of discrimination in the workplace may contact any one of the following individuals:

- Your immediate supervisor
- Your General Manager* (603) 296-6500.
- The Human Resources Director* (603) 527-5100.
- The Human Resources Manager* (603) 527-5100.

*The General Manager, the Human Resources Director, and the Human Resources Manager will be included in the Equal Employment Opportunity/Affirmative Action policy which is posted at all Redimix facilities.

- CRH Compliance and Ethics Employee Hotline at 1-800-220-7505 at www.crhhotline.

If the complaining employee is dissatisfied with the employer’s action, or is otherwise interested in doing so, he or she may file a complaint in writing or by calling one of the following agencies:

Equal Employment Opportunity Commission (EEOC)	<i>(For New Hampshire Employees)</i>
JFK Federal Building	NH Commission for Human Rights
25 Sudbury Street-Room 475	2 Industrial Park Drive
Boston, MA 02203-0506	Concord, NH 03301-8501
Tel: 1-800-669-4000	Tel: (603) 271-2767

(For Maine Employees)
 Maine Human Rights Commission
 19 Union Street
 Augusta, ME 04330
 Tel: (207) 624-6290

(Maine law requires notification within six (6) months of the harassment)

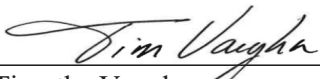
Redimix Companies will investigate all complaints of discrimination and will take appropriate remedial action.

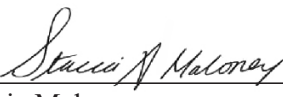
Penalties for Non-Compliance

If an employee is found to have violated Redimix Companies Equal Employment Opportunity Policy, any of the following courses of action may be taken:

- Verbal warning
- Written warning
- Suspension from work without pay
- Transfer to a new work location
- Termination

If you have questions about discrimination, our complaint processes, or the policy, contact the Human Resources Director.


 Timothy Vaughn
 General Manager


 Stacia Maloney
 Human Resources Director/EEO Officer

1/1/2024
 Date

ANTI-SEXUAL ANTI-HARASSMENT AND DISCRIMINATION POLICY

The Company is committed to maintaining a work environment free of all forms of harassment and discrimination. Harassment and discrimination are forms of employee misconduct that interferes with work productivity and wrongly deprives employees of a work environment in which employees are treated with dignity and respect.

Sexual harassment is a form of sexual discrimination that is prohibited by state law, under (1) Maine's Human Rights Act, (2) Vermont's Fair Employment Practices Act, and (3) New Hampshire's Law Against Discrimination, and federal law, under Title VII of the Civil Rights Act of 1964, as amended.

Sexual harassment is defined as unwelcome sexual or gender-based conduct that creates a hostile, intimidating, or offensive work environment. It also exists when an employee exercises or threatens the authority of his or her position to control, influence, direct, or affect the job, duties, earnings, or career of another employee in order to obtain a sexual favor. In other words, it includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature, particularly where:

- submission to such conduct by an individual is made either explicitly or implicitly a term or condition of employment.
- submission to, or rejection of such conduct by an employee is used as the basis for an employment decision.
- such conduct has the purpose or creates an intimidating, hostile, or offensive environment.

All decisions regarding employment benefits, opportunities, and performance are made on the basis of merit and without discrimination or condition upon submission to any sexual or other illegal conduct.

Sexual harassment may take on many forms. Examples of sexual harassment may include, *but are not limited to*, repeated offensive or unwelcome comments, unnecessary physical contact or touching, lewd or off-color humor, sexual innuendo, unwanted propositions, obscene gestures, excessive flirtation, or the display of sexually suggestive pictures or cartoons. Offensive comments, jokes, innuendoes, and other sexually oriented statements and materials have no place in a business environment and are strictly prohibited. Employees are prohibited from bringing into the workplace or displaying any written materials or pictures that are sexually suggestive or offensive in nature. An employee who has questions regarding the propriety of written materials or pictures should contact the Human Resources department.

All employees of the Company are expected to act responsibly to establish a pleasant working environment free of harassment.

The Company expressly prohibits, and will not tolerate, harassment or discrimination in any form by any employee of the Company, including management, delivery personnel, salespeople, vendors, contract workers, a union steward, and other visitors.

Harassment, Discrimination, and Retaliation Complaint Procedure

Any Redimix employee who believes he or she has been the subject of harassment, discrimination, or retaliation is encouraged to take any of the following steps:

- Politely but firmly confront the offender, in front of a witness if practical, stating how you feel about the conduct, and asking that it be stopped by explaining that it offends you.
- Write down all details about the confrontation (date, time, place, etc.) and summarize your

conversation and that person's reaction to it. A diary outlining a chronological list of events is useful in documenting and correcting the problem.

- Report the alleged harassment immediately to any of the following individuals:
 - Your immediate supervisor.
 - Your General Manager at (603) 296-6500.
 - The Human Resources Director at (603) 527-5100.
 - The Human Resources Manager at (603) 527-5100.
 - The General Manager, the Human Resources Director, and the Human Resources Manager will be included in the Sexual Harassment policy which is posted at all Redimix facilities.
 - CRH Compliance and Ethics Employee Hotline at www.crhhotline.com or 1-800-220-7505.

Redimix Companies will investigate all complaints of harassment, discrimination, and/or retaliation and will take appropriate remedial action. The Company is committed, and required by law, to take action if it learns of harassment, discrimination, and/or retaliation. Confidentiality will be maintained to the greatest extent possible.

Retaliation of any sort against an employee who reports suspected harassment or discrimination or cooperates/participates in an investigation will not be tolerated. All employees found to have participated in any form of retaliation will receive discipline, up to and including, termination.

Retaliation is a form of prohibited discrimination that is against this Company's policy and will be treated in the same manner as other forms of harassment or discrimination. It is a violation of this policy for any employee who learns of an investigation or complaint to take any retaliatory action that affects the working environment of any person involved in an investigation.

If the complaining employee is dissatisfied with the Company's action, or is otherwise interested in doing so, he or she may file a complaint in writing or by calling one of the following agencies:

Equal Employment Opportunity Commission (EEOC)	<i>(For New Hampshire Employees)</i>
JFK Federal Building	NH Commission for Human Rights
25 Sudbury Street – Room 475	2 Industrial Park Drive
Boston, MA 02203-0506	Concord, NH 03301-8501
Tel:1-800-669-4000	Tel: (603) 271-2767

(For Maine Employees)

Maine Human Rights Commission
19 Union Street
Augusta, ME 04330
Tel: (207) 624-6290

(Maine law requires notification within six (6) months of the harassment)

Penalties for Non-Compliance

If an employee is found to have violated Redimix Companies Equal Employment Opportunity Policy, any of the following courses of action may be taken:

- Verbal warning
- Written warning
- Suspension from work without pay
- Transfer to a new work location
- Termination

If you have questions about sexual harassment, how our complaint process works, or about our policies, contact the Human Resources Director at 603-527-5100.



Timothy Vaughn
General Manager



Stacia Maloney
Human Resources Director/EEO Officer

1/1/2024

Date

DEPARTMENT OF TRANSPORTATION (DOT) ALCOHOL & DRUG TESTING POLICY

I. PURPOSE

Redimix Companies (the “Company”) Drug and Alcohol Testing Policy (the “Policy”) is established in accordance with the Drug-Free Workplace Act of 1988 and to comply with the United States Department of Transportation (“DOT”) and the Federal Motor Carrier Safety Administration (“FMCSA”) regulations, specifically 49 C.F.R. Parts 40, 382, and 392 as amended from time to time, to maintain a safe, healthful and efficient working environment for our employees, to protect citizens and citizens property, equipment and operations, and to protect the motoring public from illegal drugs or drugs taken for nonmedical purposes. This Policy: (1) requires that Drivers (as that term is defined in section II – Application) are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner; (2) prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances; and (3) encourages Drivers to seek professional assistance for personal problems, including alcohol or drug use or misuse, that adversely affects their ability to perform their assigned duties.

The DOT requires an employer to conduct drug and alcohol testing of its Drivers at the times and under the conditions described in this Policy. The regulations apply to every person who operates a commercial motor vehicle (“CMV”) in interstate, foreign, or intrastate commerce and to all employers of such persons in all states. It is the intention and the policy of the Company to comply fully with these regulations, as they are promulgated and amended from time to time. The Company reserves the right to apply all amended or revised requirements of these regulations immediately without giving prior notice to the affected employees unless DOT regulations or law requires such notice.

The use and effects of controlled substances and alcohol pose very serious problems. Not only can the use and/or abuse of drugs or alcohol jeopardize the health, safety, and wellbeing of the individual user and all of our employees, it can also endanger the safety of the public, jeopardize the safety of our roads and highways, and cause serious accidents and casualties. In view of these problems, the Company wants to state unequivocally its policy to detect and to deter the use of drugs and alcohol in our transportation and work environment, either through testing, cessation of use, or termination of employment. The Company’s policy is as follows:

II. APPLICATION

The Policy applies to all employees required to maintain a Commercial Driver’s License (“CDL”) and who are subject to federal regulations regarding drug and alcohol testing.

For purposes of this Policy:

1. “Driver” means an employee who operates a CMV which requires the employee to possess and maintain a CDL.
2. “Company Premises” includes but is not limited to all property, whether owned or leased or in any way used by the Company. This policy also includes any other locations or modes of work or transportation to and from those locations while in the course and scope of employment.
3. “Prohibited substances” has the meaning defined by federal regulations, Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and includes all substances listed in Schedule I (21 C.F.R. Part 1308) or identified in Appendix D of the Federal Motor Carrier Safety Regulations. This includes but is not limited to: marijuana; an amphetamine or any formulation thereof; opioids phencyclidine (“PCP”); cocaine; a narcotic drug or any derivative thereof; any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration; and any other substance which renders a Driver incapable of safely operating a motor vehicle.
4. “Under the influence” of any prohibited substance (“illegal drug”) means any detectable level of a prohibited substance in a Driver’s system above the National Institute on Drug Abuse (“NIDA”) cutoff levels.
5. “Under the influence” of alcohol means a blood alcohol level of .02% or greater. A positive alcohol test means a blood alcohol level of .04% or greater. A blood alcohol level of .02% - .39% requires removal from safety sensitive functions.
6. “Reasonable Suspicion” is the observance of aberrant or unusual on duty behavior of an individual Driver which:
 - a. is observed on duty by the Driver’s supervisor or higher-ranking employee and confirmed by the observation of another supervisory employee, managerial employee or employee trained to recognize the symptoms of drug abuse, impairment or intoxication (which observations shall be documented by the observers); and
 - b. is the type of behavior which is a recognized and accepted symptom of intoxication or impairment caused by controlled substances or alcohol or addiction to or dependence upon said controlled substances; and
 - c. is based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the Driver; and
 - d. is not reasonably explained as resulting from causes other than the use of controlled substances (such as, but not by way of limitation, fatigue, lack of sleep, side effect of prescription or over-the-counter medications, reaction to noxious fumes or smoke, etc.)

Reports of drug use or aberrant behavior which are not confirmed by trained or certified supervisory observations shall not constitute reasonable suspicion.
7. “Reportable accident” drug and alcohol testing procedures will be carried out pursuant to the New Hampshire, Maine, and Vermont state specific alcohol and drug testing policies outlined within this employee manual.

8. Commercial Motor Vehicle (“CMV”) is defined as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:
 - a. Has a gross combination weight rating of 11,794 or more kilograms (26,001 pounds or more inclusive of a towed unit with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds).
 - b. Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds).
 - c. Is designed to transport 16 or more passengers, including the driver.
 - d. Is of any size and is used in the transportation of hazardous materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which require the motor vehicle to placarded under the hazardous materials regulation (49 CFR Part 172, Subpart F).

III. PROHIBITIONS

The Policy prohibits the:

1. Use, possession or being under the influence of a prohibited substance while on duty and/or on Company premises, property or worksite or operating or in physical control of the Company’s vehicles or equipment.
2. Consuming or being under the influence of an intoxicating beverage, regardless of its alcohol content, within four (4) hours of reporting for work and/or operating or having physical control of a commercial vehicle.
3. Possessing, consuming or being under the influence of an intoxicating beverage, regardless of its alcohol content while on duty and/or on Company premises, property or worksite or operating or in physical control of the Company’s vehicles or equipment.
4. Refusing to sign consent or release forms authorizing the collection of a specimen, analysis of the specimen for designated prohibited substances, and release of the results to the Company when required by this policy.

IV. IMPLEMENTATION AND ENFORCEMENT OF POLICY

The following procedures will be employed to assure compliance with this Policy.

1. Testing. Drivers and candidates for employment are required to submit to drug and/or alcohol testing under any of the following circumstances:
 - a. For persons being considered for employment with the Company. If a candidate for employment fails the pre-employment drug and/or alcohol test, the candidate will not be offered employment with the Company.
 - b. When the Company has reasonable suspicion to believe that a Driver is under the influence of alcohol or a prohibited substance while on duty. Drivers who exhibit behavior or appearance that is characteristic of alcohol or drug use while performing job-related duties will immediately be removed from duty and are required to submit to a chemical test for alcohol and/or illegal drug use. A Driver

who demonstrates signs of impairment will not be allowed to drive and may not return to duty until test results are received.

- c. If an employee is transferred or promoted to a position which requires possession of a Commercial Driver's License.
- d. Random testing will be conducted based on the annual percentage testing rate that the FMCSA Administrator publishes in the Federal Register.
- e. Prior to a Driver returning to duty following a confirmed positive drug and/or alcohol test or if the Driver refuses a test or violates other provisions of the Company's testing regulations.

If a Driver has a confirmed positive drug and/or alcohol test, the Driver shall submit to random drug and alcohol testing for a period of time specified by the Substance Abuse Professional and pursuant to Federal Regulations. The Driver is responsible for the cost of such drug and/or alcohol testing.

- f. For Drivers involved in a "reportable accident" while on duty. As soon as possible but not later than eight (8) hours following a DOT "reportable accident." If the eight (8) hour time limit is exceeded, the collection of an alcohol specimen is suspended; the drug specimen will be collected as soon as possible not to exceed thirty-two (32) hours after the accident. The Driver is solely responsible for assuring the Company that the required specimen is provided as soon as possible. DOT employees who do not meet the requirements to be tested under DOT regulations following an accident will be subject to testing pursuant to their state specific substance abuse policy.

- 2. Refusal to Test. The following behavior is considered refusal to submit to a test and will be considered the same as a positive test for DOT and disciplinary actions: (1) refusal to take the test; (2) inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation; (3) tampering with or attempting to adulterate the specimen; (4) interfering with the collection procedure; (5) not immediately reporting to the collection site; (6) failing to remain at the collection site until the collection process is complete; (7) having a test result reported by an MRO as adulterated or substituted; or (8) leaving the scene of an accident without a valid reason before the tests have been conducted.

- 3. Dilute Sample. If the MRO informs the company that a positive drug test was dilute, the test result will remain positive test.

If the MRO informs the company that a negative test was dilute, the company will take the following action:

- a. If the MRO directs the company to conduct a recollection under direct observation (i.e., because the creatinine concentration of the specimen was equal to or greater than 2mg/dL, but less than or equal to 5 mg/dL, the employee must do so immediately.
- b. If the creatinine concentration of the dilute specimen is greater than 5 mg/dL, the employee is required to take another test immediately. This recollection will not be collected under direct observation, unless there is another basis for use of direct observation.

- c. If the results of the retest are dilute and negative, those results will stand as record and no additional test will be required.
 - d. The company will retest all dilute negative samples.
 - e. If the employee declines to take a test the company has directed, the employee has refused the test for purposes of this policy and DOT agency regulations.
4. Use of Alcohol. No Driver shall consume alcohol while on duty, four (4) hours prior to duty time, and up to eight (8) hours following a “reportable accident” or until the employee undergoes a post-accident test, whichever occurs first.
5. Employee Privacy. Testing will be conducted with concern for the personal privacy of each employee. Results of urine tests performed hereunder will be held confidential to the extent permitted by law. Tests shall only be performed for substances subject to Federal Regulations including alcohol, marijuana (THC), cocaine, opioids, amphetamines (including methamphetamines), and phencyclidine (PCP) and the laboratory shall only report on the presence or absence of these substances.
6. Testing Procedure. All tests will be conducted in accordance with applicable regulations published by the Department of Transportation in a manner allowing individual privacy unless there is a reason to believe that a particular individual may/or has altered or substituted the specimen provided. All tests will be collected at designated collection sites under the supervision of trained collectors and as follows:
- a. Urine specimens shall be collected in an appropriate facility. The Driver shall not be observed when the urine specimen is given, unless required by DOT rules.
 - b. The testing shall be done by a laboratory certified by Federal Authority authorized by Substance Abuse and Mental Health Administration of the U.S. Department of Health and Human Services.
 - c. Breath Alcohol Testing. Collection of breath sample for breath alcohol testing will be done by a certified Breath Alcohol Technician (BAT). The test will be conducted according to applicable DOT regulations. If the initial test is positive, then a confirmatory test will be done. The confirmation test will be reported to the designated employer representative (DER). A level of 0.04 or greater will be considered positive. Commercial drivers who have a confirmed level of 0.02% - .039% will not be allowed to return to a safety-sensitive position or to drive until the level is less than 0.02%. Employees will be removed from their safety-sensitive position pending a determination as to whether or not the policy has been violated.
 - d. Urine Sample Collection. Reports of urine drug testing result will be sent to the MRO, Medical Review Officer (“MRO”). If the test result is not negative, the MRO will contact the employee or prospective employee. The MRO will obtain relevant medical information from the employee needed to evaluate the test results. The MRO may require further clinical evaluation, and/or may confer with the employee’s medical provider, to make a final determination. Final test results will be reported to the DER.
7. Availability of Test Results. The results of any drug test and records connected with the testing procedure will be made available to the individual tested upon written request.

The results of the tests themselves are reviewed by an MRO who has the knowledge of substance abuse disorders. If the tests are positive the individual tested will be advised of the results and the type of drug or drugs discovered. The individual tested will be given the opportunity to discuss the test results with the MRO prior to the time the test results are made available to the Company. After notification of the MRO's final positive determination, the employee has seventy-two (72) hours to request a test of the "split specimen" at another DHHS certified laboratory.

The documentation of results of the test will not be made available to other parties except upon the written request of the individual, when an applicable DOT regulation requires such disclosure, if in the MRO's reasonable judgment, the information could result in the employee being medically unqualified to perform their duties, if the information would cause a safety risk, or for any other reason allowed by law.

8. Retesting of Original Split Specimen. The employee may request of the MRO in writing, to have the "split specimen" of a positive test retested at another DHHS certified laboratory selected by the employee. The employee will be required to pay for the retest, and a check must accompany the written request.
9. Voluntary Disclosure. If a Driver has not advised the Company that he/ she has initiated substance abuse counseling and/or treatment prior to notification of any substance abuse testing and the result of the test is positive, the positive test will be treated as any other positive test even if the Driver discloses at this time that they are receiving substance abuse counseling.
10. Disclosure of Criminal Conviction. Pursuant to federal law, all employees must notify their supervisor within five (5) days of a conviction under any criminal drug or alcohol statute.

V. PRESCRIPTION AND NONPRESCRIPTION MEDICINE

A Driver shall not report for duty or remain on duty that requires performing safety-sensitive functions when the Driver uses any controlled substances, except when the use is at the instruction of a physician who has advised the Driver that the substances does not adversely affect the ability to safely operate a CMV. If you have any questions regarding the required disclosure of prescription medication under the Department of transportation regulations, please see human resources.

VI. CONSEQUENCES FOR VIOLATION OF THIS POLICY

1. Driver disqualification penalties under the Department of Transportation regulations include but are not limited to:
 - a. Drivers shall not be permitted to perform safety-sensitive functions.
 - b. Drivers will be advised by the Company of resources available to them in evaluating and resolving problems associated with misuse of alcohol or controlled substances.
 - c. Drivers will be evaluated by a substance abuse professional ("SAP") who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use.
 - d. Before a driver returns to duty requiring performance of a safety sensitive function he/she shall undergo a return to duty alcohol test with a result indicating a breath

alcohol level of less than .02% if the conduct involved alcohol, or a controlled substance test with a verified negative result if the conduct involved controlled substance use.

- e. In addition, each Driver identified as needing assistance in resolving problems associated with alcohol or controlled substances shall be evaluated by a SAP to determine that the driver has followed the rehabilitation program prescribed.
 - f. The driver shall also be subject to unannounced follow-up alcohol and controlled substance testing. The number and frequency of such follow-up testing shall be directed by the SAP and consist of at least six (6) tests in the first twelve (12) months. The Driver enrolled in substance abuse programs shall be subject to all Company rules, regulations and job performance standards.
 - g. A person who refuses to be tested or does not cooperate fully with the collection site personnel shall be treated as having a positive test result and, therefore, medically unqualified to perform his or her normal work task.
 - h. Failure to give a urine and breath sample when the employee is involved in a fatal accident will result in disqualification for one (1) year.
 - i. A driver who tests positive for use of a controlled substance or alcohol when the driver has been involved in a fatal accident shall be disqualified for one (1) year.
 - j. Any driver who tests positive for alcohol between .02% - .039% will be required to stand down from driving a commercial motor vehicle for twenty-four (24) hours.
2. In addition to the penalties mandated by the Department of Transportation, if an employee test positive (.02% - .039%) for alcohol, the following are minimum disciplinary steps that shall be taken:

First Offense:

Twenty-four (24) hours stand down, referenced above shall be considered a one-day disciplinary suspension without pay. The Company may impose more severe discipline as it deems appropriate for the circumstances.

