



GATOR GRADING & PAVING, LLC

POLICY MANUAL



Policy Manual Index

<u>Access To Personnel Files</u>	<u>Operation Of Company Vehicles</u>
<u>Accident Participation</u>	<u>Overtime</u>
<u>Affirmative Action Plan For Veterans</u>	<u>Paychecks</u>
<u>Affirmative Action Plan</u>	<u>Personal and Professional Conduct</u>
<u>Association Membership</u>	<u>Personnel Changes</u>
<u>Attendance</u>	<u>Polygraph Testing</u>
<u>Cellular Phones</u>	<u>Problem Resolution</u>
<u>Company Facilities</u>	<u>Progressive Discipline</u>
<u>Company Vehicles</u>	<u>Promotions And Transfers</u>
<u>Confidentiality And Nondisclosure</u>	<u>Resignations, Layoffs And Terminations</u>
<u>Disability Accommodation</u>	<u>Right-To-Know</u>
<u>Drug and Alcohol</u>	<u>Safeguarding Equipment</u>
<u>Employee Conduct and Work Rules</u>	<u>Safety</u>
<u>Employee Dating</u>	<u>Seniority</u>
<u>Employee Relations</u>	<u>Sexual Harassment</u>
<u>Employment Applications</u>	<u>Shift Pay Differential</u>
<u>Employment Categories</u>	<u>Sick Leave</u>
<u>Equal Employment</u>	<u>Solicitation</u>
<u>Equipment Rental</u>	<u>Statement Of Hiring</u>
<u>Extra Income</u>	<u>Supervisory Conduct</u>
<u>Family Leave</u>	<u>Travel</u>
<u>Gifts</u>	<u>Unlawful Harassment</u>
<u>Health Insurance</u>	<u>Vacation</u>
<u>Hiring of Personnel</u>	<u>Workweek</u>
<u>Holidays</u>	<u>Workers Compensation</u>
<u>Immigration Law</u>	
<u>Inclement Weather</u>	
<u>Interviewing Of Internal And External Candidates</u>	
<u>Jury Duty</u>	
<u>Leave Of Absence</u>	
<u>Legal Use Of 16 and 17 Years Olds</u>	
<u>Military Leave</u>	
<u>Notice Of Non-Discrimination</u>	



**Access to Personnel Files
Effective: 2/1/2019**

Gator Grading & Paving, LLC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Gator Grading & Paving, LLC and access to the information they contain is restricted. Generally, only supervisors and management personnel of Gator Grading & Paving, LLC who have legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in the presence of the Human Resources Manager or Assistant Manager.

If an employee has a disagreement about any information found in their file, removal or correction of the information may be agreed upon by Gator Grading & Paving, LLC and the employee. If Gator Grading & Paving, LLC and the employee cannot agree upon removal or correction, the employee may submit a written statement explaining their position. The statement will become part of the employee's permanent file and will be disclosed along with the disputed information should disclosure from the personnel file be made to a third party.



Accident Participation Policy Effective: 2/1/2019

It is the policy of Gator Grading & Paving, LLC to have employees share in the expenses associated with accidents when clear personal responsibility is established for damages incurred.

Determination of Accident Responsibility

Accident responsibility will be determined through the following procedures:

1. Supervisor completes Accident report and the Safety Director will investigate the accident.
2. The CEO will review the finding of the accident investigation and make a determination.
3. Facilitation of approved recommendations will be made by the HR/Risk Manager, including employee notification of final decision, financial obligation to incurred damages, and/or disciplinary measures to be taken. (Safety Reprimand – Progressive Discipline)
4. Accident deductions will be withheld over a period of weeks to comply with NCDOL's G.S. 95-25.8 and G.S. 95-25.9 which require:
 - Written authorization from the employee
 - The employee is given at least 7 days notice prior to the payday on which the deduction is to be made
 - The deduction does not bring the employee below minimum wage of \$8.05 an hour for the first 40 hours
 - The accident participation deduction, when combined with other deductions, does not bring the employee below 85% of their minimum and overtime wages

Accident Consequences

There are 4 classifications of accidents: Incident, Non-Charging, Preventable / Incidental, and Preventable / Gross Negligence. Definitions and examples of these type accidents are:

Incident – An accident or events resulting from natural forces, from acts by other than human sources, from a deliberate act (e.g., vandalism), from a non-perceivable object, or while a vehicle or equipment is properly parked shall be classified as an incident and not considered in our accident prevention program.

