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I. WELCOME

We would like to take this opportunity to welcome you to Ready Mix Concrete Company, LLC.

This handbook is designed to enable you to become better acquainted with our organization, philosophy and policies that affect your work. We have tried to supply straight to the point answers to questions you may have. If you have any other questions, do not hesitate to ask your supervisor.

The management of Ready Mix Concrete Company, LLC. (Ready Mix) endorses the policies and principles set forth in this handbook as the basis for our relations with all persons associated with the company.

In addition to the contents of this handbook, Ready Mix has other company policies, which also apply to its employees. In applying the policies contained in this handbook and other company policies, a specific policy will apply over a general policy. While Ready Mix believes wholeheartedly in the policy and procedures described in this handbook and other company policies, they are not terms and conditions of employment. Ready Mix reserves the right to modify, revoke, change or improve any of the provisions set forth in this handbook or in the company policies in whole or in part at any time which we believe are appropriate.

Ready mix is a family owned company in a highly competitive market place. Our principle business is to supply concrete and related products to our customers. Our motto is “the customer is our boss”. Therefore, it is imperative that each employee due everything they can to service the needs of our customers. This will create repeat business and future jobs for more employees.

II. TO OUR EMPLOYEES

We will, in a fair and reasonable way, respect the dignity of each employee as an individual.

We will pay salaries, which compare favorably with the prevailing rates of pay for comparable work in our community and surrounding areas.

We will meet with friendliness and understanding any employee who has a problem affecting employment at Ready Mix, with the objective of finding a fair and early solution to that problem.

We will maintain a fair and reasonable standard of personal and family protection within our work force with respect to employee accommodations, safety, cleanliness, and vacation with pay.

We will devote our best efforts and thinking to the building and expansion of our business which will provide a happy and productive future for all employees.

III. TO OUR CUSTOMERS

We will provide to the best of our abilities, a high quality product at competitive prices. We will place great emphasis on providing the product on a timely basis to better assist the customer in running his business in a successful manner.
IV. INTRODUCTION

Ready Mix and subsidiaries manufacture ready mix concrete and related products for the construction industry throughout southeastern Minnesota.

Your job and the company's future depend on our ability to manufacture a high quality product and service at a cost that will enable us to sell the product at a competitive price and still maintain a profit margin which allows for future expansion of our plants and equipment. Maintaining an acceptable profit margin provides benefits for each Ready Mix employee and their family.

V. ATTENDANCE

Each employee must call in prior to their starting time if he/she is unable to be at work. If a person is absent for more than one consecutive day, he/she must call in each day prior to their starting time. Anyone who is late (2) times in a four- (4) week period is subject to termination.

We must stress the importance of attendance because all of our plans are based on the fact that you, the employee, will be available for work. Regular attendance is an important job requirement due to the fact that absenteeism is a major factor affecting production, delivery and planning. A good attendance record is also an important factor in your progress and promotability within the company.

VI. WORK DAYS

The standard workweek is Monday through Friday. During the summer months and/or during those occasions when full production capacity is needed, there may be changes in the standard workweek. Your plant manager will advise you of any changes. Lunch break is one half (1/2) hour and will be taken if you are not being loaded.

Office staff starting and ending times vary on depending on the volume of work therein. Contact your plant manager for details concerning your individual work schedule.

During the winter months and/or during those occasions when full production capacity is not needed, there may be changes in the standard workweek. Your plant manager will advise you of any changes.

VII. PROBATIONARY PERIOD

As a new employee, you will want to become better acquainted with your work and your fellow employees, just as we want to get better acquainted with you.

Accordingly, there will be a probationary period for the first ninety (90) days of work, and after the satisfactory completion of this period you become a regular full time or part time employee (unless, of course, it is mutually understood that your employment is on a temporary basis.)
VIII. TIME CARDS

You will be assigned a time clock card. You alone are responsible for punching your card in or out. Your pay is calculated from your time card. You should be prepared to start work immediately after punching in. **Personal wash and cleanup time will take place after you have punched out.** In the event you must leave during working hours on other than company business, you must first obtain permission from your plant manager. The employees time card must be punched out when leaving and in when returning.

Lunch is one-half (1/2) hour. Time cards must be punched out and in at the beginning and end of your lunch break.