Subsequent Offenses:

The Driver is subject to discipline up to and including immediate discharge.

3. If the Driver tests positive for illegal drugs and/or controlled substances or is under the influence (.04% or greater) of alcohol, or refuses to submit to a test, the following are minimum disciplinary steps that shall be taken:
4. First Offense

The Driver will be immediately removed from his or her safety functions. The Driver is subject to discipline up to and including immediate discharge.

Second Offense

The Driver is subject to immediate Discharge.

VII. ASSISTANCE TO EMPLOYEE IN UNDERSTANDING ALCOHOL OR DRUG ABUSE

The Company will make informational materials available to assist employees in understanding the effects and consequences of alcohol and drug use and abuse and materials that explain the United States Department of Transportation requirements related to drug and alcohol testing. These materials can be obtained by contacting your human resources department.

VIII. EMPLOYEE ASSISTANCE PROGRAM

The Company encourages all its employees to seek appropriate help when dealing with drug and alcohol related problems that may be affecting the employee's work and/or personal lives. The Company will provide employees with information about community resources that are available to assist employees in dealing with drug and alcohol related problems.
Call 1-866-248-4096.

IX. EMPLOYEE-INITIATED REHABILITATION

If an employee advises the Company that he or she has initiated substance abuse counseling and/or treatment, and the employee has no associated performance problems or other suspected violations of this or other Company policies and the employee has not been informed of upcoming testing, then the employee will not be terminated on the basis of the disclosure. However, the Company will require that the employee undergo a professional assessment with the Employee Assistance Program, successfully complete a rehabilitation program, and meet the requirements of a return-to-work agreement as conditions of continued employment including follow-up substance abuse testing. Follow-up testing will be conducted in accordance with the recommendations of the substance abuse counselor or designee. If an employee has not advised the Company that he or she has initiated substance abuse counseling and/or treatment prior to notification of any substance abuse testing and the result of the test is positive, the positive test will be treated as any other positive test even if the employee discloses at this time that they are receiving substance abuse counseling.

X. REPORTING A CONVICTION OF A CRIMINAL OFFENSE

All employees must notify their supervisor within five (5) days of a conviction under any criminal drug or alcohol statute.

Employees may be subject to discipline, up to and including discharge, for conviction under any such offense.

XI. CONDITION OF EMPLOYMENT

Compliance with the Policy is a condition of employment. The Drivers who violate the Policy are subject to discipline up to and including discharge.

XII. COMPANY CONTACT

If you have any questions regarding this Policy, contact the Human Resources Department at Redimix Companies.

For more information relating to the DOT program requirements, visit the following Web site: <http://www.dot.gov/ost/dapc/>

ALCOHOL AND DRUG ABUSE POLICY

Policy Statement

Redimix Companies recognizes alcohol and drug dependency as an illness and the use of drugs/alcohol in the workplace and/or working while impaired by drugs/alcohol as potential safety hazards. In accordance with the Drug-Free Workplace Act of 1988, the Company is committed to providing a safe and healthy workplace for our employees and to protecting the safety of the public who come in contact with the Company through our employees or on our property or project sites. To meet these goals, the Company has adopted this drug and alcohol policy.

Employee Assistance Program

The Employee Assistance Program (EAP) is a program for alcohol or drug misuse provided by the Company; or one available to the extent provided by a policy of health insurance; or one provided under contract by a nonprofit hospital service corporation.

The Company encourages employees who may have a problem with alcohol and/or drugs to seek professional help and to use the Employee Assistance Program as a resource. Information obtained or discussed as part of EAP is strictly confidential. The Company will only ask treatment providers for information relating to an employee's cooperation in and successful completion of the program.

All requests for information relating to insurance coverage or other resources should be directed to the Benefits Department, Redimix Companies, Belmont, NH (603-527-5100).

Definitions

1. Drugs

Drugs mean:

- a. Drugs listed or classified by the U.S. Drug Enforcement Administration on Schedule I, or their metabolites; or
- b. prescription drugs that are not prescribed or improperly used; or
- c. other drugs, or their metabolites, which are likely to cause impairment of the individual on the job including, but not limited to, amphetamines, cannabinoids (marijuana), cocaine, phencyclidine, opioids, barbiturates, benzodiazepines, methadone, methaqualone; and/or
- d. alcohol.

2. Reasonable suspicion

The term "reasonable suspicion" as used in this policy means that the Company has reason to believe that the actions, appearance or conduct of an employee indicate that the employee is using or under the influence of alcohol and/or drugs.

3. Using or Under the Influence of alcohol or drugs

The Company has the right in its discretion to conclude that an employee is under the influence without the use of an alcohol or drug test. The Company will conclude that an employee is under the influence when it believes that drugs/alcohol impair, in any degree, his/her ability to work safely.

Prohibited Activities

The Company prohibits employees, suppliers or contractors from using, selling, possessing or being under the influence of alcohol and/or drugs:

1. during working hours; or
2. while on or going to or coming from Company property; or
3. while on or going to or coming from Company project sites; or
4. when reporting to work; or
5. operating Company equipment; or
6. when it is illegal to do so.

If an employee engages in prohibited activities, he/she will be subject to disciplinary action up to and including immediate termination.

The Company retains the right to conclude that an employee has violated this Policy without the use of an alcohol or drug test.

The Company may consider any evidence of alcohol or drug use that comes to its attention in any way not prohibited by law.

The use of marijuana is unlawful under federal law, even if it is allowed by state law. Therefore, even employees who have a prescription for the use of marijuana under state law are prohibited from reporting to work with any detectable level of marijuana in their system.

Alcohol and Drug Testing Procedures

A. Testing Requirements

Redimix Companies alcohol and drug policy includes alcohol and drug testing under the following circumstances:

1. Pre-employment

All offers of employment are conditioned on a negative drug/alcohol test result.

All applicants for employment are required to submit to a drug test prior to commencing employment.

2. Reasonable suspicion

All employees may be required to submit to an alcohol and/or drug test based on reasonable suspicion.

3. Random

All employees who possess a CDL license and drive a company vehicle shall be subject to random and unannounced alcohol and/or drug testing in accordance with the Department of Transportation (DOT) Federal Motor Carrier Safety Regulations.

4. Return to Work and Follow-up

Any employee who has participated in a course of treatment for alcohol and/or drug dependency will be required to submit to an alcohol and/or drug test prior to returning to work. Employees who return to work shall be subject to unannounced testing up to six (6) times over a period of twelve (12) to sixty (60) months, or pursuant to recommendations made by the designated Substance Abuse

Professional (SAP). Direct observation collection procedures are mandatory for all return-to-duty and follow-up drug testing pursuant to federal regulations.

In situations involving a return to work that are not covered by DOT regulations, the Company may in its discretion determine the conditions for reinstatement and any follow up testing.

5. Other Testing

From time to time, drug/alcohol testing may be conducted at the initiation of a person or entity other than the Company.

B. Testing Procedures

The following general procedures apply to alcohol and drug testing that is being conducted at the Company's initiation/request:

1. The employee will be transported to a designated facility for testing.
2. The employee/applicant must sign an authorization for the testing to be performed.
3. The employee/applicant must provide one (1) proper urine sample. If the test is being performed for DOT compliance/testing purposes, the facility representative who is collecting the specimen will split the sample into two containers.
4. The employee/applicant will be asked to witness the labeling and sealing of all test samples.
5. If the sample is diluted, the employee/applicant may be required to retest. An adulterated sample will be considered a positive result, and the employee/applicant will not be given the opportunity to retest.
6. The laboratory will report to the Company test results and provide a copy of test results.
7. If the test is found to be positive, the Medical Review Officer (MRO) will contact the employee/applicant and may request a list of prescription and non-prescription medication taken within the last thirty (30) days. Employees who are being tested in accordance with DOT regulations may request the split specimen be tested in a different certified laboratory for presence of the drug(s) for which a positive result was obtained in the first test. The MRO shall honor such a request if it is made within 72 hours of the employee having been notified of a verified positive test result.
8. Information concerning an employee's test results will be kept confidential and will not be released by the Company without the employee's written authorization, unless otherwise compelled by court order.

C. Consequences of a Positive Test (Drugs and/or alcohol)

1. An applicant who tests positive will be rejected for employment and may reapply at a later date.
2. An employee who tests positive after submitting to a random, post-accident or reasonable suspicion drug/alcohol test that has been conducted under DOT regulations will be subject to immediate termination. In addition, any employee

who refuses to be tested or otherwise fails to cooperate with testing conducted in accordance with DOT regulations will be subject to immediate termination.

3. An employee who tests positive for drugs/alcohol in connection with a non-DOT governed test conducted at the request of the company, or another person/entity, is subject to immediate termination.
4. An employee who refuses to submit to any alcohol and/or drug test or who fails to cooperate with testing will be subject to immediate discharge.

Obligations of Employees under this Policy

A. Supervisors

Supervisors must observe the employees they supervise. If a supervisor suspects that an employee is under the influence of alcohol and/or drugs, he/she should notify Human Resources immediately.

B. All Employees

1. An employee who suspects that another employee is under the influence of alcohol and/or drugs must notify his/her supervisor or Human Resources immediately.
2. An employee who is taking a prescription medication under a physician's supervision must notify his/her supervisor or the Human Resources department if the medication is likely to impair the employee's ability to perform his/her job.
3. An employee who is convicted of violating any criminal drug statute, whether on or off Company premises, must report that conviction to the Human Resources Department within five (5) days of the conviction.
4. An employee participating in the Employee Assistance Program will authorize treatment providers to provide information relating to the employee's cooperation in and successful completion of the program to the Company's Human Resources Manager.

If an employee fails to meet his/her obligations under this Policy, he/she will be subject to disciplinary action, up to and including, immediate termination.

Obligations of Suppliers, Contractors and Other Agents under this Policy

As a condition of doing business with the Company in New Hampshire, all suppliers, contractors or other agents will strictly comply and ensure that their employees strictly comply with this policy while doing business with the Company, on Company property or Company job locations.

Publication of this Policy

This policy is available for inspection and review in the Human Resources Department. The Company will provide copies of this Policy to its suppliers, contractors and other agents.

DRUG FREE WORKPLACE ACT

Redimix Companies is a drug free workplace. We make every effort to have a safe working environment for all our employees by maintaining drug free organizations.

Various states have passed laws legalizing the use of medical and recreational marijuana. While these states have “legalized” marijuana use, marijuana is still an illegal Schedule I drug under the federal Controlled Substances Act.

Redimix Companies are federal contractors, and as such, are required to remain drug free organizations. Therefore, in accordance with the Drug-Free Workplace Act of 1988 and company policies, the use of marijuana during work hours or while on company property for any purpose, including medical marijuana card holders, is not acceptable under our drug and alcohol policy and subjects you to disciplinary action, up to and including, termination of employment (as allowed by state law).

Accordingly, if an employee’s test results come back positive for marijuana on a drug test (random, post-accident, or reasonable suspicion) the result will be disciplinary action up to and including termination, regardless of if the employee has a medical marijuana card.

Should you have any questions, please feel free to contact the Human Resources Department.

AMERICANS WITH DISABILITIES ACT POLICY

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as ADAAA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the Company to comply with all federal and state laws concerning the employment of persons with disabilities. Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges or employment.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety, and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The Company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Company. Contact the Human Resources Department with any questions or requests for accommodation.

All employees are required to comply with the Company safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees’ immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

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

COMPANY MATERIALS PURCHASE

Employees may purchase Company materials (hot asphalt mix, aggregates, concrete, etc.) for personal use in accordance with the following criteria:

- All purchases will be C.O.D. (cash on delivery). Extension of credit will not be considered.
- The purchase price for all materials will be the posted price at each facility:
 - less 15% for Hot Mix Asphalt. HMA delivery will be at current hourly rates.
 - less 20% for Redimix Concrete, if the load exceeds the minimum purchase amount.
 - less 25% for Aggregates. Any aggregate delivery shall be at current per ton zone rates.
- Employees purchasing greater than 5 tons (or yards) of material per load must receive prior approval from the respective Division VP before materials can be purchased and delivered.

This policy applies to Pike Industries and Redimix employees for personal use only. Extended family members are not eligible for the benefit. The discount does not apply to jobs or projects that are profit related, or any other business activity for which an employee is involved.

COMPUTER, E-MAIL, VOICE MAIL AND INTERNET USAGE POLICY

All computers and electronic equipment that are furnished to employees are the property of Redimix Companies. This includes hardware, software, personal computers, computer files, the e-mail system, software furnished to employees, and cell phones.

The Company's e-mail, voice mail, and other computer information systems, like all other Company property, should not be abused or used for disruptive, offensive or improper purposes. Their use is subject to all other Company policies including, for example, policies on the Confidential Nature of Company Affairs and Harassment. Consequently, employees should not attempt to enter, monitor, access or retrieve information from another employee's e-mail, voice mail, or other computer files without express permission of the President. Also, there should not be any entry, display or transmission of sexual messages or images, ethnic or racial slurs or epithets, or anything that may be construed as harassment or disparagement of others based on sex, race, color, national origin, age, religion or disability, genetic information, gender identity, transgender status, sex stereotyping, pregnancy and related conditions, veteran's status, sexual orientation, gender identity, place of birth, marital status, a qualified handicapped status, or any other characteristic protected by law.

Use of the Internet must not disrupt operation of the Company computer network. Use of the Internet or phones must not interfere with an employee's productivity. Employees are responsible for using the Internet and phones in a manner that is lawful and consistent with all company policies.

In accordance with the National Labor Relations Act, employees have the right to use their company-provided email account during non-working time for non-business purposes, including activities covered by Section 7.

In addition, the following practices are prohibited when using the Company e-mail and/or Internet systems:

- Creating e-mail congestion by sending trivial messages or personal messages.
- Accessing the World Wide Web for inappropriate or unlawful purposes.
- Internet radio and/or any other streaming media, which may cause LAN/WAN congestion, are strictly prohibited.
- Impersonating any other person when using e-mail or amending messages received.

- E-mail may not be used to solicit others for commercial ventures, religious causes, or other inappropriate or unprofessional matters.

E-mail, voice mail, and other computer information systems are property of the Company. All messages and information entered e-mail, voice mail, or other computer information systems are Company records that are the property of the Company, which reserves the right to enter, monitor, access and disclose all messages and information entered into e-mail, voice mail, or other computer systems for any purpose. Employees do not have any personal privacy right concerning any messages or information entered the Company's e-mail, voice mail, or other computer information systems, including any employee's e-mail, voice mail, or computer file.

Redimix Companies purchases and licenses the use of various computer software. Unless authorized by the software developer, Redimix Companies does not have the right to reproduce such software for use on more than one computer.

Software should not be downloaded to the Company's system without prior permission from the General Manager, IT Personnel, or IT Service Desk. This includes free software and shareware available on the Internet.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Redimix Companies prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the IT Department or any member of management upon learning of violations of this policy.

CRH SOCIAL MEDIA POLICY and GUIDELINES

1. Background

CRH Americas Materials, Inc. as well as CRH Americas, Inc., consistent with our parent company, CRH plc, (collectively referred to as CRH) is committed to open communication and frequent dialogue with our employees, local communities, customers, suppliers and stakeholders. Media coverage, both traditional and social, is a great way to increase awareness of our company as a world-class leader in the construction and building materials industry. This can also support our business in building solid, successful relationships. Additionally, issues impacting local communities can fuel online communications among a wide range of activist and special interest groups. These platforms need to be carefully managed as coverage directly impacts our overall reputation and how we are evaluated and perceived.

2. Purpose

The creation of communities, sharing content, and authenticity are the essence of social media. We recognize that many of our employees are active on social networking sites, act as spokespersons of the Company in managing Company or Operating Company (OpCo) social media pages, as well as share content related to our business on their personal accounts. We have developed this social media Policy & Guidelines to provide direction for employees posting on behalf of CRH, as well as recommendations for personal social media management, because the lines between individuals and the organizations they are affiliated with may sometimes become less pronounced. If you manage a company account, remember that your content represents both your local business and CRH, so care and attention must be given to quality, tone, accuracy and integrity of any content that you publish. As with all actions, employees should always use sound judgment and common sense, and remember our CRH Values, to:

- Put safety first
- Continuously create value
- Do what we say and lead with integrity
- Operate locally, but as one company

3. Scope

It is critical that social media account administrators/spokespersons know how to best represent us online and deliver a consistent and cohesive message externally. Systematic coordination and agreement on messaging is required at all levels.

To support this objective, this document outlines the basic processes for managing social media accounts for the Company (this includes Operating Companies, brands, departments and all other accounts that represent the company).

This policy and guidelines are applicable to all social networking platforms including, but not limited to, Facebook, Twitter, LinkedIn, Flickr, Instagram, YouTube, Vimeo, blogs, podcasts and vlogs.

CRH in North America maintains a presence on select social media platforms administered by key users throughout the business who are permitted to speak on behalf of the company online with oversight and guidance by the Corporate Communications Department. All CRH and related company, business and brand accounts must be approved by the Corporate Communications Department prior to being created.

Additionally, this document provides guidance and recommendations for employees and their personal social media use. We do not discourage employees from participating on social media platforms at a personal level, however we have guidelines for online conduct (see Section 5).

4. Procedure - Management of CRH, CRH Operating Company and Related Business Accounts by an Employee Responsible for Social Media Admin as Part of their Job Role

4.1 CRH and CRH Operating Company social media accounts cannot post negative or disparaging content, either real or perceived, about anyone including CRH or affiliated companies, colleagues, customers, competitors, consultants, vendors or business partners. Our collective online presence reflects CRH and therefore must be consistent with applicable company policies. If you are a social media account admin in violation of these policies, you may be subject to discipline, up to and including termination of employment.

- Refrain from participating in non-business-related discussions
- Make sure you speak diplomatically, and have the facts correct
- Do not defame, slander or speak poorly of anyone, including our competitors

4.2 Content pertaining to confidential and sensitive company information, including those found and shared on our internal networks, should not be shared externally. Divulging information including, but not limited to, business operations or strategies, confidential product and/or service information, processes, marketing plans, sales information, customer lists, financial data, patents, trademarks, predictions of future performance, legal information and personally identifiable information about suppliers and customers, financial information and legal matters is prohibited.

4.3 Employees must respect applicable laws such as financial disclosure laws and copyright and trademark laws. If sharing other people's content online, including photos obtained through search engines, ensure the content is royalty-free and can be shared and/or attain permission and attribute

the content to its rightful owner (author, photographer, videographer, etc.).

4.4 Great care must be taken when taking and uploading pictures or videos of our offices or operations. Ensure that the photos or videos do not share or link to any confidential information and that all company policies are being followed. For example, PPE specific to the task/environment must be worn at all times (i.e. Class 3 safety vests) as well as new protocols established in response to COVID-19 such as requirements for social distancing and face coverings.

If the photos or videos include people, including fellow employees (or their friends or families), customers, vendors, etc., express written permission must be obtained before posting. If there is any doubt, contact the Corporate Communications Department for guidance prior to posting.

4.5 Be aware of the audience and interact in an appropriate and responsible manner, just as with any other medium of communication be transparent, ethical and accurate. The discussion of current events across company social media accounts is strictly prohibited unless pre-approved by Corporate Communications and dishonorable content or slurs containing racial, ethnic, sexual, religious or directed at people with disabilities will not be tolerated.

4.6 Misleading information can harm personal and professional reputations. Ensure the information you are posting is accurate and do not pass on rumors or hearsay as facts.

4.7 Social media networks and following conversations online are great tools for learning about our industry and brands. As an account administrator, bring any negative or potentially detrimental online content about CRH to the attention of the Corporate Communications Department.

4.8 If an online conversation may be considered controversial or could bring negative attention to the company, contact the Corporate Communications Department immediately, before engaging in a conversation.

4.9 CRH is a non-partisan company and should not be engaged in political conversations online, with the exception of the Government Relations accounts approved by CRH. CRH accounts should not promote (tweet or retweet, repost, share, like, etc.) messages from or about political officials, candidates or associations related, but not limited to, policy, trade, competition, world affairs, etc. Exceptions can be made when officials visit our operations or engage with us in a direct capacity at events, community relations, etc. Consult with the Communications Department prior to posting political content.

4.10 CRH and its portfolio of Operating Companies and brands should always be correctly branded to preserve the identity and messages of companies represented. Employees must have express permission from the communications, recruiting and marketing departments to use registered brands or trademarks. Ensure you obtain properly branded materials, logos, graphics and key messages.

4.11 Never like, retweet or post/repost a competitor's posting without permission from the Corporate Communications Department. There may be times when a customer of one of our businesses may be a competitor of another CRH operating company, so please ensure you understand business relationships before engaging with another company on social media.