- Example: A Company truck is hit by an unknown person who flees the scene

Non-Charging Accident – An accident where every precaution possibly could have been made was taken yet an accident occurred causing a loss to the Company.

- Example: A utility line is cut but the supervisor made arrangements for locates, The locates were maintained and updated, the area was pot holed, the utility was located, and due care was used in attempting to uncover the utility line. The damage occurred despite the precautions made to avoid hitting the utility.

Preventable / Incidental Accident – An accident that could have been prevented but the accident was not due to any wanton disregard of established rules and standard operating procedures.

- Example: An employee runs over a water valve with a truck or equipment that causes a loss to the Company

Preventable / Gross Negligence Accident – An accident caused by the wanton disregard of established policies, procedures, rules and/or regulations be they Company, OSHA, MSHA, EAP, DOT, FMCSR, Traffic.

- Example: An employee backs up vehicle on a public highway and an accident results
- Note: Any accident resulting from backing will be deemed Preventable / Gross Negligence.

Special Cases

Some accidents can be serious enough (based on multiple factors including injuries and anticipated financial losses) to warrant immediate termination without complying with the procedures of this policy. In such cases the ARB can place an employee on administrative leave while the accident is reviewed.

A combination of 1 Incidental Accident and 1 Gross Negligence Accident may also result in termination. Factors such as time with the GATOR and seriousness of the accident including injuries and financial losses will be considered and will be made by the CEO or Corporate Officers.



**Affirmative Action Plan For
Disabled Veterans, Veterans of the Vietnam Era
And Handicapped Individuals
Effective: 2/1/2019**

It is the policy of Gator Grading & Paving, LLC not to discriminate against any employee or applicant for employment because he or she is a disabled veteran, a veteran of the Vietnam era or physically or mentally handicapped in regard to any position for which the employee or applicant for employment is qualified.

To more effectively implement this policy, Gator Grading & Paving, LLC will take affirmative action, as outlined in this plan, to employ, advance in employment and otherwise treat qualified disabled veterans, veterans of the Vietnam era and physically and mentally handicapped individuals without discrimination based upon their disability, veteran status or handicap in all employment practices. Such practices include: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation and for the selection of training in the company's On-The-Job Training Program.

Gator Grading & Paving, LLC hereby adopts the following affirmative action plan and will strive to make known that equal employment opportunities are available on the basis of individual merit and to encourage all persons to seek employment and strive for advancement with the company. The company will appoint an EEO Officer(s) who will have the responsibility for implementing and reviewing this plan.

Gator Grading & Paving, LLC will comply with all applicable provisions of section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and section 503 of the Rehabilitation Act of 1973. All superintendents, foremen, office managers and other personnel having responsibilities for hiring, promoting, laying off, or disciplining employees will be familiar with the above regulations and this Affirmative Action program. A thorough review and discussion of Executive Order 11246 and this program will be held for managers, superintendents, foreman, office managers at an appropriate time or times during the year as deemed necessary by Management or the EEO Officer.

Gator Grading & Paving, LLC will cooperate with government agencies (federal, state or local) that have the responsibility to observe actual compliance with various laws relating to employment by furnishing such reports, records and other matters as requested in order to foster the program of equal opportunity for all persons.

Gator Grading & Paving, LLC will make certain that all recruiting activities are carried out on a non-discriminatory basis.

