

USE OF EQUIPMENT

WE'RE SERIOUS ABOUT SAFETY.

While at work, employee-owners are expected to use the same discretion in using personal smartphones as those who use company smartphones. Excessive personal calls during the workday, regardless of phone used, can interfere with productivity and distract other team members. Personal calls should be restricted to non-work areas and conducted during non-work time.

In the event of an emergency or an event that requires immediate attention, please alert your supervisor, then remove yourself from the work area so you do not distract team members or create a hazardous situation.

Our job sites are ever-changing and inherently hazardous. Smartphones, iPads, headphones, radios and similar devices are not to be used while operating equipment, working in the immediate area of equipment, near vehicular or equipment traffic, or any other situation where distractions could cause harm.

MOTOR VEHICLES

COMMERCIAL MOTOR VEHICLES (CMV).

Department of Transportation (DOT) regulations ban commercial motor vehicle operators from using handheld cell phones and push-to-talk cell phones while driving (in addition to these regulations, employee-owners should refer to the Non-commercial Motor Vehicle section below for the use of all handheld electronic devices.) Employee-owners who violate these regulations while operating CMVs are subject to disciplinary action at management's discretion. CMV is a commercial motor vehicle operated in interstate commerce with a gross vehicle weight rating of 10,001 pounds or more, or a vehicle transporting hazardous materials requiring a placard. Drivers of vehicles operated solely in intrastate commerce with a gross vehicle weight rating of 26,001 pounds or more are also subject to these regulations.

BE SAFE

KNOW THE RULES

PUT YOUR D*MN CELL PHONE AWAY

NON-COMMERCIAL MOTOR VEHICLES.

Employee-owners shall not use any handheld electronic device while operating a motor vehicle during Company business or while operating a Company-owned vehicle. The Company does not require employee-owners to answer calls while they are on the road if it is determined to be unsafe. Team members should use hands-free devices, such as Bluetooth-equipped devices, or exit and park in a safe location before using their smartphone or other device.

WE'RE SERIOUS.

DON'T ANSWER YOUR PHONE WHILE DRIVING.

KNOW BEFORE YOU GO!

BEFORE YOU OPERATE A VEHICLE OR HITCH A TRAILER, MAKE SURE YOU HAVE THE PROPER LICENSE, UNDERSTAND ALL REQUIREMENTS, AND ABIDE BY PROPER REGULATIONS. THIS INCLUDES PERMITS, ROUTES AND CURFEWS.

DISCIPLINARY ACTIONS

DON'T MAKE US COUNT TO THREE

Employee-owners are expected to conduct themselves in a respectable and professional manner. Willful violations of the policies listed in this section could result in the following progressive actions:

✗ 01 VERBAL WARNING

Used to inform the employee-owner of a policy or rule violation. This verbal warning will be documented by the supervisor and then placed in the employee-owner's file.

✗ 02 WRITTEN WARNING

This written warning notice will be signed by the supervisor and the employee-owner and then placed in the employee-owner's file.

✗ 03 TERMINATION

An employee-owner who continues to violate policies and rules may be terminated from employment or may lose company-provided vehicles at the discretion of the executive management team.

DISCIPLINARY ACTION WILL BE PROPORTIONATE TO THE OFFENSE, UP TO AND INCLUDING IMMEDIATE TERMINATION.

Employee-owners can or may be required, at their expense, to take Driver Safety & Awareness education classes to improve compliance with this policy.