5. Guidelines - Employees' Personal Social Media Use Related to CRH and its Business

5.1 If employees choose to associate themselves with the company on their private social media accounts (i.e. list employer in profile info), they must clearly identify that opinions are their own and not those of CRH and/or an Operating Company. For example, if an employee states on his/her profile "I work at CRH" or lists it in their "About" information that they work a CRH Operating Company, they should add "the opinions expressed here are my own."

5.2 Employees should not speak on behalf of CRH, either explicitly or implicitly, unless they have express authorization to do so. Employees should notify the Corporate Communications Department if they receive any inquiries from the media (either through social channels, or otherwise) asking for a company comment.

5.3 Respect applicable laws such as financial disclosure laws and copyright and trademark laws. Confidential company information (including trade secrets) should not be shared externally. Divulging information including, but not limited to, business operations or strategies, confidential product and/or service information, processes, marketing plans, sales information, customer lists, financial data, patents, trademarks, predictions of future performance, legal information and personally identifiable information about suppliers and customers, financial information and legal matters is prohibited.

5.4 Content in violation of company policies could lead to disciplinary action, up to and including termination.

5.5 Social media networks are great tools for learning about online conversations around our industry and brand. We appreciate the assistance of all employees in listening and alerting us to relevant discussions, both positive and negative. We ask that employees bring any negative or potentially detrimental online content about CRH to the attention of their local Human Resources Department who will alert the Corporate Communications Department.

IMPROVING SKILLS

PERFORMANCE APPRAISALS

Performance appraisals are done twice a year for all employees. Redimix adheres to the following guidelines.

In addition, a performance appraisal will be conducted annually by your immediate supervisor with input from the Operations Manager and/or General Manager. The purpose for conducting annual performance appraisals is to:

- a. Recognize your work effort
- b. Review yearly performance based on your job description. This includes your commitment to safe work procedures, teamwork, and ability to perform job functions, uniform adherence, and Company policy
- c. Point out areas of achievement
- d. Establish new goals for the upcoming review period
- e. Offer guidance and direction on performance deficiencies
- f. Exchange ideas on how the Company can improve
- g. Create a forum for dialogue on year-to-date performance and other issues

NOTE: Employee wage rates are reviewed periodically. Wage increases are not necessarily done in conjunction with your annual review.

JOB POSTING

It is the Company's policy to advertise internal job openings, allowing employees the opportunity to apply for available positions.

Vacancies for positions will be distributed to all employees at Redimix Companies so that employees who are interested in changing a position are considered when hiring takes place.

TRANSFERS

Employees interested in transferring to another position must first notify his/her Human Resources Manager of the request to apply for an available position.

A wage increase will not accompany the transfer unless the new position is a qualified promotion. Employees may not request a transfer more than once per year, unless specifically authorized by management.

Newly hired employees are not eligible for transfer during the first season of employment.

The Company reserves the right to transfer employees or deny transfer requests based on legitimate business factors such as qualification and the needs of the Company and its customers.

ADVANCEMENT

It is the policy of the Company to promote from within whenever possible. Advancement is dependent on business factors, including, but not limited to availability of open positions, your qualifications, and your work performance (quality, initiative, attitude, attendance, etc.).

If you have questions on potential advancement, talk with your supervisor or Human Resources Manager.

BENEFITS

Redimix Companies provides eligible employees with a comprehensive and competitive benefits program. Our benefits program is designed to offer financial security against catastrophic health care expenses, rest and recreation through paid time off and holiday programs and help to plan for retirement through Redimix sponsored savings. These benefits may be changed, amended, or canceled at any time as allowed by law.

The following is a brief summary of the Company's benefits program. Keep in mind that the brief descriptions written here are for convenient reading and understanding. As a result, they do not provide all of the details necessary to tell you how the specifics of a particular plan apply in an individual situation. The Plan Document for each particular benefit controls each plan and is available for you to review by contacting the Human Resources Department. Subject to the conditions and limitations of the Company Summary Plan Descriptions (SPDs), you may elect to participate in some or all of the Company provided benefits.

GROUP INSURANCE

On the first of the month following sixty (60) days of employment, all full-time employees are eligible to be enrolled in the Company group insurance plans.

The Company currently offers a bundled medical, dental, vision and prescription plan, Flexible Spending Accounts (healthcare and dependent care), Health Savings Account (HSA), as well as life insurance. Once enrolled, to continue to qualify for these Company-sponsored benefits, you must:

- a. Be classified as full time,
- b. Work a minimum of 30 hours per week, and
- c. Work at least six months consecutively.

Health Insurance

Redimix Companies provides a standardized and bundled medical, dental, vision and prescription plan to all eligible full-time employees. Dental, vision and prescription premiums are included in both of the medical plan options. A Flexible Spending Account (FSA) lets you set aside money for health care or dependent care expenses. If enrolled in the High Deductible Health Plan (HDHP) a Health Savings Account (HSA) lets you set aside money for health care expenses.

There are two options from which you can choose: A Preferred Provider Organization (PPO), and a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA).

A detailed outline of the healthcare plans is distributed annually to all employees. If you have questions regarding your health insurance coverage, contact the Benefits Department at 603-527-5100.

Family Status Changes

Relates to the Healthcare Plans.

A Family Status Change is an event that may allow you to add or delete dependents on your Healthcare Plan.

These include, but are not limited to, marriage, birth, adoption, spouse's employment change, divorce, retirement, and loss of dependent status for IRS purposes. **Notice:** It is **important** that you notify the Benefit Department as soon as possible, but no later than 60 days, if any of the above listed events occur. Failure to do so could cause loss of coverage or failure for dependents to qualify for coverage until the next open enrollment period.

Flexible Spending Accounts

The Flexible Spending Accounts (FSAs) allow you to set aside money that you can use throughout the year to reimburse yourself for eligible health care and dependent care expenses. FSAs offer you tax advantages that stretch the value of your money – the money you set aside is not taxed as long as it is spent in compliance with the IRS regulations. You may participate in the FSA regardless of which medical plan you choose and whether you participate in the CRH Healthcare Plan or not.

Life Insurance

Redimix Companies provides Basic Life and Accidental Death & Dismemberment (AD&D) coverage to all full-time employees.

An individual certificate with an outline of benefits and limitations will be forwarded to you upon enrollment in the plan.

Eligibility

Your life and AD&D insurance benefits are effective on the first day of the month following your 60-day Introductory Period, provided you are actively at work on that day. Otherwise, coverage will start the day you return to regular work.

Coverage

You are covered for 1X your annual base salary (as of October 1st each year) of basic life insurance protection if you die for any reason while you are insured.

Additionally, you are covered for 1X your annual base salary (as of October 1st each year) of AD&D insurance. AD&D insurance provides your beneficiary with an additional payment if your death is the result of a covered accident.

Premiums for basic life and AD&D coverage are paid in full by Redimix Companies.

Benefits reduce to 65% at age 70 and further reduce to 50% at age 75.

Benefits will terminate at the end of the month in which retirement or termination occurs.

Beneficiary

You may assign anyone as your beneficiary and changes can be made at any time.

Termination of Coverage

Employees are covered by the Healthcare Plan and life insurance coverage through the last day of the month in which employment with Redimix Companies ends. This includes, but is not limited to, involuntary termination and voluntary resignation. Continuation of the Healthcare Plan is available through COBRA. Continuation of company-sponsored life insurance is available through a conversion process with the carrier.

DISABILITY INSURANCE

All eligible employees will be provided with Short Term Disability (STD) and Long-Term Disability (LTD) coverage. The premiums for these benefits are paid by CRH. The STD benefit pays 60% of eligible compensation for up to 26 weeks. The LTD plan also pays 60% of eligible compensation and begins after STD has been exhausted.

SUPPLEMENTAL INSURANCE PLANS

An employee may elect to purchase, through payroll deduction, any of the insurances listed below at Open Enrollment only. Open enrollment takes place in the fall, generally in the month of October/November.

- Supplemental Life Insurance**
- Spousal Supplemental Life Insurance**
- Dependent Supplemental Life Insurance**

PROFIT SHARING AND DEFERRED INCOME PLAN – 401(K) – ALSO REFERRED TO AS CRH 401K PLAN

This plan has been established to provide our employees with retirement and other plan benefits in addition to those you may receive from Social Security. These benefits are provided through deferrals you choose to contribute from your salary, as well as the employer's corresponding company match. Employees may defer on a Traditional pre-tax and/or Roth post-tax basis according to current year's IRS limitations.

An employee becomes eligible to participate in the CRH 401(k) plan on the first day of the month following 90 days of employment. The employee must be 18 years of age. The company match will begin after 12 months of employment. Upon eligibility, employees will receive enrollment information from the current provider.

New hires will automatically be enrolled in the 401(k) plan at a 5% contribution rate unless the new hire elects to opt out of participation by their automatic enrollment date (the first of the month following 90 days of employment).

An additional piece to the 401(k) plan is a profit-sharing component. This is a plan in which CRH will share the successes of the company with eligible employees. The amount of the contribution will be based on the profitability of CRH each calendar year but will start at 4% for Redimix Companies employees. You do not need to participate in the 401(k) plan in order to receive a profit-sharing plan contribution. An employee must have one year of service from date of hire, have 1,000 hours of service in the plan year and must be employed on the last day of the plan year to be eligible to receive profit sharing. A 5-year graded vesting schedule will apply to the profit-sharing plan.

Please contact the Benefits Administrator regarding any further details or questions about the CRH retirement plans.

UNEMPLOYMENT COMPENSATION

The Company pays into the unemployment compensation fund established by the States of New Hampshire and Maine. Eligibility for unemployment compensation is determined by state law.

The offices of unemployment have specific guidelines on reporting wages for time worked when applying for unemployment benefits. This includes regular wages as well as training, bonuses, or other earnings. It is every employee's responsibility to abide by the requirements of the respective state unemployment agencies.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Redimix Companies offers an Employee Assistance Program (EAP) that provides confidential, professional referral and counseling assistance for personal problems. This service is available to all employees and their immediate family members.

We know there are times in everyone's lives when personal problems affect the ability of an employee to work effectively. We also know there are some cases where outside assistance is the best way to deal with a situation.

The EAP is our way of insuring that employees have some place to turn for confidential counseling, treatment, or rehabilitation for personal, drug or alcohol-related problems.

If you have questions about how the EAP works, contact the Human Resources Department, or look for posters giving direct referral to our EAP consultants at the regional offices.

The toll-free number for the EAP is (866) 248-4096. The EAP provider is Optum. *All voluntary contacts are strictly confidential.*

EMPLOYEE REFERRAL BONUS PROGRAM

Our company is always looking for exceptional employees to join our great team and feel it is important to reward individuals that identify and refer qualified candidates.

Eligibility Requirements:

- Full-Time or Part-Time regular employees are eligible to receive the referral bonus.
- Name of the employee making the referral must be listed in the applicant's online application on the CRH Careers Web Site.
- Employee making the referral and the referred employee must be employed at the time of payout to receive the bonus.

- There is no limit on the amount of applicants an employee can refer.
- All bonuses are paid via payroll and subject to applicable State and Federal withholding taxes.

Program Exclusions:

- Any management official in a supervisory chain of command or other person associated and/or involved with the recruitment, rating, or selection of the candidate.
- Any position that is not advertised or recruited for using the CRH Careers Web Site.

Bonus Payments:

- Total bonus payment for a referred employee will be \$1,000.00. The Company has the right to adjust/amend this amount.
- Payments will be made as follows:
 - A bonus award of \$500 will be paid after the referred employee has met 90 days of employment. Providing eligibility requirements are met.
 - A second payment of \$500 will be paid after the referred employee has met one year of service, and eligibility requirements are met.

Receiving Referral Payout:

- The referring employee must complete the Request for Payout form and submit to the human resources department for approval no later than 30 days beyond the eligibility date to receive payment.

WELLNESS REIMBURSEMENT PROGRAM POLICY

Purpose

Redimix believes that good health improves the quality of employees' personal and professional lives, which is why the company encourages all employees to pursue a healthy lifestyle.

Eligibility

- All year-round employees are eligible to participate in this program. This policy applies to Redimix employees only. Extended family members are not eligible for the benefit.
- Employees may enroll in the programs below at any time during the year. Wellness Reimbursement Request Forms are available at the Human Resources Department.
- All reimbursement programs must be approved. Programs not previously approved by the Human Resources Department will not be eligible for reimbursement.

Types of Reimbursement

Health Club Membership

Other fitness programs, such as jazzercise, kick boxing, etc. will be reviewed on an individual basis and must be approved by the HR Department.

Virtual fitness programs offered through club membership and workouts streamed live (such as Peloton) will be eligible for reimbursement but must meet the eligibility criteria as outlined in the Employee Responsibility section below.

Weight Loss Programs

Weight Watchers, Weight Watchers Online, Nutrisystem, and Jenny Craig. All other weight loss programs must be approved by the company President or Human Resources Director.

Reimbursement Amounts

- Health Club membership: Reimbursement up to a maximum of \$50.00* per month paid bi-annually in May and November. For individuals who have a family membership, reimbursement will be equivalent to the cost of a single membership. The company will not pay for upgrades to memberships that include ancillary items such as tanning, massages, etc.
- Weight Loss programs: Reimbursement up to a maximum of \$50.00* per month paid bi-annually in May and November.

Employee Responsibility

- Health Club: You must be a member of the health club and attend the facility at least eight (8) times per month. Proof of attendance is required. Most facilities have a check in procedure (ex. Scanning of ID card) and can provide a printout each month that shows your attendance. If your facility does not have the technology, please obtain an attendance sheet from the Human Resources Department. You must also show proof of membership payment. You can either submit copies of your monthly statement that identifies the membership dues being deducted from your account or a receipt from the facility that provides detail on the amount paid each month. A detailed breakdown of the membership costs must be submitted prior to your first reimbursement request.
- Weight Watchers: You must submit a copy of all payment receipts for the reimbursement period, as well as a copy of the Weight Watchers booklet verifying attendance at weekly meetings or an attendance sheet which may be obtained from the Human Resources Department. You must attend at least three (3) meetings per month in order to be eligible for reimbursement for that month. You must also submit either a copy of your canceled check (both sides), copies of your monthly statement that identifies the membership dues being deducted from your account, or a receipt from the meeting location that shows proof of payment.
- Weight Watchers Online: You must submit a copy of all payment receipts for the reimbursement period, as well as a printout from your online account verifying your weekly weigh-ins. Please be sure to redact or remove your weigh-in totals from this receipt. You must complete three (3) online weigh-ins per month in order to be eligible for reimbursement that month.
- Jenny Craig or Nutrisystem: You must submit a receipt of product purchase for the reimbursement period, including the original packing slip included with your food delivery.

In accordance with the Americans with Disabilities Act, reasonable accommodations will be made for employees with a qualifying disability.

Reimbursement Procedure

All documentation and receipts must be submitted to the Human Resources Department bi-annually by **May 7th** (for November 1 through April 30 participation) and by **November 7th** (for May 1 through October 31 participation). Reimbursement will be made by the end of May or November.

Reimbursement checks will be processed through payroll, *subject to state and federal withholding taxes.*

EDUCATION TUITION REIMBURSEMENT PROGRAM

PURPOSE

The Company believes in the value of education, particularly in areas directly related to the business. In that regard, the division provides an Education Reimbursement Program to support the professional development of those employees who desire to further their education and who meet certain eligibility requirements.

SCOPE

The program applies to full-time or year-round employees who are in good standing with the company. Employees must continue to meet job performance expectations throughout enrollment. Reimbursement under the terms of the program is available to employees pursuing a GED, undergraduate degree, and graduate degree.

ELIGIBILITY REQUIREMENTS

- Employees must complete one (1) year of service to participate in the program. For employees, periods of layoff will be applied to this requirement.
- A course or degree program must be directly related to the employee's current position or must enhance potential for advancement within the company.
- Employee application must include a written request, endorsed by the Line of Business or Function Manager and approved by Company President.
- Classes must be offered by an accredited technical institution, college, or university.
- Educational reimbursement does not apply to training programs, seminars, or certifications programs.

APPROVAL PROCESS

- A Tuition Reimbursement Application (Appendix A) must be submitted to the Human Resources Department and must be approved by the employees Division Manager or VP prior to beginning coursework.
- Once coursework is complete, employees must submit the Request for Tuition Reimbursement form (Appendix B) along with the grade report and proof of cost within 45 days of course completion in order to receive reimbursement.

GUIDELINES

- Individuals must be active employees of the North Division when the course begins and must still be employed when the course work is completed.
- Employees are expected to schedule class attendance and completion of study assignments outside of regular work hours. Management may limit the number of courses an employee can take if the schedule interferes with the employee's ability to perform the job.
- An employee who voluntarily or involuntarily terminates employment must reimburse the company 100% of all reimbursement received within the prior three years of employment. Note: this does not apply to employees affected by a reduction in force, permanent disability, or death.
- If an individual is rehired by CRH North Division, there is no reinstatement into ongoing coursework that may have been approved prior to termination or reimbursement for prior coursework.

- It is expected that employees who are approved for a degree program will maintain continuity with the coursework. If a break of more than 12 months in coursework occurs your application for continuation in the program must be re-evaluated.
- While successful completion of a course of study improves an employee’s educational background, such accomplishment does not obligate the company to reward participants with promotion, transfer, reassignment, or compensation increase.
- IRS regulations: education reimbursement of \$5,250 in a calendar year may be taxable to the employee and it is the employee’s responsibility to pay those taxes. Refer to IRS Publication 970, Tax Benefits for Education for more details.

REIMBURSEMENT

Undergraduate coursework:

- Employees will be reimbursed 100% for a grade of A or B (or equivalent) up to a maximum of \$5,250 per year.
- Employees will be reimbursed 50% for a grade of C (or equivalent) up to a maximum of \$5,250 per year.
- No reimbursement will be given for a grade lower than a C (or equivalent).
- Pass/Fail courses will be reimbursed at 100% for a Pass up to a maximum of \$5,250 per year.

Graduate coursework:

- Employees will be reimbursed 100% for a Grade of A or B (or equivalent) up to a maximum of \$5,250 per year.
- Employees will be reimbursed 50% for a Grad of C (or equivalent) up to a maximum of \$5,250 per year.
- No reimbursement will be given for a grade lower than a C (or equivalent).
- Pass/Fail courses will be reimbursed at 100% for a Pass up to a maximum of \$5,250 per year.

Eligible expenses include application fees and tuition. Expenses not eligible for reimbursement include but are not limited to books, lab fees, registration, hardware, late fees, parking, repeated courses, software packages, transportation, on-line charges, supplies, or graduation fees.

SUMMARY

The adoption and maintenance of this program shall not be deemed to be a contract between CRH the Company and the employee. Nothing contained in the program shall give any employee the right to be retained by the company or interfere with the right of the company to terminate an employee for cause regardless of the effect that such termination will have upon the employee under the terms of this program.

Exceptions to this policy must be approved by the company President.

If you have questions regarding this policy, please contact your local Human Resources representative.

BOOT REIMBURSEMENT

The Company will reimburse employees 100% of the purchase price for one pair of safety toed boots per year up to a maximum of \$200. **Note: the company will not reimburse employees for the purchase of logging style boots with raised heels more than ¾” high. All reimbursements must be approved by the employees’ supervisor.** The total purchase price for safety shoes will include any applicable shipping fees if ordered electronically and any associated state taxes. Employees are responsible for 100% of the initial costs. Reimbursement will require a store sales receipt clearly indicating that the footwear purchased meet the ANSI Z41.1 design standard.

The sales receipt should be submitted to the Payroll Department for your reimbursement. The money will then be reimbursed through your weekly payroll check (added to net pay) however, the reimbursement is non-taxable. Reimbursement will only be made for the purchase of safety shoes meeting the requirements designated above.

Reimbursement will only be made for the purchase of boots equipped with a protective cap in the toe.

Details on work boot requirements are contained in the Company’s EHS Manual. Sneakers and hiking boots are not allowed on any job site.

PRESCRIPTION SAFETY GLASSES REIMBURSEMENT

For those employees who must wear prescription glasses and are required by Redimix Companies management to wear safety glasses at work, Redimix Companies will pay for 100% of the purchase price for one pair of prescription safety glasses (frames/lenses), up to a maximum reimbursement of \$300.00. The Manager must approve the request in writing prior to purchase. An invoice must be submitted with the reimbursement request to the Payroll Department in Belmont.

Frames and lenses must be ANSI approved and frames shall be fitted with permanent side shields. Frequency of reimbursement will be at the discretion of the Manager.

TIME OFF/LEAVES OF ABSENCE

PAID TIME OFF: Applies to year-round hourly and year-round weekly salary employees only.

The company offers eligible employees many other benefits, including various types of Insurance coverage paid time off, and paid holiday. These benefits may be changed, amended, or canceled at any time as allowed by law. The following is the Company’s Paid Time off Policy.

Definition:

Definition of a full-time benefit eligible employee is an employee who is regularly scheduled to work on average a minimum of 30 hours per week and at least 6 months consecutively each calendar year.