Gator Grading & Paving, LLC will undertake appropriate positive recruitment activities to ensure equal employment opportunity for disabled veterans, veterans of the Vietnam era and handicapped individuals. This Company will enlist the assistance and support of recruiting sources dealing specifically with veterans and handicapped individuals to provide meaningful employment opportunities. Continuous contact and correspondence with these groups, organizations and referral sources will be maintained as employment needs develop.

Gator Grading & Paving, LLC will publicize by means of their payroll stuffers, etc. a system for filing and processing of complaints of discrimination by employees so as to assure prompt and equitable handling. Procedures will be included that protect from reprisal those employees who file complaints of discrimination or the appearance of such. All complaints will be reported to the EEO officer without delay. Instructions will be given to supervisory personnel as to the methods of dealing with claims of discrimination. Written procedures for filing a complaint will be given to all employees at hire and employees will be reminded of the company's complaint procedure periodically throughout the year.

Gator Grading & Paving, LLC will disseminate its policy concerning equal employment opportunity for disabled veterans, veterans of the Vietnam era and handicapped individuals externally by notifying all subcontractors, vendors and suppliers who furnish supplies or services to the company and requiring appropriate action on their part. A reference to the fact that the company supports these policies will appear on all contractual provisions to ensure they are non-discriminatory.



Discharge of employees for cause, ability or work performance shall not be influenced by the employee's race, creed, color, sex, national origin, United States military status, age or handicap. Layoffs of employees due to lack of work shall be based solely on need, work, work performance, and work ability.

Gator Grading & Paving, LLC's On-The-Job Training program will provide disabled veterans, veterans of the Vietnam war and handicapped employees equal opportunity for advancement and growth by actively seeking their involvement and participation. All management and other employees in a position to implement this policy (including those engaged in recruiting, hiring, promoting, training activities and other personnel activities) will be fully advised of their responsibilities for effective implementation.

Gator Grading & Paving, LLC will make reasonable accommodation to the physical and mental limitations of disabled veterans and handicapped individuals unless such an accommodation would impose an undue hardship on the conduct of the company business.

Gator Grading & Paving, LLC will evaluate the qualifications of employees referred through the usual sources for determining that their skills and capabilities are being properly used or may be more fully utilized or may warrant their advancement or transfer to other types of jobs readily leading to advancement by inquiring into work experience and skills of employees. This information will be maintained as a part of the individual's personnel file and will be noted during the pre-employment interview and through the formal evaluation ratings.

Supervisors will be informed that they have the overall responsibility of carrying out the company's EEO Policies and this Affirmative Action Plan at their respective job sites.

Gator Grading & Paving, LLC will ensure that all services and company sponsored activities are made available and assessable to all employees.

Gator Grading & Paving, LLC will invite all applicants and employees who believe themselves covered by these Acts and who wish to benefit under the Affirmative Action Program to identify themselves. Nothing shall preclude an employee from informing the company at a future time of their desire to benefit under the program.

Kevin Hicks has been designated as the company's EEO Officer and is charged with the responsibility of securing compliance with this plan and reporting to Executive Officers as to progress and problems. All employee complaints should be addressed to Kevin Hicks – CEO/EEO @:

Gator Grading & Paving, LLC
2704 105th Street East
Palmetto, FL 34221
(941) 751-3900
hicksk@gatorgap.com

This plan has been reaffirmed for 2007 by _____

Kevin Hicks
CEO / EEO Officer



**Affirmative Action Plan for Equal Employment Opportunity
Effective: 2/1/2019**

It is the policy of Gator Grading & Paving, LLC to provide equal employment opportunity without regard to race, color, religion, national origin, United States military status, sex, age or handicap. This policy relates to all aspects of pay or other forms of compensation and selection for training; and to the use of all facilities and to participation in all company sponsored employee activities.

To more effectively implement this policy, Gator Grading & Paving, LLC will adopt the following Affirmative Action Plan to make known that equal employment opportunities are available on the basis of individual merit and to encourage all persons to seek employment and strive for advancement with Gator Grading & Paving, LLC on this basis. The company will adopt and support an EEO Officer who will have the responsibility for implementing the Equal Employment Opportunity Policy and the Affirmative Action Program.