**Only YOU are allowed to punch your time card.**

IX. OVERTIME

Overtime hours are costly to the company. However, the company has and plans to continue to allow overtime completing the daily business. Time and one half (1/2) of the regular straight time rate of an employee shall be paid for all work performed in excess of (40) hours in any one-week. During the summer months when full production is needed, there may be changes in the standard workweek. Your plant manager will inform you of any changes.

X. PAYCHECKS

You will receive your paycheck on a weekly basis. Paychecks are distributed on the last day of the workweek as you check out. You will be paid for the previous workweek.

XI. OBSERVED HOLIDAYS

- New Year’s Day
- Labor Day
- Memorial Day
- Thanksgiving Day
- Fourth of July
- Christmas Day

In order to be paid for a holiday, an employee must work a full shift the day before and the day after a holiday.

XII. VACATIONS

All employees are eligible for five (5) days of vacation after one (1) full year of employment.

All employees are eligible for ten (10) days of vacation after two (2) years of employment.

All employees are eligible for fifteen (15) days of vacation after ten (10) years of employment.

One (1) week of vacation is allowed during the summer construction season with prior approval of your supervisor.
XIII. LEAVES OF ABSENCE

An employee who has completed their probationary period of employment may be granted a leave of absence without pay for any of the following reasons:

1) Death or severe illness in the immediate family.
2) Compelling personal reason.
3) Such other reasons the Company deems justifiable, provided that written permission for such leave is obtained from the company prior to the employee taking leave.

An employee who does not return or overstays a leave of absence will be considered to have terminated his/her employment. The maximum leave of absence is ten (10) calendar days, except in the case of maternity which will or can commence with the written notice from a medical doctor stating that it would be beneficial for health reasons that the employee be released from work duties. Granting a leave of absence will depend upon individual circumstances on a case by case basis.

Vacations earned prior to leave will be paid. Vacation periods that fall within leave time span will not be paid.

Holidays also will not be paid because of the before and after policy.

Time in service with the company will continue during absence of employee.

XIV. PARENTING LEAVE OF ABSENCE

1. For the purpose of this provision concerning parenting leave of absence,”employee” is defined as follows: Employee means a person who performs services for hire for the company, for an average of 20 or more hours per week, and includes all individuals employed at any site owned or operated by Ready Mix. “Employee” does not include an independent contractor.

2. For the purpose of this provision concerning parenting leave of absence,”child” is defined as an individual less than eighteen (18) years of age or an individual under twenty (20) who is still attending secondary school.

3. Ready Mix will grant an unpaid leave of absence to an employee who is a natural or adoptive parent in conjunction with the birth or adoption of a child. The length of the leave shall be determined by the employee, but may not exceed six (6) weeks.

4. A leave of absence under the preceding paragraph shall began at a time requested by the employee. All requests for such a leave of absence shall be made in writing and shall be submitted to the plant manager at least thirty (30) days prior to the date the leave is to begin. The leave may not begin more than six (6) weeks after the birth or adoption, except that in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than six weeks after the child leaves the hospital.

5. An employee returning from a parenting leave of absence in conjunction with the birth or adoption of a child is entitled to return to employment in the employees former position or in
a position of comparable duties, number of hours, and pay. A employee returning from a leave of absence longer than one (1) month must notify the plant manager at least two (2) weeks prior to return from leave. An employee returning from a leave of absence relating to school conferences or classroom activities is entitled to return to employment in the employee’s former position.

6. If, during a parenting leave of absence, Ready Mix experiences a layoff and the employee would have lost a position had the employee not been on leave, pursuant to the company’s layoff and recall system, the employee is not entitled to reinstatement in the former or comparable position. In such circumstances, the employee retains all rights under the layoff and recall system as if the employee had not taken leave.

7. An employee returning from a parenting leave of absence is entitled to return to employment at the same rate of pay the employee had been receiving when the leave commenced, plus any automatic adjustments in the employees pay scale that occurred during the leave period. The employee returning from a parenting leave of absence is entitled to retain all accrued pre-leave benefits of employment and seniority as if there had been no interruption in service.

8. An employee, by agreement with Ready Mix, may return to work for an average less than twenty (20) hours per week during the leave period without forfeiting the right to return to employment at the end of the leave period, as provided in paragraph 1-7 of this provision.