Newly Hired Employees

Newly hired employees will receive one (1) day of paid time off for every full month of employment in the first year of hire, with a maximum of 5 days. The first full calendar year the employee will receive 7 days of paid time off. All paid time off will be used in accordance with the paid time off guidelines below.

At the beginning of the second full calendar year all paid time off will be as follows:

2nd full calendar year	2 weeks paid time off (80 hours)
5th full calendar year	3 weeks paid time off (120 hours)
10th full calendar year	4 weeks aid time off (160 hours)
20th full calendar year	5 weeks paid time off (200 hours)
30th full calendar year	6 weeks paid time off (240 hours)

Paid Time Off Guidelines

Paid time off time is to be used during the calendar year. Any unused paid time off hours at the end of the calendar year will be paid in full on or around January 30th in the following year.

All driver time off requests must be sent through the SharePoint calendar. All other time off must be approved by supervisor.

Paid Time off should be used during the payroll year. The payroll year for 2024 starts on December 24, 2023, and ends on December 21, 2024.

Paid Time Off Request Guidelines

No more than 10% of the region work force will be approved to take paid time off at any given time during the calendar year.

Regions

North:	Campton, Winnisquam
Central:	Bow, Manchester, Amherst
Seacoast:	Dover, Berwick Maine

Holiday During Paid Time Off

If an observed holiday occurs during your scheduled Paid Time Off period, you will receive holiday pay and will not be charged for the Paid Time Off day.

Effect on Overtime

Paid time off does not count as time worked for purposes of overtime.

Termination of Employment

Employees who retire or voluntarily terminate employment with the Company will receive any prorated Paid Time Off allowance at their current rate of pay based on the number of full months worked in the current year.

Calculation: Remaining paid time off amount ÷ 12 months x number of full months worked in current year = prorated paid time off pay out.

Example: Employee has 3 weeks (120 hrs.) PTO
Terms 10/1/XX with 80 hrs. remaining
Prorated paid time off pay out = 60 hrs.

If an employee is involuntarily terminated, paid time off will be forfeited. Payouts will not be made to employees who terminate with less than one year of service.

Holidays

Overtime will be paid after 32 hours for all non-union hourly employees during the week of a holiday only.

Paid holidays for employees of Redimix Companies will be the following:

1. New Year's Day
2. Memorial Day
3. July 4th
4. Labor Day
5. Veterans Day
6. Thanksgiving Day
7. Day after Thanksgiving
8. Christmas

Holidays are paid on the basis of eight hours at your regular rate of pay.

To qualify for holiday pay, you must work the full shift prior to the paid holiday and the workday after a paid holiday, unless you have been specifically excused from work on one or both of those days or the absence is protected by law. Part-time employees will be eligible for the same holiday schedule noted above, prorated to their average weekly hours worked in the current year.

Employees who are required to work on a paid holiday will receive eight (8) hours of holiday pay in addition to regular wages earned on the same day. Authorization to work on a paid holiday must be obtained by the General Manager.

Employees laid off or recalled during a holiday week will be paid for the holiday.

Bereavement Pay

Redimix Companies encourages the use of bereavement time when an employee suffers the personal loss of a death in the family. The Company will pay your straight time rate, not to exceed eight (8) hours per day, in the event that an employee must use this benefit.

Immediate Family Member

Upon request, an employee may be granted up to five (5) days of absence without loss of pay for a normal scheduled work shift. For the purpose of this policy, "*immediate family member*" describes:

- Spouse
- Children (including step)
- Parents (including step)

Other Family Members

Upon request, an employee may be granted up to three (3) days of absence without loss of pay for a normal scheduled work shift. For the purpose of this policy, “*other family members*” describes:

- siblings
- grandparents
- grandchildren
- parents-in-law

Other than Immediate Family Member

Upon request, an employee may be granted one (1) scheduled working day without loss of pay to attend the funeral, if said funeral falls on a normal scheduled work shift. For the purpose of this policy “*other than immediate family member*” describes:

- aunts
- uncles
- nieces
- nephews
- any relative who has been a permanent and current member of the employee’s household

Jury Duty

Full-time employees who are required to serve on juries or are subpoenaed as witnesses (other than in their own court case) will continue the payroll for any scheduled working days that are missed for these purposes. Employees will be paid the amount they would have earned had they worked the schedule day calculated at 8 regular hours, less any amount paid for jury duty by the court. Jury witness hours and pay will not be counted for purposes of calculating overtime. Evidence of this duty, in the form of a subpoena or other written notification, shall be presented to the employee’s supervisor as far in advance as practical. Also, evidence of the amount earned, and hours worked must also be made available to your supervisor. You must return to work when excused by the court from jury duty.

UNPAID LEAVE

General Provisions

The following is a description of the Company’s policies regarding leaves of absences. These policies incorporate both leave of absence rights available to employees under federal law and those that have been established by the Company. The Company reserves the right to amend these policies as necessary to remain in compliance with applicable laws and in order to meet its needs and those of our customers.

Family and Medical Leave (FMLA)

The function of this policy is to provide employees with a general description of their rights under the Family and Medical Leave Act (FMLA). In the event of a conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions about this policy, please contact the Human Resources Department.

Eligibility Requirements

Employees are eligible for FMLA leave if they have worked for Redimix Companies (“Redimix” or the “Company”) for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the Company within 75 miles.

Basic Leave Entitlement

Employees eligible for FMLA leave may take 12 weeks of unpaid, job-protected leave during a “rolling” 12-month period measured backward from the date of any FMLA leave usage for the following reasons:

1. for incapacity due to pregnancy, prenatal medical care or childbirth;
2. to care for the employee’s child after birth, or placement for adoption or foster care;
3. to care for the employee’s spouse, son, daughter or parent, who has a serious health condition; or
4. for a serious health condition that makes the employee unable to perform the employee’s job.

Leave for reason (2) must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Company who request leave because of reason (2) or to care for an ill parent, may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

You may not be granted FMLA leave to gain employment or work elsewhere, including self-employment. If you misrepresent facts to be granted FMLA leave, you will be subject to immediate termination.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or called to covered active-duty status may use their 12-week leave entitlement (during the “rolling” 12-month period measured backward from the date of any FMLA leave usage) to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single “rolling” 12-month period measured backward from the date of any FMLA leave usage. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

*FMLA leave already taken for other FMLA circumstances during the “rolling” 12-month period measured backward from the date of any FMLA leave usage will be deducted from the total of 26 weeks available. Spouses employed by the Company may only take a combined aggregate total of 26 weeks of leave.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.” Please contact the Human Resources Department for additional information on these definitions.

Use of Leave

Leave because of a serious health condition, for a serious injury or illness of a service member, or qualifying exigencies may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the Company will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave for foreseeable, planned medical treatment, the Company may temporarily transfer you to an available alternative position which better accommodates your recurring leave, and which has equivalent pay and benefits.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company’s operations.

Substitution of Paid Leave for Unpaid Leave

All FMLA leave is unpaid leave. If you request leave under the FMLA for any reason other than your own serious health condition, any accrued paid time off you have must first be substituted and used for that unpaid leave. If you request leave because of your own serious health condition, any accrued paid time off and sick time you have must first be substituted and used for that unpaid medical leave.

In addition, the Company’s short-term and/or long-term disability may apply as part of the 12-week leave period when the leave is requested due to your serious health condition or the birth of a child. The substitution of paid leave time for unpaid leave time does not extend the leave period beyond the 12-week or 26-week maximum allowance.

FMLA leave will run concurrently with any other applicable leave, to the extent allowed by law. For instance, short-term disability or worker’s compensation leave may be simultaneously designated as FMLA leave as well, if the leave is also FMLA-qualifying.

Employee Responsibilities – Notice and Certification

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable. Absent unusual circumstances, you must comply with the Company's customary notice requirements for requesting leave.

The necessary request forms to Request for Family/Medical Leave are available by contacting the Human Resources Department. You must use these forms when requesting leave.

Employees must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

If you are requesting leave because of your own or a covered family member's serious health condition, or a covered service member's serious injury or illness, you and the relevant health care provider must supply appropriate medical certification. You may obtain a Certification of Health Care Provider form from the Human Resources Department. The medical certification must be returned within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial or delay of leave. It is the employee's responsibility, not the health care provider's, to ensure that the Company receives the fully completed medical certification by the deadline. If the Company does not receive a fully completed certification by the deadline (unless there is a legitimate reason for delay), or if the certification does not confirm an FMLA-qualifying condition, the employee's absences will be treated according to the Company's regular attendance standards.

The Company, at its expense and where allowed by law, may require an examination by a second health care provider designated by the Company. If the second health care provider's opinion conflicts with the original medical certification, the Company, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion.

If you are requesting leave because of a "qualifying exigency" you must supply appropriate certification. You may obtain a Certification of Qualifying Exigency for Military Family Leave form from the Human Resources Department.

Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may be required to provide periodic recertification supporting the need for leave.

Employer Responsibilities

Once a request for FMLA leave is made, the Company will notify you whether you are eligible for leave. If you are not eligible, the Company will provide a reason for the ineligibility.

Benefits and Protections

During an approved leave, the Company will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid leave, the Company will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave.

Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the Company for the cost of the premiums paid by the Company for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. You must return to work immediately after the expiration of your approved FMLA leave in order to be reinstated to your position or an equivalent position. However, you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave.

Certain “key” employees (i.e., a salaried employee who is in the highest paid 10% of employees at a worksite or within a 75-mile radius of that worksite) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the Company. The Company will notify you if you qualify as a “key” employee, if the Company intends to deny reinstatement, and of your rights in such instances.

If you take leave because of your own serious health condition, you are required to provide medical certification that you are fit to resume work. As required by DOT regulations, DOT employees will also be required to have a DOT medical exam to ensure their DOT medical certificate is still valid. Employees failing to provide proper documentation will not be permitted to resume work until it is provided.

Non-discrimination and Non-retaliation Provision

The Company will not interfere with, restrain, or deny the exercise of any right provided under FMLA, nor will it discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

State Leave Laws

To the extent that leave laws in your state contradict this policy or provide additional leave, the state leave law will be followed by the Company.

Maternity/Paternity Leave

Employees may be eligible for leave under federal and/or state law for the birth of a child, adoption of a child, or placement of a child through foster care. The Company will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy or childbirth.

Maternity/paternity leave requests will be evaluated according to the relevant policies outlined in this manual and in accordance with all applicable state and federal laws. Employees seeking to take maternity/paternity leave should contact the Human Resources Manager for additional information.

PAID PARENTAL LEAVE

PURPOSE

CRH Americas, Inc. and its affiliates (“CRH”) value and recognize the importance of supporting new parents and believe in the importance of family bonding when welcoming a child into the family. This policy is designed to provide bonding leave to parents following the birth, adoption, or placement of a child, and to explain when pay is available from CRH for this leave.

Paid Parental Bonding Leave under this policy is separate from and in addition to any Paid Childbirth Recovery Leave or Short-Term Disability provided to employees who give birth to a child.

This policy will be in effect for births, adoptions, or placements occurring on or after January 1, 2024.

GENERAL

CRH will provide 1 week of consecutive paid bonding leave following the birth, adoption, or placement of a child.

ELIGIBILITY

Eligible employees may receive Paid Parental Bonding Leave if they meet this criteria:

- Meet the eligibility criteria to participate in CRH's Short Term Disability (STD) plan, as such criteria may change from time to time; and
- Are a full-time, regular employee (temporary employees, part-time employees, and interns are not eligible for leave under this policy); and
- Are bonding with a newly born child, newly adopted child aged 17 or younger, or newly placed child aged 17 or younger. The child must be placed in the employee's household. (Leave for the adoption of your spouse's or domestic partner's child is excluded from this policy if the child is not new to your home.)

AMOUNT OF LEAVE AND PAY DETAILS

- The leave must be taken continuously within 12 months following the birth, adoption, or placement of a child. Unused Paid Parental Bonding Leave is forfeited if not taken within 12 months of the birth, adoption, or placement of the child.
- If multiple births or the placement of multiple children occur (*e.g.*, the birth of twins or adoption of siblings), it does not increase the total amount of Paid Parental Bonding Leave granted for that event.
- Employees may not receive more than 2 weeks of Paid Bonding Leave in a rolling 12-month period, regardless of whether more than 2 birth, adoption, or foster placement events occur within that 12-month time frame.
- During the Paid Bonding Leave, a full-time employee will receive the same regular pay they received prior to beginning their Paid Bonding Leave. The policy does not provide employees above what their regular salary provides.
- During the Paid Bonding Leave, CRH will maintain all benefits during the Paid Bonding Leave period just as if the employee were taking any other company paid leave such as paid vacation leave. Employees will be retained on CRH's health plans under the same conditions that applied before the leave started. To continue health coverage, employees must continue to make any monthly premium contributions.

- If a Company holiday occurs while the employee is on leave, such day will be charged to the Paid Bonding Leave and will not extend the length of the employee's leave.
- Leave will be paid on regularly scheduled pay dates.

COORDINATION WITH OTHER POLICIES AND LAWS

- Eligible employees must exhaust Paid Childbirth Recovery Leave before using Paid Bonding Leave under this policy.
- When applicable and to the extent permissible by law, Paid Bonding Leave under this policy will run concurrently with any paid or unpaid leave required under any applicable federal, state or local leave laws, including but not limited to the Family and Medical Leave Act (FMLA).
- This policy provides supplemental compensation so that an eligible employee receives 100% of regular pay during the leave period.
- To receive Paid Bonding Leave under this policy, employees who work in a location with state or local paid bonding and/or medical leave (PML) benefits are required to apply for those benefits, and they must provide proof of the application, as determined by the Company.¹ CRH will supplement the amount of PML benefits received so that the employee does not receive more or less than 100% of their regular pay (as detailed above) during the leave period.² The Company will assume an employee is eligible for the maximum PML benefit and will automatically reduce the employee's compensation during Paid Bonding Leave by the PML benefit amount, as applicable. If an employee is receiving less than the maximum PML benefit, they must submit documentation (e.g., award letter) to the Company so the difference may be calculated, and the employee can be compensated for the difference. If an employee's PML benefit payment is equal to or greater than 100% of their regular pay, they will not receive additional payment from CRH.
- Depending on where an employee works, employees may be eligible for additional paid or unpaid leave and/or state or local-sponsored PML benefits after they exhaust Company-sponsored Paid Bonding Leave. To the extent that applicable federal, state, or local laws in the place where the employee is employed provide for greater benefits than those provided under this policy, CRH will provide the employee with those rights.
- After leave is exhausted under the Paid Bonding Leave (and Paid Childbirth Recovery Leave if applicable), the balance of FMLA leave (if applicable) will be compensated through the employee's accrued sick, vacation, or personal time or will be unpaid. Please refer to the Family and Medical Leave Policy for further guidance.

¹ This includes, for example, California Paid Family Leave, Colorado Paid Family and Medical Leave, Connecticut Paid Leave, D.C. Paid Family Leave, Massachusetts Paid Family and Medical Leave, New Jersey Family Leave Insurance, New York Paid Family Leave, Oregon Family and Medical Insurance Program, Rhode Island Temporary Caregiver Insurance, and Washington Paid Family and Medical Leave.

² If you live in Washington, your Paid Parental Bonding Leave is a supplemental benefit to the Washington Paid Family and Medical Leave ("WA PFML") program. This means that you may use WA PFML and Paid Parental Bonding Leave simultaneously. In order to receive Paid Parental Bonding Leave under this policy, employees in Washington are required to apply for WA PFML. An employee's failure to apply for WA PFML benefits precludes eligibility for Paid Parental Bonding Leave under this policy.

REQUESTS FOR PAID BONDING LEAVE

- The employee must provide their supervisor and the human resources department with notice of the request for leave 30 days prior to the proposed date of the leave (or, if the leave was not foreseeable, as soon as possible).
- Documentation may be requested to confirm an employee's eligibility.

SEPERATION OF EMPLOYMENT

Paid Parental Bonding Leave is not an accrued benefit and will not be paid out upon separation from employment for any reason.

ADDITIONAL INFORMATION

CRH reserves the right to amend, modify, suspend or terminate this policy at any time, with or without advance notice. The Company has the exclusive right to interpret this policy.

PAID CHILDBIRTH RECOVERY

PURPOSE

CRH Americas, Inc. and its affiliates ("CRH") value and recognize the importance of supporting new parents. This policy is designed to provide employees with peace of mind for time to recover from childbirth and is intended to explain when pay is available from CRH for this leave.

Paid Childbirth Recovery Leave under this policy is separate from and in addition to any Paid Parental Bonding Leave provided to all employees who become new parents.

This policy will be in effect for births occurring on or after January 1, 2024.

GENERAL

CRH will provide 8 weeks of paid childbirth recovery leave immediately following the birth of a child to allow an employee who gave birth to recover from childbirth. CRH will provide an additional 4 weeks of paid leave (up to 12 weeks of paid leave total) if the employee needs additional time to recover from childbirth and is determined to be disabled by childbirth or a related medical condition and is certified as such by a health care provider.

ELIGIBILITY

Eligible employees may receive 8 weeks of Paid Childbirth Recovery Leave if they meet this criteria:

- Are recovering from childbirth
- Are eligible for Short Term Disability (STD) under CRH's eligibility criteria; and
- Are a full-time, regular employee (temporary employees, part-time employees, and interns are not eligible for leave under this policy).

In addition to the above criteria, to be eligible for an additional 4 weeks of paid leave under this policy:

- An employee must be determined to be disabled by childbirth or a related medical condition and certified as such by a health care provider at the expiration of the initial 8 weeks of Paid Childbirth Recovery Leave; and
- The Company's third-party leave administrator Unum must determine that that the employee is disabled by childbirth or a related medical condition. For purposes of this policy, employees are disabled when Unum determines that, due to the employee's childbirth or childbirth related medical condition, sickness, or injury, they are unable to perform the material and substantial duties of their regular occupation and are not working in any occupation.

AMOUNT OF LEAVE AND PAY DETAILS

- The leave must be taken continuously immediately following the birth of a child. Unused Paid Childbirth Recovery Leave is forfeited if not taken within 12 weeks following the birth of the child.
- If multiple births occur (e.g., the birth of twins), it does not increase the total amount of Paid Childbirth Recovery Leave granted for that event.
- Employees may not receive more than 12 weeks of Paid Childbirth Recovery Leave in a rolling 12-month period, regardless of the number of births that occur within that 12-month time frame. If an employee is certified as disabled due to recovery from childbirth beyond a 12-week period, then they may be eligible for other partial wage replacement (such as through STD). However, this policy does not provide paid leave beyond a 12-week period.
- During the Paid Childbirth Recovery Leave, a full-time employee will receive the same regular pay they received prior to beginning their Paid Childbirth Recovery Leave. The policy does not provide employees above what their regular salary provides.
- During the Paid Childbirth Recovery Leave, CRH will maintain all benefits during the leave period just as if the employee were taking any other Company paid leave such as paid vacation leave. Employees will be retained on CRH's health plans under the same conditions that applied before the leave started. To continue health coverage, employees must continue to make any monthly premium contributions.
- If a Company holiday occurs while the employee is on leave, such day will be charged to the Paid Childbirth Recovery Leave and will not extend the length of the employee's leave.
- Leave will be paid on regularly scheduled pay dates.

COORDINATION AND INTEGRATION WITH OTHER POLICIES AND LAWS

- Eligible employees must exhaust Paid Childbirth Recovery Leave before using paid leave under the Paid Parental Bonding Leave Policy.
- When applicable and to the extent permissible by law, Paid Childbirth Recovery Leave under this policy will run concurrently with any paid or unpaid leave required under any applicable federal, state, or local leave laws, including but not limited to the Family and Medical leave Act.

Paid leave under this policy also will run concurrently with STD.

- This policy provides supplemental compensation so that an eligible employee receives 100% of regular pay during the leave period. In no circumstance shall the policy, alone, or in intersection with other policies, provide an employee with greater than 100% of regular pay during the leave period.
- To receive Paid Childbirth Recovery Leave under this policy, employees who work in a location with state or local disability insurance or paid medical leave (PML) benefits are required to apply for those benefits, and they must provide proof of the application, as determined by the Company.¹ CRH will supplement the amount of PML benefits received so that the employee does not receive more (or less) than 100% of their regular pay (as detailed above) during the Paid Childbirth Recover Leave period.² The Company will assume an employee is eligible for the maximum PML benefit and the Short Term Disability supplement and will automatically reduce the employee's compensation during Paid Childbirth Recovery Leave by the STD and PML benefit amount. If an employee is receiving less than the maximum PML benefit, they must submit documentation (e.g., award letter) to the Company so the difference may be calculated, and the employee can be compensated for the difference. If an employee's PML benefit payment and STD benefit is equal to or greater than 100% of their regular pay, they will not receive additional payment from CRH.
- Depending on where an employee works, employees may be eligible for additional paid or unpaid leave and/or state or local-sponsored PML benefits after they exhaust Company-sponsored Paid Childbirth Recovery Leave. To the extent that applicable federal, state or local laws in the place where the employee is employed provide for greater benefits than those provided under this policy, CRH will provide the employee with those rights.
- After leave is exhausted under the Paid Childbirth Recovery Leave and Paid Bonding Leave, the balance of FMLA leave (if applicable) will be compensated through the employee's accrued sick, vacation, or personal time or will be unpaid. Please refer to the Family and Medical Leave Policy for further guidance.