Gator Grading & Paving, LLC will comply with all applicable provisions (Parts II, III, and IV) of Executive Order 11246 dated September 24, 1962, regarding Equal Employment Opportunity as well as comply with all amended regulations and Acts which are also applicable. All superintendents, foremen, office managers and other personnel having responsibilities for hiring, promoting, laying off, or disciplining employees will be familiar with the above Executive Order and this Affirmative Action program. A thorough review and discussion of Executive Order 11246 and this program will be held for managers, superintendents, foreman, office managers at an appropriate time or times during the year as deemed necessary by Management or the EEO Officer.

Gator Grading & Paving, LLC will cooperate with government agencies (federal, state or local) that have the responsibility to observe actual compliance with various laws relating to employment by furnishing such reports, records and other matters as requested in order to foster the program of equal opportunity for all persons.

Gator Grading & Paving, LLC will make certain that all recruiting activities are carried out on a non-discriminatory basis.

In requesting workers from hiring sources, Gator Grading & Paving, LLC will ask for qualified workers. Additionally Gator Grading & Paving, LLC Will ask for assurances from hiring sources that admission to their referral facilities is open on equal terms to all qualified persons without discrimination.

In all advertisements for employees, such advertisements shall contain the message that this company is an "Equal Opportunity Employer". Publications of interest to minority groups will be given employment advertisements when feasible.

In those job categories where an underutilization of minorities has been identified, Gator Grading & Paving, LLC will seek minority and women referrals or applicants for journeyman positions in all skills and crafts. A workforce analysis will be made semiannually showing representation in each job classification within the company. In those job areas where representation is a percentage which is significantly less than the percentage representation for minorities and women in the area's general population, a special effort will be made to recruit minority and / or women applicants to such identified job areas as job openings become available. The workforce analysis will also rank the lowest paid to the highest paid within each job classification and an analysis will be made to determine if there is a pattern of the ranking of female or minority groups. If a pattern of ranking unfavorable to women or minorities exists, a good faith effort will be used to correct such patterns and those job clarifications will be noted and analyzed carefully for improving trends during the work force analysis.

Gator Grading & Paving, LLC will contact appropriate minority groups and organizations to solicit for employees where other methods have failed to produce an integrated workforce. Continuous contact and correspondence with these groups, organizations and referral sources will be maintained as employment needs develop. A record of correspondence will be maintained by the Human Resources Department.



Gator Grading & Paving, LLC will make its hiring policy and EEO policy known to all subcontractors and insist that they also comply with this policy. A reference to the fact that this company supports Executive Order 11246 will appear on each subcontract and purchase order.

Gator Grading & Paving, LLC will publicize by means of their payroll stuffers, etc., a system for filing and processing of complaints of discrimination by employees so as to assure prompt and equitable handling. Procedures will be included that protect from reprisal those employees who file complaints of discrimination or the appearance of such. All complaints will be reported to the EEO officer without delay. Instructions will be given to supervisory personnel as to the methods of dealing with claims of discrimination. Written procedures for filing a complaint will be given to all employees at hire and employees will be reminded of the company's complaint procedure periodically throughout the year.

Discharge of employees for cause, ability or work performance shall not be influenced by the employee's race, creed, color, sex, national origin, United States military status, age or handicap. Layoffs of employees due to lack of work shall be based solely on need, work, work performance, and work ability.

Gator Grading & Paving, LLC's On-The-Job Training program will provide minority, veterans, and female employees with equal opportunity by actively seeking and sponsoring members of such groups for training. All personnel in the position to implement this policy (including those engaged in recruiting, hiring, promoting, training activities and other personnel activities) will be fully advised of their responsibilities for effective implementation.

Gator Grading & Paving, LLC will provide and impose conditions for upgrading minority, female and veteran group employees at the home office and / or job sites by identifying areas where there is underutilization and then give encouragement and opportunity to grow and develop for more responsible positions.

