

Richards Construction Company, Inc.

Employment Manual Policies and Regulations

**4910 Gardner
Kansas City, Missouri 64120
816-224-4100 office
816-224-4122 fax**

PROJECT RULES AND REGULATIONS

Welcome to Richards Construction Company, Inc.. We are interested in you and your employment with us. We will exert every effort to make your time with us enjoyable, with good working conditions. On the other hand, your skills, abilities and performance are most important and essential to your success as well as to ours. We expect you to perform your tasks to the best of your ability, we will do the same. To complete each of our projects during your time with us, certain rules and regulations must be established. For our mutual benefit, we ask that you read the following regulations in full and commit to abide by them at all times.

Parking Facilities and Access

Employees personal cars will be parked in the area specified.

Employment

The project superintendent or his authorized representative will do all hiring. Only those deemed qualified, able to perform a full day's work and willing to work as directed by us, will be considered. Each employee is expected to perform a full day's work. Below average performance will not be tolerated. Your willingness, cooperation and attitude will go a long way in accomplishing the tasks you are asked to perform and benefit you, as well as the Company, greatly. The payroll week will normally end on Sunday, with paychecks issued on the following Friday. All time sheets (provided by us) must be filled out completely and turned in by Friday afternoon, if no weekend work is performed, or if there is weekend work, the timesheets may be turned in no later than 8:00 am Monday morning. No paychecks will be issued without a completed time sheet being submitted. Paychecks will be available for pick-up by 3:30 Friday afternoon. If you've chosen Direct Deposit, your funds will be available Friday afternoon by approximately 4:00; you'll need to check with your bank for specific details.

Conduct

Good conduct is essential to the common good of all employees and to the accomplishment of daily progress. Therefore, conduct including, but not limited to the following violations, will subject employees to disciplinary action, including termination:

- Theft of company or another's property.
- Recurring tardiness.
- Laziness on the job.

- Refusal to perform a requested task without offering a reasonable explanation.
- Leaving work/jobsite without authorization.
- Possession, use or reporting for work under the influence of any controlled substance, including alcoholic beverages.
- Damaging or mutilating company materials, tools or equipment.
- Engaging in any sort of horseplay.
- Insubordination.
- Fighting.
- Dishonesty or fraud.
- Sleeping on the job.
- Failure to use or wear required/requested safety equipment.
- Failure to observe safety, sanitary, medical rules and practices.

An additional note, it is imperative that the construction site and work area be kept clean and free from obstruction of any sort (scrap pipe, lumber, rags or other debris) Keeping a clean and safe work area is the responsibility of each employee. Adequate sanitary facilities are provided and are to be used by all employees.

Regular or excessive tardiness or absenteeism without reasonable excuse and immediate notification by phone, will be sufficient reason for termination.

The safety rules and regulations established by the Company are an integral part of these rules and will be observed and strictly followed by all employees. Any violation of the safety rules will be written and submitted to the safety officer. The employee in violation of the regulation will be subject to disciplinary action. All injuries no matter how minor, must be reported immediately.

GENERAL COMPANY POLICIES

Richards Construction Company, Inc has a vital interest in maintaining safe, healthful and efficient working conditions for its employees. We firmly believe that any work environment is safer and certainly more productive without the presence of any type of controlled substance, including alcohol. Richards Construction Company, Inc. has a "**zero tolerance**" policy in regards to any type of substance abuse.

Any employee shall inform their supervisor prior to beginning the work day if they have been prescribed any type of drug by their personal physician. Employees will only have in their possession enough of the prescribed drug for that normal work day.

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We reserve the right at all times to randomly drug test any or all of our employees by urine screening and/or blood testing. Any results of these tests will be held in strict confidence between the employee and the Company, however, evidence of any type of substance abuse will be grounds for immediate termination.

SAFETY PROGRAM

Safety rules and regulations

1. Approved hard hats will be provided and must be worn at all times. Should there be a layoff or termination, these hard hats will be returned to the Company.
2. Approved Protective Eyewear (safety glasses) will be provided and worn by ALL employees not wearing prescription sunglasses.
3. Earplugs will be provided and will be worn by all employees working near or around loud operations. These operations include, but are not limited to: rock excavation, drilling, pavement removal and demolition. Earplugs may also be required at any time the supervisor or safety official deems it necessary.
4. Company T-shirts or vests, with reflective material will be worn when designated by the supervisor on the specific job site.
5. Employees must work fully clothed. This includes shirts, long pants (no shorts or cut-offs) work boots or shoes, and any other apparel required by the specific job supervisor.
6. It is forbidden for any employee to ride on a load or in the bucket of any type of machine.
7. Employees will not ride on any vehicle or equipment unless it has a seat for such purpose.
8. Proper lifting techniques will be explained and encouraged any time manual lifting is required.
9. First aid kits will be available on all jobsites. Any time any product is used from the first aid kit, please notify the job supervisor so it can be replenished.
10. Report any unsafe conditions or concerns to the job supervisor immediately.

Job site conditions

The Company will provide all lights, barricades and other warnings and safeguards that will be necessary when working near or around streets, or other public places.

At the end of the work day, the jobsite will be left in such a manner as to not interfere with any public use of the area.

While it is impossible to completely eliminate all accidents, it is our intent to control the losses on all projects. The previous rules and regulations are one way we hope to accomplish that goal. We ask that you do your part in minimizing accidents and injuries by adhering to these regulations and using good common sense.

To further ensure safer worker conditions, regular safety meetings will be held, either on site or in our offices. You will be notified of an upcoming meeting a minimum of two days in advance. Your attendance at these meetings will be mandatory.

Thank you for taking the time to familiarize yourself with these rules and regulations.

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karen@richardsconstruction.org