¹ This includes, for example, California Paid Family Leave, Colorado Paid Family and Medical Leave, Connecticut Paid Leave, D.C. Paid Family Leave, Massachusetts Paid Family and Medical Leave, New Jersey Family Leave Insurance, New York Paid Family Leave, Oregon Family and Medical Insurance Program, Rhode Island Temporary Caregiver Insurance, and Washington Paid Family and Medical Leave.

² If you live in Washington, your Paid Childbirth Recovery Leave is a supplemental benefit to the Washington Paid Family and Medical Leave ("WA PFML") program. This means that you may use WA PFML and Paid Childbirth Recovery Leave simultaneously. In order to receive Paid Childbirth Recovery Leave under this policy, employees in Washington are required to apply for WA PFML. An employee's failure to apply for WA PFML benefits precludes eligibility for Paid Childbirth Recovery Leave under this policy.

REQUESTS FOR PAID CHILDBIRTH RECOVERY LEAVE

- To request Paid Childbirth Recovery Leave, employees should provide advance notice to their supervisor/manager and human resources as soon as practicable but at least 30 days in advance of the proposed date of the leave. If that notice is not possible due to medical necessity or for other reasons, employees should give as much advance notice to the Company as reasonably possible. Written notice is preferred, where practicable.
- After providing notice to the Company, the employee will contact the Company's leave administrator, Unum, to complete the leave request. The employee must complete any necessary forms and provide any documentation as required by the Company's leave administrator within the designated time to substantiate the request. Failure to provide the Company or its leave administrator with required information and/or otherwise meet the requirements of this policy will render the employee ineligible to receive Paid Childbirth Recovery Leave from the Company.
- Contact Unum Telephonically at 866.215.1720 or online at www.unum.com.

SEPERATION OF EMPLOYMENT

Paid Childbirth Recovery Leave is not an accrued benefit and will not be paid out upon separation from employment for any reason.

ADDITIONAL INFORMATION

CRH reserves the right to amend, modify, suspend or terminate this policy at any time, with or without advance notice. The Company has the exclusive right to interpret this policy.

Other Leaves of Absence

Unpaid leaves of absence for educational pursuits, military service, or other personal reasons may be granted at the discretion of the Human Resources Director, and the General Manager, but always in compliance with applicable law. A request in writing must be submitted to the Human Resources Manager for any leave of absence. Employees on approved leaves of absence may be reinstated if a position is available and the employee meets the necessary requirements for that position. If reinstated, the employee will retain his/her seniority date and will be eligible for health benefits effective the 1st of the month following 30 days if rehired within 6 months.

GENERAL WORK RULES

OUR PUBLIC IMAGE

Our public image depends largely upon the personal appearance of our employees and the manner in which they conduct themselves on all projects, whether the project is large or small, public or private. Employees are expected to maintain a courteous, professional attitude toward each other as well as the public.

The Company's image also depends upon the quality of our workmanship and the condition in which a work site is left upon completion. Public respect for our organization means more jobs and/or work, and more jobs means we can look forward to a more prosperous company.

PERSONAL CELL PHONE USE

Talking or Texting on a cell phone while operating equipment can adversely distract the operator from safely performing their job function. As such, it is Company policy that:

Redimix Companies employees are prohibited from using unauthorized personal cell phones while on company time.

Company supplied cell phones and personal cell phones authorized by the employee's respective Division Manager for company business are not affected by this policy. All employees using company cell phones or authorized personal cell phones shall pay special attention to the road and shall utilize a hands-free device while operating any vehicle. Every effort should be made to find a safe place to park the vehicle or equipment and make your call. Under no circumstances shall an employee text or e-mail while operating a company vehicle or equipment.

MOBILE PHONE/ELECTRONIC DEVICE

Mobile phones and certain electronic devices are important tools, but there are situations in which we must restrict their use to keep ourselves and those around us safe. This policy addresses the use of all mobile electronic devices at work, including but not limited to mobile phones, laptop computers, mp3 players, iPods, tablets, etc.

Mobile electronic device use must not distract you from your duties while on the job. Mobile electronic device usage includes phone conversations, texting, emailing, listening to music and other activities that can cause a distraction.

While communication is essential to our work, there are times when the use of mobile electronic devices is prohibited or limited.

- Reviewing e-mails or text messages while driving is prohibited.
- Using mobile electronic devices while operating mobile equipment is prohibited.
- No employee shall use an electronic device when they are crossing traffic routes, engaged in safety sensitive work, or in areas where the site rules strictly prohibit them.
- Cell phone usage while driving should be limited – exercise caution, be brief and utilize a hands-free system.
- Use of electronic devices and two-way radios at a plant, operations facility or jobsite should be limited – utilize secure locations that are physically removed from all distractions and areas of potential hazards.

Violation of any part of the company policy may result in disciplinary action which may include a warning, loss of company vehicle use, suspension, or termination.

DRESS CODE

Employees who are not required to wear uniforms are expected to dress appropriately for their position. As an example, office employees operating in trailers may find blue jeans the most appropriate attire. However, other office employees whose daily activities are limited to indoor work should be dressed appropriately for their role, especially when dealing with the public or in areas that may be in public view.

Employees should use common sense regarding work attire and refrain from wearing inappropriate, unnecessarily revealing, or overly provocative clothing to work. The following attire is prohibited in any working environment:

- Clothing designed specifically for sporting activities (such as sweatpants, shorts, swimsuits, etc.)
- Sleepwear (such as pajama bottoms)
- Clothing more appropriate for evening or leisure wear (such as halter, spaghetti strap, or strapless tops, half-length shirts that expose the stomach, sheer clothing/garments that are unnecessarily revealing, etc.)
- Flip flops
- In all cases, employees should be neat and clean in appearance.

COMPANY VEHICLES

Employees assigned the use of a Company vehicle must adhere to the following rules:

The employee, when driving a Company vehicle, is representing our Company and is expected to present a professional and responsible image.

The employee must be a licensed driver and must notify the Company immediately of any change in the status of his or her driver's license.

The vehicle must be kept clean and presentable at all times.

Any problem with the vehicle must be brought to the attention of the employee's supervisor.

The employee must not allow persons not authorized or employed by the Company to operate or ride in Company vehicle.

Under no circumstances should the employee transport or consume alcoholic beverages or drugs while driving a Company vehicle or operate a Company vehicle while under the influence of alcohol or drugs. If the employee is found to be in violation of this rule, disciplinary action including termination will follow. Please refer to item 12, Standards of Conduct, in this handbook and the Company Safety Policy.

If the employee's position requires driving, and the employee loses the right or ability to operate a vehicle, he or she may be discharged. Further, the employee must maintain a good driving record or the privilege to drive a Company vehicle may be revoked (i.e. excessive moving violations, driving to endanger, etc.).

DRIVER'S LICENSE REQUIREMENT

Obtaining and maintaining a valid driver's license is an important part of the safe operation of company equipment. It is the Company's policy that:

Any employee that operates **any** mobile equipment that is owned, leased or rented by Redimix, or is under Redimix control, shall carry a valid driver's license. This includes all non-registered and non-over-the-road equipment and employees using a personal vehicle for business purpose.

Employees who fall under the above criteria must notify their supervisor immediately if license privileges are suspended or revoked. The Company will review Motor Vehicle Driving Records periodically to determine if an employee meets the licensing requirement. During the Driving Record review, any employee who is identified as being disqualified from operating Company equipment shall be notified immediately. Any employee who is required to operate Company equipment may be discharged if they do not hold a valid driver's license.

MOVING VIOLATION POLICY

It is critically important for the safety of Company employees and the general public that all employees who operate company vehicles will obey all traffic laws. Should an employee exhibit negligent conduct and receive a moving vehicle violation such as speeding, reckless driving, driving to endanger, illegal passing, driving under the influence, etc. while operating a company vehicle, he/she will be subject to the following Company policy:

During a three-year (36 month) rolling time-period, any employee who receives a moving violation will be subject to the following disciplinary action:

1st Offense = written warning

2nd Offense = written warning and 3-day unpaid suspension

3rd Offense = termination

Notwithstanding the progressive discipline standard above, Redimix reserves the right to skip steps or immediately discharge an employee depending on the facts and circumstances of the violation. Employees must notify their direct supervisor and the Divisional Equipment Manager if a moving violation is issued while driving a company vehicle. Failure to notify the Company will result in disciplinary action up to and including termination.

FRAUD POLICY

Fraud is the deliberate falsification, omission, addition or removal of information or assets by one or more employees or third parties in order to unlawfully abstract value from or unlawfully cause value to accrue to a company.

Fraud may involve:

- Manipulation, falsification or alteration of records or documents;
- Misappropriation of assets or resources;
- Suppression or omission of the effects of transactions from records or documents;
- Recording of transactions without substance;
- Intentional misrepresentation of results in order to manipulate share prices, individual bonus or target amounts, or to influence decisions of the users of financial reporting.

Management fraud is perpetrated by or on the instruction of a member of Company management.

Responsibility for prevention and detection

Overall responsibility for the prevention and detection of fraud rests with Directors and Management through the implementation and continued operation of adequate accounting and internal controls.

Procedure if fraud is suspected or detected

In case of either suspicion or detection of fraud, the President and Vice President of Finance must be informed immediately.

If General Manager or Vice President of Finance is either suspected or detected of involvement in the fraud, or where the amount involved is suspected of being greater than \$10,000 then Internal Audit must be informed immediately.

Where the suspected amount involved in the fraud is less than \$10,000 the operating Company may take action to investigate them or may contact Internal Audit for assistance.

Reporting

In all cases of fraud, a written report of the facts and investigation is to be compiled promptly; a copy of this report should be sent to Internal Audit.

Whistle blowing

The Company has also established a hotline service, should individuals wish to report fraud or other matters. As phone numbers can change with time, the hotline numbers will be updated on the Company's website.

Redimix does not tolerate fraud. Should an employee commit a fraud against the Company, the Company will (subject to legal restrictions) strive to prosecute and dismiss that employee. Where a decision is reached not to dismiss any employee involved, the Company must approve the decision in advance.

Employees reporting genuine concerns or complaints will not be discriminated against or suffer retaliatory actions as a result of reporting the issue.

UNSAFE ACTS POINTS PROGRAM

It is our goal to create the safest and most productive work environment for our employees. In furtherance of this goal, Redimix Companies is implementing an Unsafe Acts Points Assessment Program. Through this Unsafe Acts Assessment Program, we will increase our ability to more quickly identify and correct unsafe acts and behaviors.

All Preventable Vehicle Incidents shall be reviewed by the management team and Safety Department for purposes of determining whether it is deemed a Preventable Vehicle Incident. A Root Cause Analysis shall be performed by members of management and the Safety Department to assess the employees conduct. Employee conduct which is deemed to be a preventable vehicle incident or any Department of Transportation (DOT) citations, tickets or any other paperwork issued to a commercial driver by a law enforcement officer or other miscellaneous violations will be transferred to Unsafe Acts Points Assessment Committee. An employee will be assessed Unsafe Act Points for each act which is deemed to be unsafe following the Root Cause Analysis mentioned above. At no time during an employee's employment may he/she reach or exceed a total of six (6) combined points. Any employee that meets or exceeds the six (6) point threshold will be discharged from employment. Depending on the seriousness of the Unsafe Act / Behavior a range of 1-6 will be given to the employee involved in the PVI. After a period of twelve months with no points assigned an employee with Unsafe Act Points will have one point removed from their accrued points.

The Company anticipates that points will be assessed in a manner consistent with this policy, but the Company reserves the right to administer any disciplinary action it deems appropriate for any unsafe act including and up to termination.

DISCIPLINARY ACTION POLICY

The work rules and standards of conduct for Redimix Companies are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action.

The following are examples of behavior that is prohibited and could result in discipline, up to and including termination. This list is not intended to cover all forms of behavior that are considered unacceptable in the workplace. The Company reserves the right to immediately terminate an employee's employment depending on the circumstances. If a violation is criminal in nature, the matter may be referred to the appropriate agency for further investigation and action.

1. Theft or other dishonesty.
2. Falsifying timecards, other Company records, or abuse of benefits.
3. Disclosure of confidential information. Confidential Information of the Company includes: (1) the Company's finances and business plans; (2) the Company's financial projections, including but not limited to, annual sales forecasts and targets and any computation(s) of the market share of Customers and/or Customer Prospects; (3) sales information relating to the Company's product roll-outs; (4) customized software, marketing tools, and/or supplies that you will be provided access to by the Company and/or will create; (5) the identity of the Company's Customers, and/or Customer Prospects (including names, addresses, and telephone numbers of Customers, and/or Customer Prospects); (6) any list(s) of the Company's Customers and/or Customer Prospects; (7) the account terms and pricing of contracts between the Company and its Customers; (8) the proposed account terms and pricing of contracts between the Company and its Customer Prospects; and (9) the techniques, methods, and strategies by which the Company develops, manufactures, markets, distributes, and/or sells any of the products and/or services.
4. Use, consumption, possession, distribution or sale of alcohol and/or drugs, during working hours on company premises or at a work site or reporting to work under the influence of alcohol and/or drugs.
5. Engaging in behavior, either verbal or physical, which is intimidating, threatening, or abusive towards supervisors, co-workers, customers, or members of the public.
6. Unauthorized possession of firearms or other dangerous weapons on Company property unless otherwise allowed by law.
7. Harassment discrimination and/or retaliation towards a customer or another employee will not be tolerated.
8. Unexcused or excessive absences or tardiness, unless the absences are protected by law.
9. Failure to follow a supervisor's business-related directions or instructions.
10. Abuse or damage to Company property, equipment, tools or to the property of others.
11. Gambling on Company premises.
12. The inappropriate and unlawful use of the Company owned telecommunications resources including computers, cell phones, e-mail, Internet, faxes, and telephones.
13. Fighting, horseplay, and reckless operation of equipment or vehicles and loud or abusive behavior.
14. Animals on any job site or Company property.
15. In the case of a vehicle or equipment accident or property damage caused by an employee's negligence or failure to exercise due care, the employee will be subject to discipline based on the severity of the incident and past safety record.

If the incident is a backing accident and results in any amount of property damage or personal injury, the offending employee shall receive a minimum of a three-day unpaid suspension.

16. Failure to wear safety harness and lifelines on unprotected elevated structures, equipment, or when there is any danger of falling will result in disciplinary action including a written warning and a 5-day unpaid suspension for the first offense and termination for a second offense.

The following violations will result in immediate termination:

- Any lock-out/tag-out violation
- Any confined space violation
- Failure to properly utilize all the required personal protective equipment when handling or working around hot liquid asphalt cement
- Positive drug and/or alcohol test (unless prohibited by state law)
- Drug or alcohol consumption at the workplace or jobsite
- Driving with a suspended or improper license
- Physically assaulting a co-worker

The above lists are not intended to be all-inclusive. Employment at Redimix is considered at-will and Redimix reserves the right to discharge an employee without cause and without prior notice.

WORKPLACE VIOLENCE POLICY

The Company prohibits and will not tolerate any form of workplace violence by an employee, supervisor or third party, including vendors, customers and visitors both at the workplace and at employer-sponsored events.

Prohibited Conduct

For purposes of this policy, workplace violence includes:

- Making threatening remarks (written or verbal).
- Aggressive or hostile acts such as shouting, throwing objects at another person, fighting or intentionally damaging a co-worker's property.
- Behavior that creates a reasonable fear of injury, such as stalking.
- Assault.

This list is illustrative only and not exhaustive. No form of workplace violence will be tolerated.

For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious, and/or destructive action undertaken for the purpose of domination or intimidation.

The Company prohibits all employees from possessing any weapons of any kind at the workplace, while engaged in activities for the Company and at Company sponsored events, unless otherwise allowed by law.

Weapons include:

- Guns.
- Knives.
- Explosives.
- Any item with the potential to inflict harm that has no common purpose.

This list is illustrative only, and not exhaustive.

Complaint Procedure

If you witness or are subjected to any conduct you believe violates this policy, you must speak, write or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, the Human Resources Department as soon as possible. Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. No employee will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting in good faith under this policy.

The Company will investigate all complaints of workplace violence and will take prompt and appropriate corrective action, including discipline, if appropriate. The Company reserves the right to contact law enforcement, if appropriate. If you become aware of a violent act or threat of a violent act, immediately contact the Human Resources Department or, if there is an imminent threat of physical violence, appropriate law enforcement.

Employees threatened by an outside party should follow the steps detailed in this section. It is important for us to be aware of any potential danger on our premises. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

If any employee believes that there is an imminent threat, they should call 911 immediately, then contact management as soon as practical.

WORKPLACE SEARCHES POLICY

To maintain a safe, healthy, and productive work environment, the Company reserves the right at all times, to the maximum extent permitted by applicable law, to search or inspect employees' surroundings and possessions. This right extends to the search or inspection of their person, personal possessions, clothing, offices, files, desks, credenzas, lockers, bags, briefcases, containers, packages, parcels, boxes, tools and toolboxes, lunch boxes, any employer-owned or leased vehicles, and any vehicles parked on company property. Employees should have no expectation of privacy while on Company premises, except in restrooms, locker rooms, or changing rooms.

Employees are expected to cooperate in the conduct of any search or inspection.

RESIGNATION

Since employment with Redimix Companies is at-will, you are free to resign your employment. However, in order to leave your employment in good standing, you must provide at least two weeks' notice of your resignation and return all company property.

PAYMENT UPON TERMINATION

All employees will be compensated for time worked through their termination date. Any expense reports or reimbursement request must be submitted within 30 days of termination.

MISCELLANEOUS

WORK PROBLEMS

In any work situation, questions and problems are bound to arise. Many of these problems can be resolved simply by talking them over with your supervisor. Problems cannot be resolved and often magnify when they are kept silent.

When a problem cannot be resolved by talking it over with a supervisor or if you are uncomfortable speaking with your supervisor, you may contact your Human Resources Manager or the Director of Human Resources. In addition, the problem may be presented to management in a more formal procedure.

Present the problem by yourself or with a group to your supervisor. While you may make your initial contact verbally, we ask that you also provide it in writing, so we better understand the issue. You will be given a response within a reasonable amount of time.

Problems or complaints are confidential to the extent possible given the situation or circumstance. Work problems may also be reports to the CRH Compliance and Ethics Employee Hotline at 1-866-215-1720.

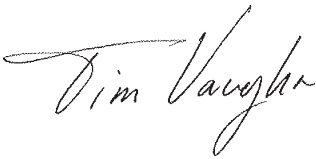
SAFETY and HEALTH POLICY MANUAL

GENERAL MANAGER'S MESSAGE

Making Safety our Family Business is my Top priority at Redimix Companies. We are not able to perform the day-to-day work needed for our business without the support system you have at home. It is my commitment to do all I can to send you home safely to your Families. Performing Safe actions is your choice every day. If we all chose to not take shortcuts and make the commitment to Making Safety our Family Business "ZERO" is achievable. I challenge you to take a serious look into the actions you perform every day and make sure you are moving the risk out of your choices.

I am personally committed to achieving zero and I believe with all I am that it is possible.

Sincerely,

A handwritten signature in black ink that reads "Tim Vaughn". The signature is written in a cursive, flowing style with a large initial 'T'.

Tim Vaughn
General Manager
Redimix Companies, Inc.

INTRODUCTION

Safety is a core value for everyone within the company. In order to build a consistent attitude about safe work habits, everyone must start each day believing in the **Zero Incident** philosophy.

A Zero Incident Attitude...

- Safety is planned into every task.
- Safety is a team approach.
- Safety is achieved through prevention and awareness.
- Safety is openly communicated and practiced.

All daily work tasks can be completed without incidents by pre-planning, communication, and building safety into each activity. Individual safety can be achieved by following safety rules, regulations, and making sure safety is thoroughly considered before beginning any assigned task.

To ensure the safety of our employees, the following **GOLDEN RULES** should be reviewed each day before starting work:

- Plan safety into every task (JSA).
- Always use proper personal protective equipment (PPE).
- Correct unsafe conditions immediately.
- Only use tools or equipment in good working order and designed for the task being performed.
- Never commit an unsafe act.
- Look out for the well-being of your fellow employees.
- STOP when unsure.

The health and safety of our employees is critically important. Our Safety Program will help us achieve our goal of having each employee return from his/her scheduled shift without incident.