XV. PROMOTIONS

Whenever practical, Ready Mix will fill vacancies by promoting from within the company. The opportunity for advancement is based on merit, initiative and ability. You are encouraged to improve yourself in order to be prepared for promotional opportunities when they arise. You should express your feelings to your supervisor, as there is no substitute for discussing matters like this.

XVI. PAY INCREASES

The company follows a policy of reviewing each employee on an annual basis for pay increases. So long as the company is able to maintain the profit margin necessary to expand and grow while realizing a fair return on investment, it is management’s intention to continue reviewing each employee on an annual basis.

XVII. 401(K) PLAN

Ready Mix does not have a retirement plan. However, employees are encouraged to set up an individual retirement account (IRA). Furthermore, Ready Mix position is that the employee worked for the paycheck and as such should have the right on how they want to invest it.

XVIII. HEALTH INSURANCE

The company DOES NOT HAVE group health insurance benefits available to employees.
XIX. PHYSICAL EXAM REIMBURSEMENT

The company shall reimburse each employee, with two years or more of employment, $90.00 toward the cost of their DOT physical every two years.

XX. RESIGNATIONS

If for any reason you are seriously considering resignation, we suggest that you discuss the matter with your supervisor. We know from experience that misunderstandings often can be corrected or opportunities that lie ahead may be pointed out to you.

Should it become necessary for the Company to lay off employees due to lack of work, a proper notice will be given. Likewise, the Company requests that each employee give a two week notice to the Company should he/she resign.

XXI. LAYOFFS

The company will follow a policy of seniority by job classification whereby seniority will be considered by job classification in layoffs.

XXII. WORK UNIFORMS

We have made arrangements with a supplier to furnish work uniforms under a rental program. The Company will pay for one-half (1/2) of the basic uniform laundry and rental cost each week.

After an employee has passed the probationary period of ninety (90) working days, the ordering and wearing of work uniforms is required.

A new employee is expected to wear suitable work clothing until he/she completes the probationary period and qualifies for the work uniform program.

Our work requires suitable protective boots. Tennis shoes & sandals are not acceptable footwear.

Should an employee resign or be terminated, all uniforms must be returned to his/her supervisor prior to the employee receiving his/her paycheck. Any uniforms missing will be charged to the employee at cost and deducted from the employee’s final paycheck.

XXIII. SECURITY

You may bring into the plant or take from the plant personal clothing, lunch boxes and other articles of personal property. For obvious reasons and in the interest of plant security, the Company reserves the right to inspect all articles brought into or taken out of the plant.

Removal of company property is cause for termination.
XXIV. GRIEVANCE POLICY

The Company as an employer believes that the greatest majority of problems arise both between the employer and employee and between employee and employee due to communication breakdowns. **There is no substitute for communication!** The company fully realizes that all parties involved must have the opportunity to openly discuss an issue.

There may be a time when an employee has a problem or complaint against the Company and to resolve there, the following procedure will be followed:

1. The employee shall first meet with his/her immediate plant manager. Every effort will be made to satisfy the problem or complaint at this time.

2. Should the employee continue to feel he/she has not received a satisfactory explanation of the problem or complaint, the employee should inform the plant manager that he/she wishes to meet with the President. The President will meet separately with the plant manager and the employee and then notify the employee of any action that will be taken.

XXV. SAFETY

Safety equipment will be furnished to employee (such as hard hats and safety glasses). Anyone refusing to use safety equipment will be subject to termination. Safety is everyone’s business!

Should an employee resign or be terminated, all safety equipment must be returned to his/her supervisor prior to the employee receiving his/her paycheck. Any equipment missing will be charged to the employee at cost and deducted from employee’s last paycheck.

In order to meet requirements of our insurance coverage, the use of the Company’s facilities for maintenance on privately owned vehicles won’t be allowed.

XXVI. SAFETY RULES

1. Only authorized personnel are permitted to operate loaders, drag lines, or trucks. If you have not been trained or instructed in their use, don’t attempt to operate these machines.

2. Always wear safety glasses and hard hats in areas that require such equipment.

3. Always light cutting torches with a striker. **DO NOT** use a cigarette lighter. Butane lighters can explode from a spark. Butane lighters are not allowed in manufacturing areas.

4. Always be sure air and oxygen tanks are secured to the cart, and when replacements are made from the storage area, secure the chain. Always keep the top on all gas cylinders-either full or empty.