Gator Grading & Paving, LLC will evaluate the qualifications of employees referred through the usual sources for determining that their skills and capabilities are being properly used or may be more fully utilized or may warrant their advancement or transfer to other types of jobs readily leading to advancement by inquiring into work experience and skills of employees. This information will be maintained as a part of the individual's personnel file and will be noted during the pre-employment interview and through the formal evaluation ratings.

All supervisory personnel will be instructed to be fair, considerate and firm with all employees, to expect and receive a fair day's work for a days pay without favoritism or consideration to an employee's race, creed, color, national origin, United States military status, age or handicap.

Job superintendents will be informed that they have the overall responsibility of carrying out the company's EEO Policies and this Affirmative Action Plan at their respective job sites.

Gator Grading & Paving, LLC will see that all facilities such as drinking fountains, restrooms, eating facilities, etc. located at the home office, other facilities and job sites are made available to all employees.

Gator Grading & Paving, LLC will ensure that all services and company sponsored activities are made available to all employees regardless of race, religion, color, national origin, age, United States military status, sex or handicap. This will be accomplished by announcing such activities or events to all employees through such means as the company's paychecks stuffers, bulletin board notices, etc.

Kevin Hicks has been designated as the company's EEO Officer. Mr. Hicks is charged with the responsibility of securing compliance with this plan and reporting to the CEO as to progress and problems. All employee complaints should be addressed to Kevin Hicks – CEO/EEO @:

Gator Grading & Paving, LLC
2704 105th Street East
Palmetto, FL 34221
(941) 751-3900

This plan has been reaffirmed for 2007 by _____
Kevin Hicks CEO/EEO Officer



Association Memberships

Effective: 2/1/2019

Gator Grading & Paving, LLC recognizes the importance of supporting memberships in industry and professional associations. It is through such affiliations that the company is able to benefit from and contribute to member network programs. Such programs afford corporate and professional development, industry resources and a voice in pending legislation and regulatory issues that affect our industry.

Corporate Association Memberships

Corporate associations are distinguished from other associations because membership dues are based on the corporation's volume or size and the membership is in the corporation's name. All corporate memberships must be approved by the CEO. The CEO reserves the right to cancel any corporate membership it holds for any reason. Examples of Corporate Association Memberships are the National Asphalt Pavement Association, Florida Transportation Road Builders, and the Venice Chamber of Commerce.

Professional Association Memberships

Professional occupation criteria must be met for a professional association to extend a professional membership. These memberships are held in the name of the "professional" employee versus the company. Due to the rapidly changing parameters of many professional fields, affiliation in professional associations is encouraged by the company. Employees seeking monetary assistance from the company for membership in a professional association must submit their requests to the CEO. All requests for company assistance with professional association memberships must be reviewed annually. The decision of the CEO regarding the extent of support for professional association memberships, if any, is final. Employee's receiving company support with their professional association memberships may submit a request for additional monetary support for association activities. All request of this nature must be approved by the CEO. The CEO reserves the right to fund or not fund professional association activities. Examples of Professional Association Memberships are the Society for Human Resources Management, Risk Insurance Management Society, and the American Society of Civil Engineers.

Personal/Professional Association Memberships

There are some associations that do not meet the criteria of a corporate association, yet they provide membership with industry affiliation, additionally, there are some professional associations that extend their memberships to employees who do not fully meet the criteria of a professional. Such affiliations fall under personal/professional association membership. Employees seeking monetary assistance from the company for membership in a personal/professional association must submit their request to the CEO. All requests for company assistance with personal/professional association memberships must be reviewed annually. The decision of the CEO regarding the extent of support for personal/professional association memberships, if any, is final. The CEO reserves the right to fund or not fund personal/professional association activities. Examples of personal/professional associations are the National Association of Women in Construction and associate or student memberships in professional associations.