GENERAL SAFETY RULES

- Know the Emergency Response Procedures and Emergency Contacts (fire, police, ambulance, etc.) at your work location. In most cases dialing 911 will contact you with emergency personnel.
- Alcohol and drug use, sale, distribution and possession while on Company property, job site or operating Company equipment or being under the influence of alcohol or drugs during work hours is strictly prohibited.
- Seatbelts shall be worn at all times while operating vehicles or equipment, if provided with such, unless the vehicle or equipment is not equipped with ROPS.
- Always use your headlights, day or night.
- Bypassing or tampering with safety devices and warning systems is strictly prohibited.
- Use of cell phones must be done hands free. Texting and the use of computers while driving a company vehicle is strictly prohibited.
- Horseplay will not be tolerated.
- Use proper lifting techniques. Use your legs instead of your back. No lifting more than 50 lbs. without assistance or mechanical help.
- Always stay clear of slings, cables, wire rope, and chains under tension.
- Never stand or work under hoisted or suspended loads.
- Compressed air or other gases are not to be used to dust off clothes or directed at another employee.
- Loose fitting clothes or jewelry which may get caught in machinery or equipment shall not be worn.
- Perform an inspection of all tools, machinery and mobile equipment and personal protective equipment (PPE) prior to use or operation.
- Never use defective or damaged chisels, hammers, punches, wrenches or other tools and equipment.
- Do not use tools beyond their rated capacity.
- Use the right tool for the job.
- Know the locations of the facility's eyewash stations, fire extinguishers and first-aid kits.
- Know the location and proper use of all fire-fighting equipment.
- Promptly replace a fire extinguisher that has been discharged.
- Fire extinguishers shall be checked on a monthly basis and shall be certified annually.
- Guards shall not be removed except when necessary to make adjustments or repairs. Guards shall be replaced immediately upon completion of work and prior to starting equipment. Never operate a machine unless all guards provided are in place.
- Lock-out and Tag-out, and Test all equipment and machinery prior to working on it.
- Weapons of any kind are not permitted on Company property.
- Never ride on mobile equipment other than in the seat provided.
- Electrical work shall only be performed by qualified personnel.
- Obey all OSHA, EPA and DOT regulations.

COMPANY RESPONSIBILITY

Redimix Companies is committed to promoting a safe and environmentally conscious workplace. The Company shall provide for:

- A safe and healthful workplace for all employees.
- Maintaining an effective Safety Program.
- Training employees to perform their job effectively, efficiently and safely.
- Conducting all activities with a minimal impact on the environment.

EMPLOYEE RESPONSIBILITY

All employees must take responsibility for making the safety of our workplace their core value all employees shall:

- Report to work in good mental and physical condition to carry out assigned duties in a safe manner.
- Understand and abide by all Safety policies, directives, guidelines, Best Practices, rules and regulations.
- Report **any** vehicle accident, personal injury or property damage immediately.
- Report all unsafe equipment or conditions to your supervisor immediately.
- Be familiar with, and actively utilize, the manufacturer's operational and safety recommendations contained in equipment manuals.
- Actively participate in Toolbox Talks (Safety Huddles) and other training provided by the Company.
- Look out for the well-being of fellow workers and contractors, customers, visitors and the general public at our facilities and job sites.
- Stop unsafe acts or practices being performed by any employee, contractor or visitor.
- Wear appropriate Personal Protective Equipment as required for the task being performed.
- Plan safety into every task being performed (JSA).

JOB SAFETY ANALYSIS (JSA)

Job Safety Analysis (JSA) is a process to prevent accidents by improving employee skills and awareness through an organized process. At Redimix Companies there are two formal JSA processes: THINK Form and Job Site Assessment Sheet. The JSA is the structure of the "**Think it through, before you do**" mentality and the THINK form and Job Site Check Sheet will guide you through the process.

THINK PROGRAM

This process involves breaking down a particular job into a series of simple steps. In each of these steps, hazards are identified and documented. After these hazards are identified, then solutions and recommendations need to be developed and implemented in order to minimize or eliminate the hazards. The THINK Program uses the following JSA process:

- Identify all the steps necessary to perform the task
- Determine the resources (tools, equipment, people, etc.) necessary to perform each step

- Identify the potential hazards associated with performing each step of the task
- Determine what can be done to minimize or eliminate the potential hazards that have been identified
- Implement the suggestions for reducing or eliminating the potential hazards

All employees shall use the THINK Program prior to performing any new, unfamiliar, or non-routine task and/or when site conditions, work procedures, equipment, personnel, or weather conditions change.

When working as a team of two or more people (including vendors and subcontractors) the THINK Form will be used in order to ensure that there is appropriate communication among all individuals involved in the task.

JOB SITE CHECK SHEET

This process involves parking the mixer prior to pulling onto the jobsite, getting out of the mixer to walk the site and identifying and negating any potential hazards. The Job Site Check Sheet helps to identify the following job site conditions:

- Driveway Type/Condition
- Ground Conditions
- Hazards – Seen/Unseen

All drivers shall use the Job Site Check Sheet at all jobs.

ACCIDENT AND INCIDENT REPORTING

Accidents, either personal injury, vehicle or property damage, must be reported immediately. Redimix Companies accident reports [LMP 28, 28A, 29 & 29A], as well as local and state reports, must be completed and sent to the Claims Administrator on **the same day** that the incident occurs. The Company will fulfill other reporting obligations t.

In accordance with specific state regulatory requirements and the Company's Temporary Alternate Duty (Return-to-work) policy, no employee will be allowed to take time off from work because of a workplace injury without written direction from the doctor or permission from his or her supervisor and the Safety Department. Failure to obey this rule is cause for dismissal. The Company also requires employees to provide written authorization from their doctor, prior to return to work, stating any limitations appropriate to their ability to perform work safely and to ensure that the performance of their work does not pose a safety hazard to the employee or fellow employees.

Any motor vehicle accident involving others or having estimated property damage in excess of \$500 must be reported to the local or state police in the area. Failure to do so will subject an employee to disciplinary action.

TEMPORARY ALTERNATE DUTY (Return-to-Work)

In the event that an employee sustains an injury at work in which a medical professional assigns work restrictions, the Company will make every attempt at finding a suitable temporary alternate duty job if the employee is unable to perform their regular job function.

This temporary assignment will conform to all medical restrictions/limitations placed on the employee by the treating physician and employees are required to report to the workplace and perform these assignments. During this temporary alternate duty assignment period, your regular pay and benefit contribution will remain unchanged. Should an employee be assigned to a temporary alternate duty position and they become aware that they are performing tasks beyond their restrictions/limitations; the employee should notify the Redimix Workers' Compensation Claims Administrator immediately.

DRUG AND ALCOHOL TESTING

Post-Accident:

- Post-accident – Drug and alcohol tests may be required after crashes according to the following chart (§382.303):

Type of Accident Involved	Citation Issued to the CMV Driver	Test Must Be Performed
Human Fatality	Yes	Yes
Human Fatality	No	Yes
Bodily Injury with immediate medical treatment away from the scene	Yes	Yes
Bodily Injury with immediate medical treatment away from the scene	No	No
Disabling Damage to any motor vehicle requiring tow away	Yes	Yes
Disabling damage to any motor vehicle requiring tow away	No	No

HOUSEKEEPING

Good housekeeping is an essential element in the elimination of accidents. The proper storage of materials, waste, chemicals, tools and equipment can greatly reduce the likelihood of slips, trips, falls, fires, and other accidents.

All employees shall assist in maintaining the good housekeeping at our plants, shops, yard areas, job sites, vehicles and equipment at all times. Taking pride in the neat appearance of our facilities, job sites and equipment is an important part of our public image and employee morale.

WORKPLACE EXAMINATION

All equipment (PPE, tools, machinery, equipment, etc.) shall be inspected on a daily basis before each use and all defects reported to your supervisor. Defects on any PPE, equipment, machinery, and tools that affect safety shall be corrected in a timely manner. Any equipment that is found to be immediately dangerous to the user shall be tagged, taken out of service and shall not be used until it is repaired or replaced.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Employees may be exposed to uncontrolled hazards in the workplace which could result in injury or impairment. The Company will try to eliminate or minimize the uncontrolled hazards through engineering or administrative controls. At times these controls are not feasible or unreasonable to institute. In such circumstances, employees may be required to use PPE to reduce the risk of injury or impairment. Employees shall store, use and maintain PPE in a sanitary and reliable condition and in accordance with the manufacturer's specifications and design. Alterations to any safety equipment by employees will not be permitted. Failure to use the appropriate PPE as required by federal regulation or Company policy increases the risk for injury and is grounds for disciplinary action up to and including termination.

Most PPE will be provided at no cost to the employee. Keep in mind that improperly fitted PPE often creates hazards; therefore, size and style variations will be made available. Employees should see their supervisor in the event that the proper PPE is not available or if they are in need of something additional.

Eye and Face Protection

Common activities that require the wearing of eye and face protection include any form of mechanical or gas cutting, grinding, sawing, welding, chemical handling, general equipment/vehicle maintenance, activities in and around the immediate location of concrete plants, concrete producing activities, or when operating or working around equipment which has the potential to generate airborne debris. This is not an all-inclusive list and specific site conditions may warrant the use of eye and face protection.

A **welding helmet** with an appropriately shaded lens is required when an employee is performing welding activities. A **face shield, safety glasses or safety goggles** are required when there is any possibility of injury from flying particles, chips or sparks, or from splashes of liquids such as acids, caustics or solvents, and from dust.

Safety glasses (prescription or otherwise) will meet the requirements of ANSI Z87.1 as indicated by the Z87.1 logo stamped on the frame of the glasses. Prescription glasses with plastic lenses, while often referred to as safety glasses, do not necessarily meet these requirements. Contact lenses are not an accepted form of safety eyewear and in fact may worsen the extent of injury by trapping small particles or absorbing hazardous liquids.

For those employees who must wear prescription glasses and are required by Redimix management to wear safety glasses at work, Redimix Companies will pay for 100% of the purchase price for one pair of prescription safety glasses (frames/lenses) up to a maximum reimbursement of \$200.00. The Manager must approve the request in writing prior to purchase. An invoice must be submitted with the reimbursement request to the Payroll Department in Belmont. Frames and lenses must be ANSI approved and frames shall be fitted with permanent side shields.

Non-ANSI approved prescription glasses are not considered eye protection and shall not be worn where safety glasses are required. Employees wearing non-ANSI approved prescription glasses must wear appropriate safety glasses or safety goggles over their prescription safety glasses when entering areas requiring safety glasses.

High Visibility Clothing

The ability to be seen is a critical component in keeping yourself out of harm's way. When others can easily spot your whereabouts you are less likely to be involved in an accident. As such it is Redimix policy that at all times, all personnel shall wear an ANSI Class III shirt, coat or safety vest at all Redimix plants, jobsites, or in any area that exposes the employee to the traveling public.

Head Protection

Hard Hats have long been a symbol of safety. Individuals seen wearing a hard hat exude (project) a higher level of safety awareness and professionalism to co-workers, visitors, and the general public. More importantly, hard hats provide for protection from impact penetration and from falling and flying objects. **Head protection shall be worn by employees and visitors at all times in designated Hard Hat Areas or in any area where there may be a danger of falling objects.** Designated Hard Hat Areas within Redimix where hard hats must be worn at all times include concrete plants and jobsites. Shop employees, and their helpers, may wear bump caps while working in equipment shops. Employees working within fully enclosed cab vehicles or equipment shall not be required to wear hard hats while in the vehicle or equipment. Hard hats shall conform to ANSI Z89.1-2003 specifications and may NOT be altered and must be worn as designated; baseball caps shall not be worn between your head the suspension of the hardhat.

Hearing Protection

As far as is feasible, the Company will implement accepted engineering or administrative practices to reduce worker exposure to noise within permissible sound levels. When not feasible, worker exposure to noise will be reduced through the use of hearing protectors. Employees exposed to noise levels at or above 85 dB shall be enrolled in the Hearing Conservation Program and will be required to wear hearing protection. Areas where employees are most likely to be exposed to elevated noise exposures are at concrete plants and on jobsites.

Keep in mind:

- As a general guide, if you must shout to be heard then you are in an area that requires hearing protection.
- If your earplugs have been properly inserted, cupping your hands over your ears will not result in additional noise reduction.
- Do not use earplugs if you are prone to ear infections or earwax buildup. Earmuffs must be considered in these cases.
- Earplugs must be properly inserted and worn. Hands and plugs should be clean prior to use. Follow these steps for maximum effectiveness:
 1. Slowly roll and compress the plug into a very thin, crease-free cylinder.
 2. While compressed, insert the plug well into the ear canal. Fitting the plug is most effective if the ear lobe is pulled outward to open and straighten the ear canal and the plug is inserted with the other hand.
 3. With your fingertip, hold the plug-in place until it begins to expand and reduce the noise.

4. Quality and fit may be estimated by observing how the plug rests in your ear. If you are unable to check on your own, ask a co-worker for assistance. Earplug fit can be tested in the presence of noise by alternately covering and uncovering the ears with tightly pressed hands. With properly fitted plugs the noise levels should seem nearly the same whether or not the ears are covered.
5. There are circumstances in very loud atmospheres, >105 dB, where the wearing of dual hearing protection (ear plugs and muff) is required. Please contact the Safety Department on clarification of areas that would require dual hearing protection.

Respiratory Protection

When feasible, Redimix Companies, Inc. will implement accepted engineering or administrative practices to control exposure to harmful airborne contaminants in excess of permissible exposure limits. When not feasible, worker exposure to harmful airborne contaminants will be reduced through the use of NIOSH approved respirators. Selection of respirators shall be done in accordance with ANSI Z88.2 and guidance from the Safety Department. All employees who are required to wear a respirator will be required to participate in the Company's medical clearance and surveillance program. Redimix allows employees to voluntarily wear filtering face pieces (dust masks) when there are nuisance levels of contaminants. Consult the Safety Department for further guidance.

Keep in mind:

- If the respirator is not on your face, it shall be stored in a sealed bag.
- Used but still functional cartridges shall be stored separately.
- Respirators shall not be shared among employees.
- All workers required to wear respirators shall be clean shaven. OSHA has determined that beards and other facial hair may impair the proper function of respiratory devices.
- Employees required to wear a respirator will have to be fit tested to ensure a proper seal between the mask and employee's face.
- Each time a respirator is donned it shall be positively and negatively pressure tested to ensure a proper seal.
- All respirators have limitations; refer to the manufacturer's specifications.

Refer to the Safety Procedural Manual for additional details and information.

Foot Protection

Safety-toed footwear (is required to prevent injury to the feet from falling objects and other situations that could result in crushing injuries to the foot. In certain situations, metatarsal (instep) guards are available which attach to ordinary safety-toe footwear, increasing the protection.

Safety shoes shall be worn by all employees in all designated areas. Management and administrative personnel, who in the performance of their duties enter into any designated safety shoe areas, will also wear safety-toed footwear. Safety shoes shall meet the design standards of ASTM F2412-05 and/or ASTM F2413-05. Effective 2015, any newly purchased safety shoes shall be of leather construction and extend above the ankle. Hiking boots and sneakers, even if they conform to either of the above referenced ASTM design standards, will no longer be allowed to be purchased.

The Company will reimburse employees 100% of the purchase price for one pair of safety boots with a protective cap per year up to a maximum of \$200. **Note: the company will not reimburse employees for the purchase of logging style boots with raised heels more than ¾" high. All reimbursements must be approved by the employees' supervisor.** The total purchase price for safety shoes will include any applicable shipping fees if ordered electronically and also any associated state taxes. Employees are responsible for 100% of the initial costs. Reimbursement will require a store sales receipt clearly indicating that the footwear purchased meet the ANSI Z41.1 design standard. The sales receipt should be submitted to the Payroll Department for your reimbursement. The money will then be reimbursed through your weekly payroll check (added to net pay) however, the reimbursement is non-taxable. Reimbursement will only be made for the purchase of safety shoes meeting the requirements designated above.

Reimbursement will only be made for the purchase of boots equipped with a protective cap in the toe.

Fall Protection

Safety Harnesses and lifelines shall be worn when working on unprotected elevated structures or equipment or when there is any danger of falling. A Body Belt is an unacceptable form of PPE except, for example, when seated in a pickup truck retrieving cones in work zones. All employees are required to fill out and sign a "Working from Heights" verification log prior to working from height requiring use of personal fall arrest system or ladders.

The current regulations are as follows:

OSHA (General Industry) – 4 feet or greater above the lower-level

OSHA (Construction) - 6 feet or greater above the lower-level

Employees walking/working on surfaces with an unprotected side or edge which meets the criteria above shall be protected from falling by the use of guardrail systems or personal fall arrest systems. Exceptions to the above criteria will be made in accordance with federal regulations and typically include work off of ladders, mobile equipment, scaffolds and steel erection. Personal fall protection shall consist of a full body harness and shock-absorbing lanyards with locking type snap hooks.

- All components of a fall arrest system (anchorage, harness, lanyard, etc.) shall be inspected prior to each use.
- Lanyards shall be secured above the point of operation to provide for a fall of no greater than 6 feet. In certain situations, additional freedom of movement may be obtained through the use of fall blocks.
- Workers shall secure themselves to a new anchor point before disconnecting from the old anchor point.
- Unless specifically designed, lanyards shall not be tied back onto themselves. Anchor straps, carabineers, and other connecting devices are designed for this purpose and shall be used.
- At no time shall a knot be tied in any lanyard as this reduces its strength.
- An appropriate lanyard and full-body harness shall be used in the operation of any man lift.
- Lanyards shall be stored in a dry place and out of direct sunlight.
- Full body harnesses shall be hung by the back D-ring when in storage.

- All components of a fall arrest system (anchorage, harness, lanyard, etc.) shall be inspected prior to each use.
- All anchorage/tie-off points must be capable of holding 5,000 pounds.

Hand Protection

Cuts and scrapes to the hands are a leading cause of workplace injuries. These injuries can be greatly reduced through the use of appropriate work gloves throughout the entire task. Work gloves shall be worn by all operational personnel when performing tasks such as cutting, welding, and material handling that could result in injury such as burns, cut, scrapes, or pinch hazards. In most cases leather palmed work gloves are adequate to reduce the potential for hand injuries. In some cases, specialty gloves for heat, chemical use, or cut resistance (Kevlar) may be necessary. A job hazard analysis must be performed to determine the appropriate type of hand protection necessary prior to undertaking a task that requires special dexterity, fine motor skills or in cases where regular leather palmed work gloves would interfere with the ability to perform the task. Numerous glove options are available that can satisfy any situation and shall be employed. Consult the Safety Department for further guidance.

FIRE SAFETY AND PREVENTION

Most locations within our operations contain potential fire hazards and have been designated as **NO SMOKING** areas. In addition, all offices and other enclosed work areas have been designated as **NO SMOKING** areas through the Company's **SMOKING POLICY**. It is your responsibility to know these locations and comply with the Company's **SMOKING POLICY**. Refer to the Employee Manual for additional details and information.

Fire Prevention

- All exits and fire equipment must be kept visible and free of obstructions.
- Do not smoke or have open flames in designated **NO SMOKING** areas.
- Do not smoke or have open flames around gasoline, parts cleaners, fuel oil, greases, or other combustible or flammable materials or while fueling equipment.
- Equipment powered by gasoline engines must be turned off during refueling.
- Use only approved containers for handling and storing combustible and flammable liquids.
- Immediately replace any cap from a flammable liquid container after use.
- Take safeguards during welding, cutting and grinding operations:
- A THINK sheet and Hot Work Permit should be filled out before welding, cutting and grinding operations.
- Please reference the Hot Work section of the manual for additional information. A few basic precautions include:
 - ¾ Inspect the area and know where sparks will land
 - ¾ Always have a functioning Fire Extinguisher nearby to aid in fire fighting near combustibles
 - ¾ Always check the work area afterwards to make sure no fire has developed
- Parts cleaning covers must be kept closed on all parts stations when not in use.

- Gasoline or diesel may not be used for cleaning parts or equipment nor applied to the skin as a cleaner.
- Know the location of fire extinguishers and how to use them. Be certain to use the proper extinguisher.
- Never return an empty or partially used fire extinguisher to its station. Tag it and turn it in for recharging. Report all extinguishers that have broken seals so they can be replaced.
- Fire Extinguishers must be inspected and initialed on the tag once a month.
- In case of a fire, **call 911**. If appropriate, attempt to extinguish the fire.

Fire Fighting

Most fires, if detected early, can be put out with a handheld fire extinguisher. However, use good common sense before you attack a fire and if there is any possibility of the fire getting out of control. Protecting Company property WILL NOT be done at the expense of employee safety.

- Be sure you know how to operate your fire extinguisher and know the proper technique for fighting fires.
- Be sure you have an unobstructed escape route should you fail to extinguish the fire.
- Know what materials are burning and be sure the extinguisher you are using is capable of fighting the fire. **IMPORTANT! USING THE WRONG TYPE OF EXTINGUISHER FOR THE CLASS OF FIRE MAY BE DANGEROUS!**
- Consider the possible danger posed by hazardous or highly flammable materials near the fire area.
- Determine if a fire extinguisher is capable of extinguishing the magnitude of the fire.

It is reckless to fight a fire under any other circumstances. Instead, leave immediately, closing all doors leading to the fire area as you exit. Call 911 or follow the posted emergency procedures.

Fire Extinguishers

Fire extinguishers are tested by independent testing laboratories and are labeled for the type of fire they are intended to extinguish. There are four classes of fires. All fire extinguishers are labeled, using standard symbols, for the classes of fires they can be used to fight. A red slash through any of the symbols tells you the extinguisher cannot be used on that class of fire.