5. Report all injuries and all accidents where property damage results.

6. The standard protective hood or shield must be worn when welding or burning.
7. Horseplay and practical jokes cause accidents. Don’t do it!

8. The use of alcohol or psychoactive drugs on Company property is prohibited.

9. Violating any safety rules or practices or any misconduct which tends to create a safety hazard is prohibited.

XXVII. DRUG TESTING

Ready Mix has a program for testing all prospective employees prior to starting their employment. All employees will be periodically tested throughout their employment. Random testing is a company policy and a Federal DOT regulation.

XXVIII. WORK RULES

Fighting, disorderly conduct, intimidation or threatening fellow employees or interference with the work of others is prohibited.

An employee shall not neglect his job, duties and responsibilities, or refuse to perform work assigned by the supervisor.

Employees are expected to observe the work schedule-starting time, quitting time, break and lunch periods.

Unauthorized removal of property or the abuse or destruction of tools or equipment belonging to the Company, customer, or another employee is prohibited.

Employees will be expected to be well groomed, courteous and helpful to all Ready Mix customers and contractors while on the job.

All employees are to report all accidents and all the details to their supervisor in writing. Failure to do so will result in dismissal.

All cash collected by employees must be properly reported. Misuse and/or dishonesty in reporting cash collected is grounds for immediate termination.

The foregoing establishment rules and regulations are not listed in order of seriousness; however, employees who fail to abide by these rules and regulations will be subject to corrective discipline or termination. Corrective discipline could be a day or days off without pay.

XXX. POLICY ON HARRASSMENT

Title VII of the Civil Rights Act prohibits harassment of an employee based on race, color, sex, religion, or national origin. The Age Discrimination in Employment Act prohibits harassment of employees based on disability, and the Genetic Information Nondiscrimination Act of 2008 prohibits harassment of an employee based on genetic information. All of the anti-discrimination
statutes enforced by the EEOC prohibit retaliation for complaining of discrimination or participating in complaint proceedings.

**POLICY:**

A. Ready Mix will not tolerate harassment by anyone in any of its work places or in the conduct of its business.

B. Ready Mix Officers, Department Heads, Managers have an affirmative duty to maintain the work place free of harassment.

C. Any employee of Ready Mix who engages in harassment is subject to disciplinary action, including termination.

D. Employees who feel they are being subjected to harassment should immediately bring such action to the attention of management.
NEW EMPLOYEE ORIENTATION

1. AT WORK EACH DAY – WE EXPECT
   A. ON TIME READY TO WORK WHEN YOU PUNCH IN
   B. TARDINESS IS NOT ACCEPTABLE
   C. ABSENTEEISM – ONLY IF APPROVED
   D. SICKNESS – CALL IN BEFORE STARTING TIME
   E. TIME – OFF ONLY WITH APPROVAL
   F. PUNCH OUT BEFORE CLEANING UP

2. COOPERATION
   A. COOPERATE WITH SUPERVISOR
   B. COOPERATE WITH CO-WORKERS
   C. COOPERATE WITH CUSTOMERS

3. NO HORSEPLAY

4. NEATLY DRESSED AND CLEAN

5. CUSTOMER RELATIONS
   A. TREAT CUSTOMERS WITH COURTESY AND RESPECT
   B. DO WHAT THEY ASK YOU TO DO IF IT WON’T DAMAGE COMPANY EQUIPMENT
   C. IF YOU FEEL THAT THEY ARE ASKING YOU TO DO SOMETHING UNSAFE, TALK TO YOUR SUPERVISOR BEFORE DOING IT

6. SAFETY
   A. OBSERVE ALL SAFETY PROCEDURES
   B. WATCH FOR PINCH AREAS – CHUTES, LADDERS, MIXER AND HOPPERS
   C. METAL IS SLIPPERY WHEN WET
   D. WEAR HARDHATS IN HARDHAT AREAS
   E. DRIVE SAFELY AND OBEY ALL RULES OF THE ROAD

7. PAY
   A. YOUR RATE PER HOUR
   B. PAID WEEKLY

8. VACATION
   A. POLICY
   B. APPLY FOR VACATION WITH YOUR SUPERVISOR

9. BENEFITS
   A. HOLIDAY PAY
   B. SICK PAY – NONE
   C. UNIFORMS 50 – 50
   D. PHYSICAL EXAM REIMBURSEMENT

10. RANDOM DRUG SCREENING