Attendance Policy

Effective: 2/1/2019

A good attendance record is one of the most valuable assets an employee can develop. While it is recognized that occasional illness or extenuating personal reasons causes unavoidable absences from work, regular attendance is required for continued employment. Productivity and job continuity frequently suffer as a result of poor employee attendance. Therefore, the objective of this policy is to provide clear guidelines and consistent procedures with regard to employee attendance standards / requirements. Employees who fail to maintain an acceptable attendance record will receive disciplinary action, up to and including termination of employment.

Excused Absence

An excused absence occurs when an employee is absent from work with prior knowledge and approval of their immediate supervisor or manager. Examples of an excused absence are paid vacation, paid sick leave, company designated holiday, jury duty, medical leave, family medical leave, military leave and other company approved leaves of absence.

Employees who fail to notify their supervisor as stated here will be recorded as either an "Explained" or "Unexcused" absence.

Explained Absence

An explained absence occurs when an employee is unable to give prior notice or obtain approval from their immediate supervisor or manager. For an absence to be considered "explained" employees must call their immediate supervisor a minimum ½ hour prior to scheduled reporting time and the supervisor must deem the absence as emergency or an extenuating personal reason / problem which is keeping the employee away from work. Employees who fail to notify their immediate supervisor or manager as stated here will be recorded as "Unexcused".

Unexcused Absence

An unexcused absence occurs when an employee fails to obtain prior approval for time off from work and does not call to explain why there will be an absence from work.

Disciplinary Action

Upon verification by the Human Resources Department, any employee with 2, 3, and / or 4 unexcused absences will be issued a written reprimand for attendance.

Upon verification by the Human Resources Department, any employee with 3 absences in a row or 5 unexcused absences during the fiscal year will be terminated.

Upon verification of the Human Resources Department, any employee with a combination of 15 explained and unexcused absences during the fiscal year will be terminated.

Rehire Provisions

Employees who are terminated for poor attendance are not eligible for rehire for 14 days from date of termination. Employees who are terminated and rehired lose all benefits accrued prior to termination.

Any employee terminated for poor attendance and then rehired will only be allowed 3 unexcused absences or a combination of 6 explained and unexcused absences during the next 365 days (from rehire date). Upon verification of the Human Resources Department, any employee with a combination of 3 to 6 explained and unexcused absences will be issued written reprimands regarding their attendance record. After the third unexcused or sixth combination of absences the employee will be terminated and not eligible for rehire for 2 years.



Cellular Phone Policy Revised: 2/1/2019

This policy about cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to e-mail, whether the device is company-supplied or personally owned.

Personal Cellular Phones or Similar Device

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard the company encourages is to limit personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls to non-work time where possible and to ensure that friends and family members are aware of the company's policy. Employees who do not adhere to this standard, be it a personal cell phone or a company provided desk phone, will be subject to discipline up to and including termination.

The company will not be liable for the loss of personal cellular phones brought into the workplace.

Personal Use of Company-Provided Phones or Similar Device

Where job or business needs demand immediate access to an employee the company may issue a business cell phone to an employee for work-related communications. In order to protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Phone logs will be audited regularly to ensure no unauthorized use has occurred. If an employee experiences a severe personal emergency that results in the need to use the company's cellular phone, beyond the standard, he or she is required to report this use to their manager within 48 hours. The employee will be asked to provide the number called and the reason for the call. Direct reimbursement to the company will be required. Failure to reimburse the company for the cost of the call can result in disciplinary action or termination.

Employees who have phone access with their cell phone and who abuse this business equipment by overuse will have their phone access disconnected. Employees in possession of company cellular phones, pagers, or other communication devices are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee will be asked to produce the device for return or inspection. Employees unable to present the device in good working condition within the time period requested (i.e. 24 hours) will be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Safety Issues for Cellular Phone Use or Similar Device

An employee, who uses a company-supplied device or a company-supplied vehicle, is prohibited from using a cell phone or similar device while driving **except with the use of a hands-free device that does not require reaching, holding, or dialing (a driver is allowed to initiate, answer, or terminate a call by touching a single button on a mobile telephone or headset)**, whether the business being conducted is personal or company related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company or personally related activities not named here while driving.