Class A Fires – Ordinary combustibles such as wood, cloth, and paper.

Class B Fires – Flammable liquids such as gasoline, oil, and oil-based paint.

Class C Fires – Energized electrical equipment – including wiring, fuse boxes, circuit breakers, machinery, and appliance.

Class D Fires – Combustible metals – such as magnesium or sodium. Extinguishers for Class D fires must match the type of metal that is burning.

WARNING:

It is very dangerous to use water, or an extinguisher labeled only for Class A fires on an oil, grease or electrical fire.

Types of Fire Extinguishers:

Depending on their intended use, portable fire extinguishers store specific extinguishing agents which are expelled onto the fire when used.

- Pressurized water models are appropriate to use on Class A fires only. These must never be used on electrical or flammable liquid fires.
- Carbon dioxide extinguishers contain pressurized liquid carbon dioxide which turns to a gas when expelled. Do not come in contact with the gas as it may freeze your skin. These models are rated for use on Class B and C fires, but never hesitate to use carbon dioxide extinguishers on a Class A Fire. Carbon dioxide is not corrosive.
- Dry chemical extinguishers blanket burning materials with powdered chemicals. In some models, the chemicals are expelled by pressure supplied by a separate gas filled cartridge. The dry chemicals used are corrosive.
- In general, Redimix Companies, Inc. utilizes multi-purpose dry chemical extinguishers which are appropriate for fighting Class A, B, and C fires. Every effort should be made to purchase multipurpose extinguishers.

How to Operate a Portable Fire Extinguisher:

Keep your back to an exit and depending on the size of the extinguisher, start 10 to 20 feet away from the fire and follow the following **PASS** procedure.

- **P**ull the pin. This unlocks that operation lever and allows you to discharge the extinguisher. Some extinguishers may have other lever-release mechanisms.
- **A**im low. Point the extinguisher hose (or nozzle) at the base of the fire.
- **S**queeze the lever above the handle. This discharges the extinguishing agent. Releasing the lever will stop the discharge.
- **S**weep form side to side. Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process. Always be sure the fire department inspects the fire site, even if you think you've extinguished the fire.

WARNING:

Portable fire extinguishers discharge faster than most people think – many within 15-30 seconds. If you are unsuccessful in controlling the fire, leave the area at once.

Fire Extinguisher Maintenance:

Fire extinguishers shall be periodically inspected and maintained. In general, one employee from each location is assigned the responsibility of performing monthly inspections. As part of the monthly site inspections, such individuals must check to ensure that the:

- Pin is in and secured.
- Extinguisher is fully charged.
- Hose is free of obstructions.
- The yearly inspection tag is intact.

To document that the mandatory monthly inspection was performed, the employee performing the inspection will date and initial the back of the yearly inspection log in the block when the monthly inspection was performed.

An annual inspection of the fire extinguisher is also required. The yearly inspection is a more detailed evaluation of the condition and functionality of the fire extinguisher, and this inspection is generally conducted by an outside vendor. If a fire extinguisher is identified to be more than 12 months beyond its last annual inspection than the employee should tag and bring the extinguisher to his/her supervisor and replace the extinguisher with one that is ready for service.

Should you become aware of a fire extinguisher which is not in compliance with these requirements, tag it out of service and notify your supervisor immediately.

WEATHER CONDITIONS

Employees may be exposed to extreme weather conditions. This may include hot, sunny days during the summer months and cold, snowy days during the winter months. Precautions should be taken to minimize the effects of these extreme conditions on your body.

Severe Weather Emergencies

There may be times where severe rain, thunderstorms, high wind, snow and other storms roll into a jobsite or while driving a vehicle. It is essential to stay updated on weather forecasts, plan ahead and send messaging out to crews before the dangerous weather strikes. Use email, phones and tablets to get the word out.

If for any reason you or your crew are stuck outside in a storm you should:

- a. Recognize thunder and lightning and stop work
- b. Call supervisor to inform them of incoming storm
- c. Communicate with the entire crew that they should take shelter (job trailer, vehicle, facility, large commercial building etc.)
- d. Wait out the storm in a safe location
- e. Communicate when work should resume after a storm event
- f. Check the condition of traffic control devices, equipment, signage, material etc.

Cold Weather

Employees may be required to work during the winter months and be exposed to cold weather conditions. Employees should wear insulated clothing and dress in layers. During extremely cold weather, you should attempt to cover or protect all exposed skin. You should be aware of frostbite symptoms, skin discoloration and lack of feeling or sensation. Should you experience frostbite symptoms, immediately get into a warm area, notify the Claims Administrator and seek medical treatment if necessary.

Warm Weather

Working in warm temperatures during the summer months may increase your body temperature. An increase in body temperature can affect mental alertness and physical performance. Heat tends to increase the potential for experiencing an accident due to such factors as sweaty palms, dizziness and fogged glasses. Added precautions should be taken during the summer months to avoid Heat Stress Disorders.

Heat Stress disorders such as heat stroke and heat exhaustion are more likely to occur among workers who have not adjusted to this environment. Every employee should be aware of and observe each other for signs of heat stress during the year.

It is important to drink plenty of fluids like Gatorade and water (one cup every fifteen to twenty minutes). Gatorade and other “sport drinks” are a good source to replenish electrolytes in your body. Limit your intake of caffeine (coffee, soft drinks, etc.) as it tends to dehydrate your body.

Heat Stroke is a type of heat stress that occurs as the temperature of the body rapidly rises. This is very dangerous and should be dealt with **immediately**. Heat stroke can be fatal if the affected individual is not given the appropriate treatment.

Symptoms of heat stroke include confusion, convulsion, hot dry skin, high temperature (may feel chilled), incoherent speech, staggered gait, lack of sweating and unconsciousness.

When a person has heat stroke, the body’s ability to sweat becomes impaired which in turn increases the body’s core temperature. If the situation is not **quickly** reversed it can be fatal.

Treatment: Call for medical assistance immediately. Do not wait for medical help to arrive to begin treatment. Move the victim to a cool, shaded environment and allow the victim to rest by lying down. If available, submerge the victim in chilled water. If you are unable to submerge the victim, wrap the individual in a thin, wet sheet and fan continuously, adding water periodically to keep the sheet wet.

Heat Exhaustion is type of heat stress which occurs when lacking sufficient water and/or salt in the body. The body becomes dehydrated which decreases the blood circulation.

Symptoms of Heat Exhaustion include clammy skin, confusion, dizziness, lightheaded, fatigue, heat rash, fainting, nausea, profuse sweating, slurred speech, weak pulse.

Treatment: A victim of heat exhaustion should be moved to a cool, but not cold, and shaded environment and allowed to rest by lying down. Fluids should be taken slowly and steadily by mouth until the urine volume indicates that the body’s fluid level is in balance.

Sunlight Exposure

During the summer months it is also important to remember that you are exposed to powerful rays of sunlight. Listed below are a few commonsense rules to follow to minimize sun exposure and the harmful effects it can have on your skin:

- Wear a hat and sunglasses (tinted lens safety glasses are available).
- If you can handle the discomfort, wear a long sleeve shirt (cotton).
- Use a sun block, the higher the SPF rating the better.

SAFE LIFTING

A significant source of back injuries, muscle strains and other injuries is a result of improperly lifting awkward, bulky or heavy loads. Always get help from a fellow employee or use a mechanical aid (forklift, crane, hand truck, etc.) whenever lifting large loads. If you must lift material manually, observe the following techniques:

- Plan your lift in advance. Make sure that your path of travel is clear and free from obstructions and other trip hazards.
- Approach the load and size it up (weight, size and shape). Consider your physical ability to handle the load. If you are unsure if you are able to lift the load, get help.
- Spread your feet apart to make yourself more stable; one foot may be placed ahead of the other.
- Keep the object close to you.

- Keep your back straight, your chin in and bend your knees to the degree that is comfortable. Avoid bending at the waist.
 - Get a good handhold on the object.
 - Lift the load straight up smoothly and evenly. Push with your legs, keep the load close to your body and keep your back straight.
 - Make the lift in a smooth motion. Jerky lifts double the stress on the body.
 - Lift the object into the carrying position, making no turning or twisting movements until the lift is completed. Never turn at the waist.
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- Once you have looked over your path of travel to make sure it is clear, turn your body by changing the positing of your feet. Stack material (in your arms, hand truck, etc.) in such a manner as to permit a full view of where you are walking.
 - Setting the load down is just as important as picking it up. Use your legs; comfortably lower the load by bending your knees. When the load is securely positioned, release your grip.

FIRST AID / CPR / AED / BLOOD BORNE PATHOGENS

First aid stations are at located at each plant. These stations contain medical supplies for minor injuries only. There must be at least one person at each facility trained in First Aid and CPR. All injuries beyond minor first-aid should be reviewed by professional medical personnel for treatment. All injuries shall be reported to the Safety Department immediately and a copy of the completed form LMP-28 and LMP-28A sent to the Claims Administrator the same day as the incident.

Blood Borne Pathogens

Individuals that are trained in First Aid and CPR and that are expected to respond to employee illnesses or injuries shall take precautions to minimize the exposure to bodily fluids. Bodily fluids do not include feces, nasal secretions (runny nose), saliva, sweat, tears, urine and vomit unless they contain visible blood. Bodily fluids can be a source of transport for various diseases and illnesses within an infected individual. Care shall be taken to reduce/eliminate exposure to bodily fluids and blood during any first aid practice through the use of latex/rubber/neoprene gloves and other protective barriers such as a face shield, apron and mouth-to-mouth shield.

NATURAL HAZARDS

Facilities and job sites may present hazards which are part of the natural world, including hazards from plants and animals. Bites from rodents, snakes, ticks, spiders and other animals and insects may require medical treatment. It is advisable that all employees who are aware that they have a severe allergic reaction to insect bites should carry the antidote (Epi-pen, etc.) with them at all times and notify their supervisor of their allergy.

Rabid animals also pose a serious problem to individuals who have been bitten and parasitic bites (fleas, ticks, etc.) can result in an infectious disease. To avoid attracting these creatures, dispose of all waste food and associated materials in designated receptacles with a cover. Be sure to secure the cover before leaving. At job sites, workers must be aware of and protect themselves against the hazards of irritant and toxic plants such as poison ivy, oak and sumac.

EQUIPMENT OPERATION AND FLEET SAFETY

The equipment/vehicle operator is ultimately responsible for their equipment/vehicle. At all times, the operator shall be aware of their surroundings (i.e., ground stability, overhead obstructions, etc.) and how the conditions may influence the safe operation of their vehicle.

Equipment Maintenance

The equipment operator is responsible for the daily maintenance (cleaning, greasing, oiling, etc.) of the equipment that is being operated whether or not he or she normally operates that piece of equipment. This also includes a standard inspection of any piece of equipment newly assigned to an employee. Before an employee begins operation of any piece of equipment (on or off-road), it is his or her responsibility to check the equipment for any damage or potential mechanical problem and complete a Daily Vehicle Inspection Report. Each operator is required to complete a DVIR prior to the operation of any piece of equipment even if the equipment has been previously operated and inspected by a prior operator during the work shift. If damage or a mechanical problem is found, it must be reported to their supervisor or Equipment Manager as soon as it is discovered. A mechanic will review the defect and determine what is required to correct the problem and if the piece of equipment is safe to operate until the repairs are made. Any piece of equipment that is deemed eminently dangerous to operate or having missing/damaged safety sensitive devices and places the operator, fellow employees, contractors or the general public at risk shall be immediately taken out of service and not allowed to operate until the deficiency has been remedied and the hazard no longer exists.

Seatbelts

Employees shall always wear their seatbelt when equipment is provided with such. This includes any on-road or off-road equipment (equipped with ROPS) for any amount of driving distance no matter how short or long.

Driver's License Requirement

Obtaining and maintaining a valid driver's license is an important part of the safe operation of Company equipment. It is Company policy that:

Any employee that operates **any** mobile equipment that is owned, leased or rented by Redimix, or is under Redimix's control, shall possess and maintain a valid driver's license. This includes all non-registered and non-over-the-road equipment.

Employees are required to immediately notify their supervisor in the event that they have a suspension or revocation of their license privileges. The Company will review Motor Vehicle Driving Records yearly to determine if an employee meets the licensing requirement. During the Driving Record review, any employee that is identified as having a suspended or revoked license shall be disqualified from operating Company equipment and shall be notified immediately. Any employee who operates Company equipment may be discharged for failing to hold a valid driver's license.

Vehicle / Equipment Accident or Property Damage

Every employee shall immediately notify the Safety Department should they be involved in a vehicle or equipment accident or cause property damage. The employee must fill out form LMP-29 and LMP-29A and forward it to the Claims Administrator immediately. A review of the accident will be conducted and in the case of a vehicle or equipment accident or property damage caused by an employee's negligence or failure to exercise due care, the employee will be subject to discipline based on the discipline policy.

General rules for the safe operation of equipment

- Only operate equipment/vehicles for which you are properly licensed and/or trained.
- Remember to complete the CIRCLE OF SAFETY on a daily basis before operating your vehicle. Thoroughly perform a pre-operational inspection of the vehicle to ensure that it is mechanically safe and sound, checking such items as the tires, lights, fluids, fire extinguisher, backup alarm, etc. In addition, complete the CIRCLE OF SAFETY prior to re-entering your vehicle and before proceeding forward or backward as to ensure that there are no persons or obstructions in the way. In all cases, report all noted defects immediately.
- Texting and the use of computers while driving a company vehicle is strictly prohibited.
- Make sure the load is properly placed on or in the vehicle and that it is properly secured.
- Wear your seat belt at all times while operating company vehicles and equipment if provided with such unless the vehicle or equipment is not equipped with ROPS.
- Always use your headlights, day or night.
- Do not ride or allow others to ride on fenders, running boards, tailgates, inside truck bodies, etc.
- Watch for depressions in the road-especially around corners, sewer grates, potholes, etc.
- Stay inside protective caging (ROPs) when operating equipment.
- If possible, avoid backing up without the direction of someone who has visibility in the direction of movement and back up as infrequently and for as short a distance as possible. Check the rear before putting it in gear.
- Do not dump or unload materials in an area that is not visible. Get another individual to act as a spotter for you.
- Report defective back up alarms to your supervisor immediately.
- Be aware of all power lines in the area that you are working.
- No part of the vehicle shall be used as a scaffold, man-lift, etc. NEVER WORK OUT OF A LOADER BUCKET.
- Do not exceed speed limits.
- Do not operate equipment on terrain that is too rough for it. Use the correct equipment for the job.
- Be aware of traffic patterns and watch out for changing road conditions.
- Obey all traffic signals.
- Do not proceed with a dump body in the raised position, as this is both dangerous and detrimental to the vehicle.
- Do not position yourself between the raised body of the truck and the truck's tailgate unless utilizing proper LOTOT.
- All employees must utilize three points of contact while ascending or descending

equipment.

- If you contact overhead power lines you must remain in your vehicle until the power to the line is de-energized. In the event that the vehicle is on fire, the employee should jump from the cab and away from the vehicle. Once on the ground the employee shall move away from the vehicle by shuffling their feet to keep contact with the ground.

CRH Commercial Motor Vehicle Mobile Telephone Usage Policy

Purpose: This policy implements the Federal Motor Carrier Safety Administration's (FMCSA) rule restricting the use of hand-held mobile telephones by drivers of commercial motor vehicles* (CMV).

Scope: All drivers of CMVs.

Policy: All drivers of CMVs are prohibited from:

- Reaching for, dialing, or holding a mobile telephone while driving
- Initiating a call on a mobile telephone while driving, unless initiation of a call can be made by voice activation without the pushing of more than one button
- Texting, emailing, messaging, and accessing a World Wide Web page or any application on a mobile telephone while driving
- Answering a call on any mobile telephone while driving that requires the pushing of more than one button

Driving is defined as operating a CMV on a highway, including while temporarily stationary because of traffic, a traffic control device, or other momentary delays. Driving does not include operating a CMV when the driver has moved the vehicle to the side of, or off, a highway and has halted in a location where the vehicle can remain safely stationary. A mobile telephone is defined as a mobile communication device that falls under or uses any commercial mobile radio service as defined by the FCC and does not include two-way or CB radios.

The use of a hands free-device is allowed only if the hands-free headset is within reach while the driver is properly restrained by a seat belt. In addition, the push-to-talk feature is permitted to be used only if the mobile telephone is mounted in a cradle or similar device near the driver, or there is a remote push-to-talk button near the vehicle controls that allows the driver to communicate without reaching for, dialing, or holding the actual mobile telephone in his/her hands while driving.

When one of the above-referenced exceptions applies, all mobile telephone communications while driving must still be limited to business communications that are essential to the job and must be limited in duration so as to allow only for the transmission of necessary information.

Emergency exception: Using a hand-held mobile telephone is allowed when necessary to communicate with law enforcement officials or other emergency services.

Violation of this policy may result in discipline up to and including termination. Drivers may also be subject to penalties, including fines or suspensions, and/or driver disqualification assessed by law enforcement and the FMSCA.

All CMV drivers must also follow any state or local laws regarding mobile telephone usage. This policy shall take precedence over any less stringent state or local regulations.

* A CMV is defined as a vehicle used on a highway to transport passengers or property that has

a gross weight rating or gross combination weight rating, or gross vehicle weight rating or gross combination weight of 4,536 kg (10,001 pounds) or more, whichever is greater; or is designed to transport more than 8 passengers, including the driver, for compensation; or is designed to transport more than 15 passengers, including the driver, not for compensation; or is transporting hazardous material as designated under 49 U.S.C. 5103 and transported in a quantity requiring placarding under Title 49.

Consult the Safety Department for additional details and information.

CRH MOBILE PHONE/ELECTRONIC DEVICE

Mobile phones and certain electronic devices are important tools, but there are situations in which we must restrict their use to keep ourselves and those around us safe. This policy addresses the use of all mobile electronic devices at work, including but not limited to mobile phones, laptop computers, mp3 players, iPods, tablets, etc.

Mobile electronic device use must not distract you from your duties while on the job. Mobile electronic device usage includes phone conversations, texting, emailing, listening to music and other activities that can cause a distraction.

While communication is essential to our work, there are times when the use of mobile electronic devices is prohibited or limited:

- Reviewing e-mails or text messages while driving is prohibited.
- Using mobile electronic devices while operating mobile equipment is prohibited.
- No employee shall use an electronic device when they are crossing traffic routes, engaged in safety sensitive work, or in areas where the site rules strictly prohibit them.
- Cell phone usage while driving should be limited – exercise caution, be brief and utilize a hands-free system.
- Use of electronic devices and two-way radios at a plant, operations facility or jobsite should be limited – utilize secure locations that are physically removed from all distractions and areas of potential hazards.

Personal Electronic Devices on Jobsites

- For the safety of our drivers and all other personnel, the use of personal electronic devices on jobsites (hands-free or otherwise) is prohibited. All company cell phone usage on a jobsite must be done via a CB radio or while parked.

Violation of any part of the company policy may result in disciplinary action which may include a warning, loss of company vehicle use, suspension, or termination.

REGULATORY COMPLIANCE

The Company is subject to numerous environmental, health, safety and land use rules and regulations at the Federal, State and Local level. Entities and Agencies that have some type of oversight capacity for our operations include:

- Occupational Safety and Health Administration (OSHA)
- Department of Transportation (DOT)

All employees are expected to be familiar with those rules and regulations that impact their job function. Should an employee identify an area of non-compliance they are to notify their supervisor.

CRANE AND HOIST SAFETY

Numerous fatalities occur within the construction industry annually as a result of failed lifting devices or improperly lifted loads. Employees should take special precautions when involved with the use of cranes and hoists and lifting large objects. General rules to follow include:

- Only trained and authorized operators are permitted to operate any hoist or crane.
- Inspect cranes, hoists and lifting devices (chains, slings and wire rope) prior to use.
- Never alter a crane, hoist or lifting device.
- Confirm that the crane or hoist and the lifting device being used have a rated capacity adequate for the load being lifted.
- **Never exceed rated load capacity of a crane, hoist or lifting device.**
- Use guide ropes as necessary to assist with moving a load.
- Never stand or walk under any suspended load. Always stay clear of suspended loads.
- Hard hats shall be worn by all affected employees when lifting is being conducted.

FORKLIFT SAFETY

Numerous injuries occur annually as a result of employees lifting excessive loads. Mechanical devices such as forklifts are available to assist employees should they encounter a large item that needs to be moved. These types of mechanical lifting devices should be used whenever there is a large load to move. Employees should take special precautions when involved with the use of forklifts and lifting large objects. General rules to follow include:

- Only trained and certified operators are permitted to operate a forklift.
- Inspect the forklift prior to use.
- Never alter a forklift or add on devices not approved by the manufacturer.
- Confirm that the forklift being used has a rated capacity adequate for the load being lifted.
- **Never exceed the rated load capacity of a forklift.**
- Always travel with the forks close to the ground whether transporting a load or not.
- No passengers are allowed on a forklift.

CONFINED SPACES

A confined space is defined as any space that:

- Is large enough and so configured that an employee can bodily enter with his/her entire body to perform assigned work; and
- Has limited or restricted means of entry or exit; and
- Is not designed for continuous occupancy.