We recognize that other distractions occur while driving, however, curbing the use of cell phones or similar devices while driving is one way to minimize the risk for our employees of accidents. Therefore, you are required to stop your vehicle in a safe location so that you can safely use your cell phone or similar device (except hands-free use). Violations of this policy will be subject to disciplinary measures up to and including termination.



Company Facilities
Effective: 12/1/2019

Company facilities are to be used for company business. Visits to all company facilities and job sites by non-employees during normal working hours are to be kept to a minimum. Care should be taken to ensure that any such visits cause no disruption of company business. Any charitable collection, solicitations or non-business activities on company premises must have the prior approval of an Executive Officer. Company telephones are intended to be used for company business only. Personal calls are to be minimal in duration to eliminate tying up telephone lines needed for business purposes. Personnel making long distance phone calls are responsible for all charges incurred.



**Company Vehicles and Car Allowance
Effective 2/1/2019**

Company vehicles will be assigned to certain personnel that perform their primary functions at job sites. All drivers must be on the Company approved drivers list. Personal use of Company vehicles is strictly prohibited.

Many people who have offices will routinely need to travel outside of the office to perform some of their duties, visiting jobsites, clients, vendors, etc. Those personnel should be provided a travel allowance to offset this expense.

All employees being reimbursed for business use of personal vehicles will need to report the business mileage monthly. To the extent the allowance exceeds the business mileage, the excess is taxable and needs to be reported through the payroll system. The bulk of the allowance will not be taxable using this "accountable system". A daily log needs to be maintained by the employee to support business mileage. Commuting from the home to work is not business mileage. The Company will not reimburse direct vehicle expenses for use of personal vehicles; the mileage allowance covers those costs.

Employee Responsibilities

Employees are responsible for maintaining minimum liability insurance of \$100,000 and \$300,000 bodily injury and \$50,000 for personal property. The personal vehicle will be an appropriate vehicle to conduct Company business and will be properly maintained and free of body damage. (Parking lot door dings and similar minor exterior imperfections are exempt). The vehicle should be less than 6 years old and of compact size or larger (the 6 year old rule can be waived by the CEO/President based on the vehicle condition). Pickups and SUV type vehicles are acceptable. The vehicle must be maintained in a manner that would pass Florida inspection at all times.

Monthly vehicle allowance checks will not be distributed until the Company has received a copy of the mileage log.



Confidentiality and Non-Disclosure
Effective: 2/1/2019

Confidentiality

This company is engaged in a service to clients which requires that the strictest codes of confidentiality of information be maintained. No employee may "store" information outside of the company, either in written or electronic form, about any matter pertaining to the client or the company to outsiders.

Employees working with confidential business information should:

Stamp all confidential information with the company's name and the word "Confidential" in bold letters.

Ensure confidential information stored on the company's computer system is password protected.

Distribute confidential information to employees on a strictly limited "need to know" basis.

Any employee who compromises the company's trust they have given them with confidential information may be subject to immediate dismissal.

Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of Gator Grading & Paving, LLC such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Customer lists
- Customer preferences
- Financial information
- Employment and recruitment strategies
- Marketing strategies
- New materials research
- Pending projects and bid proposals
- Mix Designs

Employees who improperly use or disclose confidential business information or trade secrets will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.



DISABILITY ACCOMMODATION

Effective: 2/1/2019

Gator Grading & Paving, LLC is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

Gator Grading & Paving, LLC is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Gator Grading & Paving, LLC will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Gator Grading & Paving, LLC is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.