Entry into certain confined spaces may be more hazardous given the presence of one or more of the following characteristics.

- A potentially hazardous atmosphere.
- Material that has the potential for engulfment.
- An internal configuration such that the entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Recognition of another serious safety or health hazard (steam, heat ducts, radiation, noise, high voltage, rotating equipment, etc.).

Entry into confined spaces is dangerous and when not performed properly has the potential to cause serious injury and/or death. At Pike, no worker shall enter a confined space without authorization from their supervisor.

In our operations, confined spaces have been identified and usually include a vessel, mixer barrel, tank, storage bin, baghouse, pipeline, pit or enclosed space.

Keep in mind:

- All Redimix confined spaces are considered Permit required until proven otherwise.
- An LMP 67 & 67B – Confined Space Pre-Entry Checklist shall be performed prior to any confined space entry.
- Never work alone, an attendant shall always be present and in communication with the employee in the confined space.
- Continuously monitor the atmosphere within a confined space through the use of a gas monitor anytime the space is occupied.
- Always lock-out and tag-out equipment and energy sources prior to entering into a confined space.
- Where feasible, local exhaust ventilation will be supplied to a confined space.
- All appropriate PPE (ear plugs, fall protection, safety glasses, hard hats, etc.) as determined by the pre-entry evaluation shall be worn at all times while in the confined space.
- **Redimix employees shall not enter petroleum tanks under any circumstances.**

Refer to the Safety Procedural Manual for additional details and information.

COMPRESSED GAS CYLINDERS

There are several physical and chemical hazards associated with compressed gas cylinders. A sudden release of pressure can expose employees to dangerous gases. Certain gases can react with chemicals stored nearby and create a fire hazard. The release of pressure can also result in freezing temperatures or potentially explosive conditions. Also, a cylinder can become a missile if the valve is knocked off.

The following precautions should be taken when storing or using compressed gas cylinders such as Oxygen, Acetylene, and All Other Pressurized Cylinders:

- Cylinder shall be chained or otherwise secured in an upright position, whether full or empty.
- When not in use and in cases in which the regulator has been removed, full or empty cylinders shall have the valves closed and cap covers in place.
- Cylinders must be placed in a cart or base designed for lifting cylinders if they are to be hoisted or lowered.
- Do not drop cylinders.
- When in storage, cylinders containing oxygen shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) by a minimum of twenty (20) feet or by a suitable non-combustible barrier at least 5 feet high having a fire-resistant rating of at least one-half hour.
- Cylinders shall be protected from exposure to high temperature, physical damage and sources of electric current.
- Acetylene cylinders shall be kept in an upright position when in use. Acetylene shall not be used at pressures in excess of 15 lbs. per square inch.
- Oxygen cylinders, valves, regulators, couplings, hose and apparatus shall be kept free from oil or greasy substances and shall not be handled with oily hands, rags or gloves. The

- pressure shall be released from all hoses when not in use.
- Regulator gauges must be functional and lens covers in place.
- Cylinder valves shall be closed when not in use, when task is complete, before moving and when empty.
- Hoses showing leaks, burns, worn places or other defects, rendering unfit for service shall be repaired or replaced.
- Oxygen cylinders shall not be stored in rooms or areas used or designated for storage of flammable or combustible liquids, including oil and grease.
- All torches shall be equipped with a flash arrestor.
- All oxygen-acetylene carts shall be equipped with a fire extinguisher.

ELECTRICAL HAZARDS

Electricity can be a dangerous and potentially serious workplace hazard exposing employees to such dangers as shock, electrocution, burns, fires, and explosions. Electrical accidents are primarily caused by a combination of three factors: unsafe equipment and or insulation, workplaces made unsafe by the environment, and unsafe work practices.

Employees shall report all electrical malfunctions or problems to their supervisor immediately. Only qualified persons under the knowledge of the supervisor shall reset, install, maintain or repair electrical equipment. Under no circumstances shall a Redimix employee, including qualified individuals, work on live electrical equipment or circuits of greater than 480 volts.

When working with electrical equipment always:

- Inspect all electrical cords and power tools for frayed or exposed wires, cracks, heat damage and insulation damage prior to connecting to a power source.
- Wear appropriate Personal Protective Equipment (PPE) in accordance with NFPA 70E Guidelines.
- Check the cable plug to make sure the grounding pin is not missing or damaged.
- Make sure electrical cords are suitable for the correct voltage and existing working conditions.
- Ensure that electrical cords that have cuts, abrasions, burns, etc. that damage the outer insulation are removed from service. Do not repair.
- Have electrical cords and tools that are of the 3-wire (ground) type or double insulated.
- Use a ground-fault circuit interrupter (GFCI) in high-risk areas such as wet locations and construction sites.
- Have electrical components which are not part of a permanent system protected by ground-fault circuit interrupters.
- Stay at least 10 feet away from overhead power lines. If the voltage is more than 50,000 volts, the clearance must increase by 4 inches for each additional 10,000 volts.
- Make certain that equipment is de-energized (primary and secondary sources) before working on electrical equipment or related equipment.
- Confirm that the equipment stays de-energized by following the proper lock-out/tag-out procedures.
- Never block access to an electrical panel.
- Always maintain at least a minimum of 36 inches of clearance around an electrical panel.
- All circuit breakers within panels shall be labeled identifying the appropriate circuit.

- Openings on or within panels that allow access to live parts is strictly prohibited.

It is important to remember that the single most effective defense against electrical accidents is exercising good judgment and common sense when performing any type of work on or near electrical equipment.

LOCK-OUT / TAG-OUT / TEST (LO/TO)

Before repairing, maintaining and/or cleaning machinery or equipment, all energy sources must be locked out and/or tagged out and tested to prevent unintentional energization or start-up.

A key type of lock shall be applied to all machinery or equipment that is “capable of being locked out in order to secure the energy isolation device in a safe position.” In addition, a tag shall be attached to the lock for the purpose of identifying who is responsible for the machine or equipment being in a de-energized state and to warn against re-energization.

On some occasions, it is necessary to start and stop equipment repeatedly in order to repair it or leave equipment on in order to diagnose or correct the problem (i.e., tracking a conveyor). In these cases, Supervisors must follow the guidelines for Close Proximity Maintenance (CPM) procedures, including the CPM JSAs, Risk Assessments and Checklists. A minimum of two employees and a maximum of four employees are required in CPM. The Supervisor must approve the CPM work to be done. An employee will be assigned to the breaker or at the control panel of the equipment being worked on and must maintain communication with the other employees at all times during the work. With two employees, the employees must maintain a line of site with each other at all times. With more than two, the employees performing the work must be in the line of site of the employee who will be in direct communication and in the line of site of the operator of the breaker or control panel. When starting and stopping equipment, it is essential that a means of communication be maintained at all times between the employees controlling the power supply. All employees affected must stay at their posts until the job is completed.

In general, the following guidelines shall be adhered to:

- Notify all affected employees.
- Identify and locate all energy sources, stored energy and energy isolation devices. Shut down the machinery or equipment using the normal on/off controls.
- Operate the energy control devices.
- Apply the lock-out / tag-out devices.
- Remove, release or restrain all residual or stored energy.
- Verify isolation of all energies.
- Complete maintenance/repairs.
- Restore and reenergize the machinery or equipment.

Keep in mind:

- Each employee working on the equipment must install their own individually keyed lock-out / tag-out devices.
- Lock-out / tag-out devices shall only be removed by the individual who placed them on the machinery or equipment.
- Employees must fill out a Lock out / tag-out “verification” log prior to working on equipment that has been locked or tagged out.
- Be sure that all employees are in a safe position before starting the machinery or equipment.
- Do not touch or operate any piece of equipment unless you are trained and authorized to do so.

- Do not touch or attempt to run equipment that is locked and tagged unless you are the person responsible for working on it.
- Each facility shall follow their equipment specific lock-out/tag-out procedures.

Failure to follow these guidelines can place you and your fellow employees in grave danger and at risk of being seriously injured or killed. There is a zero-tolerance policy at Redimix for failing to perform lock-out/tag-out procedures. Failure to comply will result in termination of employment.

Refer to the Safety Procedural Manual for additional details and information.

WORKING SURFACES

Working surfaces such as ladders and platforms must be used and maintained in a manner to prevent injuries from falls.

In general, working surfaces should follow these guidelines:

- All working surfaces shall be kept free of debris and other tools and equipment to prevent trip hazards.
- Elevated work platforms shall be equipped with an adequate rail to prevent a fall hazard. A toe board shall be installed on all platforms that individuals travel by or work beneath.
- All portable straight ladders shall be equipped with approved ladder shoes to reduce the possibility of the base of the ladder slipping while in use. Portable ladders shall be inspected for defects before use. Damaged or defective ladders shall be immediately removed from service. The supervisor shall be advised of the action taken and shall be responsible for having the ladder restored to a safe condition or replaced.
- Portable straight ladders shall be used at such a pitch that the horizontal distance from the top support to the foot will not be greater than one-fourth the vertical distance between these two points. This can be determined by using the four to one rule. The rungs on the ladder are one foot apart. The base of the ladder should be one rung length (one foot) out from the wall for every four rungs up to where the ladder touches. For example, a 12-foot ladder should be 3 feet from the bottom of the ladder to the wall.
- The top and bottom supports on which a straight ladder rests shall be rigid and capable of supporting the loads to be imposed.
- Portable straight ladders shall be secured at the top, bottom and intermediate fastenings or as is needed to hold them rigidly in place.
- All portable ladders shall be of sufficient length and shall be placed so a person will not be required to reach out too far from the ladder or otherwise place himself in a hazardous position while on the ladder.
- Portable ladders shall not be used in passageways, doorways, drives, or other locations where they may be struck by traffic or where they might endanger the personnel at floor or ground level unless the area around the ladder is protected by barricades and warning signs.
- All ladders shall be used in a safe manner and be free from cracks, broken rungs, or other defects. When ascending or descending, always face the ladder and maintain at the point contact.
- Employees shall not stand above the step indicated by the manufacturer of a step ladder.

HAZARD COMMUNICATION (HAZ COM)

The Hazardous Communication regulation is designed to protect employees from the effects of hazardous and toxic substances in the workplace. An extensive list of hazardous substances has been developed and includes such common items as welding gases, paints, diesel fuel, solvent/degreasers, and many others. While it may seem that many of these items would present no health or safety hazards, they can be harmful to you if used improperly or without the knowledge of potential hazard.

A Safety Data Sheet (SDS) covers each of the hazardous substances you may encounter in the workplace. A SDS is a technical fact sheet which describes the substance, its physical properties, dangers it may present to you, and safety procedures necessary when handling the material. A SDS is available at each work location for each hazardous material used at that work location. In addition to maintaining the SDS sheets at each location, your supervisor has a written Hazard Communication plan. Remember that both are available for your review.

The following is available to all employees:

- A copy of the Company's written Hazard Communication Program.
- A copy of the OSHA Hazard Communication Standard.
- A copy of the Company's list of hazardous materials present in the work place.
- Copies of Safety Data Sheets (SDS) for the hazardous materials to which an employee may be exposed.
- Labels to identify container contents.

All containers shall be labeled to identify its contents and known hazards. Workers shall never be in doubt when working with a hazardous chemical in the workplace. If further information or clarification is needed, contact your supervisor or call the number found on the SDS. Access to the online SDS archive can be found at:

ww1.actiocms.com

Username: Pike

Password: Safety

SAFETY DATA SHEETS

CRH SDS LIBRARY



SCAN WITH PHONE

WELDING, CUTTING, AND HEATING (HOT WORK)

Prior to performing hot work (welding, cutting, grinding, etc.) a detailed THINK Sheet focused on fire prevention and/or a Hot Work Permit shall be filled out. This document should address all potential hazards of hot work, identify the proper PPE choice, identify fire watch personnel and show a start and stop time of the work being performed.

Proper precautions for fire prevention (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) will be used in areas where welding or other "hot work" is being performed. No welding, cutting or heating will be done where flammable compounds are present or where heavy dust concentrations may create a fire hazard.

Filter Lens Shade Numbers for Protection against Radiant Energy: Employees performing welding and cutting operations shall use the proper shaded safety eyewear. Employees performing light torch cutting operations of up to 1" shall use safety eyewear (glasses, welding goggles, face shield, etc.) with a 3-5 shade rating. Employees performing standard welding operations shall use safety eyewear (welding hood, welding goggles, etc.) with a 10-12 shade rating.

- Employees must wear the appropriate Personal Protective Equipment (PPE) when welding or cutting. This would include such things as welding/cutting gloves, leather chaps and jacket or other flame-retardant clothing, and appropriate eye and face protection.
- Arc welding and cutting operations will be shielded by non-combustibles or flameproof shields to protect bystanders from direct arc rays.
- When electrode holders are left unattended, electrodes and holders will be removed or protected so they cannot make electrical contact.
- All arc welding and cutting cables will be completely insulated. Cables in need of repair shall not be used. When a cable becomes worn to the extent of exposing bare conductors, the portion exposed shall be protected with rubber and friction tape or other equivalent insulation. There will be no repairs or splices within 10 feet of an electrode holder.
- Flash arrestors shall be installed on all oxygen and acetylene assemblies. Flash arrestors shall be tested at least annually.
- Fuel gas and oxygen hoses must be easily distinguishable and not interchangeable.
- Cylinder valves shall be closed, regulators removed, and valve protection caps installed when compressed gas cylinders are in transport. An option is an OSHA and DOT accepted protective cap designed to be used with the regulator on. It is still necessary to ensure that the valves are closed before transporting the cylinders.

Compressed gas cylinders will be secured in an upright position at all times by a suitable cylinder truck, chain or other suitable steadying device. Keep cylinders at a safe distance or shielded from welding or cutting operation and placed where they cannot become part of an electrical circuit.

Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (such as oil, grease, cloth/rags, etc.) by a minimum distance of 20 feet or by a non-combustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour.

MACHINE GUARDING

Machine guarding is the best method of minimizing employee exposure to moving parts and pinch points resulting from gears, belts, sprockets, chains, shafts, cutting blades, etc. To reduce the risk of injury, all employees will follow these guidelines:

- All moving machine parts shall be guarded to protect persons from contacting gears, belts, sprockets, chains, shafts, fan blades and other similar parts that can cause injury.
- All machine guards will be constructed of a suitable material and be designed such that an employee cannot accidentally encounter the moving parts.
- Guards shall not be required where the exposed moving parts are at least seven feet away from walking or working surfaces and do not impose any other risks to employees.
- All guards shall be replaced upon completion of repair and maintenance activities and prior to starting up the equipment.
- Stationary grinders shall be equipped with adjustable tool rests and set so that the distance between the grinding surface of the wheel and the tool rest is not greater than 1/8 inch.
- Stationary grinders shall be equipped with adjustable tongue guards and set so that the distance between the surface of the grinding wheel and the tongue guard is not greater than 1/4 inch.
- When power operated tools/machines are designed to accommodate guards, they shall be equipped with such guards when in use.

EXCAVATIONS & TRENCHES

Excavations and trenches present hazards to those working in them and for those moving equipment around them. The most common hazards include cave-ins, buried utilities, falling materials, and hazardous atmospheres.

OSHA has strict guidelines about what safety measures to take when setting up a jobsite with trenches or excavations. If you are at a jobsite and are required to enter a trench or excavation, please check with your supervisor or the Safety Department.

For the most part, our main concerns are potential cave-ins as our heavy vehicles approach the pour site. To avoid these incidents while working around excavations:

- Stay at least one foot away from the edge for each foot of depth.
- Walk the area prior to pulling up to the excavation to look for workers and other potential hazards.
- Check the stability of soil conditions around the excavation/trench and look for cracks in the soil surface.
- Do not approach parallel to an excavation.

EMERGENCIES (911)

In general, all emergencies shall be dealt with by calling 911 and requesting the assistance of the appropriate emergency response professionals (police, fire, ambulance) or by following the posted emergency procedures at your facility.

All incidents and injuries should be immediately reported to the Claims Administrator.

WORK ZONE AND JOBSITE SAFETY

Work zones and jobsites are filled with activity and are constantly changing. There are numerous hazards, including the traveling public, that are encountered as a result of the unique dynamics of work zones and jobsites. To avoid accidents while in a work zone or at a jobsite:

- Employees must wear hi-visibility apparel if out of their vehicle.
- All employees and visitors are required to wear hard hats at all times while in a work zone or at a jobsite unless inside the enclosed cab of a vehicle or equipment.
- All equipment must operate with their lights on at all times.
- Keep informed of traffic patterns on the job and be alert to changes.
- Stay out of public travel lanes.

HAND AND PNEUMATIC TOOL SAFETY

Hand and pneumatic tools can cause significant injuries. Failure of hand tools (hammers, screw drivers, wrenches, punches, etc.) used beyond their intended purpose or a sudden release of compressed air used in pneumatic tools can cause permanent damage to an employee.

To minimize the potential for injury from the use of hand tools and pneumatic tools, all employees should follow these guidelines:

- All tools should be kept in good working order.
- Inspect all tools prior to use.
- Never use a tool beyond its rated capacity.
- Replace or repair damaged tools immediately.

- Tools should only be used for their intended purpose.
- Compressed air shall not be used for cleaning purposes except where reduced to 30psi or less and then only with appropriate PPE (face shield, safety glasses, gloves, hearing protection).
- Compressed air should never be used to blow debris from a person.
- All compressed air hoses exceeding ½ inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
- Safety clips or retainers shall be securely installed at all connections to prevent accidental disconnection and uncontrolled “whipping around” of the hose.
- Horseplay with compressed air can be deadly; any horseplay or pranks at work will be cause for severe discipline.

EMERGENCY SPILL RESPONSE

Redimix stores, handles, and uses petroleum and various chemicals for its operations. Redimix has taken precautionary measures, such as installing secondary containment, training employees, and preparing spill response materials, to prevent releases and minimize the impacts if a release occurs.

In case of a small spill, ensure that coworkers are made aware of the situation and immediately begin cleanup, if you have the proper response materials and PPE. In case of a large spill, always attempt to stop the flow, if possible and safe to do so. Extinguish any potential ignition sources, in the case of flammable/combustible materials. Notify nearby employee and control the spread of the spill, focusing especially on preventing the chemical from reaching ignition sources, soils, or surface waters. Once this is complete, notify the Environmental Manager and your immediate supervisor. The Environmental Manager will assist personnel to complete a spill report form, which will be used to determine the appropriate notifications. In case of fire, call 911 before calling EHS.

Clean up of small spills can be performed by site personnel as long as they are aware of the hazards and have the proper equipment to do so. Clean up of larger spills or hazardous materials will be done by contractors that have special training for such situations. Disposal of contaminated soils, absorbents, or wastewaters will be done in accordance with Federal, State, and local regulations. Other site evaluations may be necessary after initial clean up.

Material Handling and Storage

Redimix stores, handles, and uses various types of chemicals in its operations, maintenance, and quality control. Typical chemicals include oils, grease, paint, solvents, and admixtures. Though most of our chemicals are considered “non-hazardous,” they may cause contamination, if they are released to the environment. The fundamental rules for safe handling and storage of these chemicals are:

- Secondary containment is provided for the storage of liquid materials
- Safety Data Sheets (SDS) are kept for all materials on-site
- Containers are labeled with their contents and hazards (per OSHA)
- Incompatible materials (e.g. acids, bases) are not stored together
- Containers are kept closed unless product is being added or removed
- Containers stored outside are provided with containment and cover from the elements.

- Fire suppression equipment is available where flammable and/or combustible materials are stored
- Flammable materials are stored in flammable storage cabinets
- Compressed gas cylinders are stored upright and secured from falling
- Adequate spill response materials are kept on-site and well-stocked.

WASTE MANAGEMENT AND PROPER DISPOSAL

Redimix operations naturally create waste. Redimix is responsible for that waste from the time it is generated to the time it disposed of properly; in other words, from “Cradle to Grave.” To make sure each waste item goes to the correct “grave,” Redimix needs to make determinations for all wastes. Some wastes are inert and do not require special treatment, but other wastes need to be stored, shipped, and disposed of under tight regulations. Some of these more hazardous waste items include:

- Waste oil
- Parts washer fluid
- Anti-freeze
- Solvents
- Paint waste
- Acids and bases
- Fluorescent lamps
- Rechargeable batteries

If you have a question about a new type of waste or chemical you have at your site, contact EHS to perform a waste determination. Big problems can arise if we send our waste to the wrong “grave.” Because everyone has the opportunity to create waste, Redimix provides training to its employees about waste regulations.

Redimix makes every effort to minimize its waste generation, substitute with less hazardous chemicals, and to recycle whenever possible. If you have ideas on how to make improvements, contact EHS to discuss.

The waste generated when structures/buildings are demolished has the potential to contain hazardous asbestos, lead, mercury (from thermostats), and other chemicals. A hazardous materials survey must be performed prior to demolition to ensure that the waste makes it to the proper disposal facility.

Some hazardous wastes must be shipped using a manifest (aka, shipping papers, bill of lading). A copy of every manifest of waste shipped from a Redimix facility must be sent to EHS for tracking and reporting.