Drug and Alcohol Policy

Effective: 2/1/2019

Gator Grading & Paving, LLC is committed to providing a safe and healthy work environment. Furthermore we are committed to protecting our customers including providing quality construction and services in a timely fashion. To ignore alcohol and drug use or abuse is to neglect these commitments. Gator Grading & Paving, LLC recognizes that teammate use and abuse of alcohol or other drugs creates an unhealthy and unsafe work environment. The abuse of alcohol and / or drugs interferes with health, job performance, and the job performance of other teammates and is detrimental to company business. Therefore, the intent of this policy is:

- To provide clear guidelines and consistent procedures for handling incidents of teammate use or abuse of alcohol and drugs.
- To ensure that teammates conform to all state and federal laws regarding alcohol and drugs.
- To provide help for all teammate and their family members to resolve such problems.
- To provide prevention education for all teammates and supervisory training in early recognition and implementation of this policy.

Legal Drugs (including alcohol)

The use of any legally obtained drug to the point where such use adversely affects the teammate's job performance is prohibited. This prohibition includes arriving at company property or jobsites under the effects of any drug, which affects the job performance, or safety of any teammate, customer or the general public.

Teammates shall notify their supervisors when taking physician directed drugs that may affect job performance. Where use of physician directed drugs or mind/mood altering drugs adversely affects job performance or safety, it is in the best interest of the teammate, co-workers, and the company that sick leave be utilized.

Any teammate engaging in the prohibited use of alcoholic beverages while on company premises, company jobsites, or while on company business or who reports to work under the effects or influence of any alcoholic beverage is subject to disciplinary action, up to and including immediate termination.

Illegal Drugs

Illegal drugs, for the purpose of this policy include drugs, which are not authorized by law for sale, possession, or use, and legal drugs that are obtained illegally or distributed illegally.

The use, sale, purchase, and / or possession of illegal drugs by a teammate on company premises, company job sites or while on company business is prohibited. Arriving on company premises or job sites while under the influence of any illegal drug is prohibited. This list is not intended to be all inclusive, but applies to any and all forms of narcotics, stimulants and hallucinates (including marijuana) whose use, sale, purchase, transfer or possession is prohibited or restricted by law.

Any teammate engaging in the use of any illegal drug while on company premises, company job sites or while on company business, or who reports to work under the effects of any illegal drug, is subject to disciplinary action up to and including immediate termination.

Any teammate engaging in the sale or distribution of any illegal drug while on company premises, company jobsites or while on company business will be terminated immediately and may be subject to criminal investigation and prosecution.

ENFORCEMENT

Each teammate will be required upon the request of a company Executive Officer, Human Resources Director, Risk Manager or their authorized agents, with proper documentation of suspicion or evidence of substance abuse, sale or possession to:

Submit to the search of any pocket, package, purse, briefcase, toolbox, lunch box or other container brought upon company premises, company jobsites or while on company business.

Submit to the seizure of any alcohol or drugs found in said containers. Confiscated controlled substances will be turned over to law enforcement officials.



Submit to the search of any vehicle (company or private) brought upon or parked upon company premises, company jobsites or while on company business.

Submit to the seizure of any alcohol or drug found in said vehicle. Confiscated controlled substances will be turned over to law enforcement officials.

Submit to search of desk, file cabinet, or other area of company property.

Submit to the seizure of any alcohol or drug found in desk, file cabinet or other company property.

Confiscated controlled substances will be turned over to law enforcement officials.

Refusal to submit to the previous 6 articles will constitute immediate termination.

TEAMMATE CONVICTIONS

Under the Drug-Free Workplace Act, any teammate who performs work for a government contract or grant must notify Gator Grading & Paving, LLC of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

TYPES OF TESTING

All new teammates, as a condition of employment, will be tested for controlled substances. New teammates are considered probationary pending their test results. Substance test must come back negative for continued employment.

Teammates who are in line for a promotion or OJT program which would require them to drive or operate company vehicles, equipment, asphalt plants and /or have silo load out capabilities will be tested for controlled substances and for alcohol.

For reasons of public safety and security teammates who drive or operate company vehicles, equipment, asphalt plants and /or have silo load out capabilities will be subject to annual screenings for controlled substances and alcohol.

Teammates who are involved in an accident or incident on the job are subject to retrospective testing to refute or confirm drug or alcohol use as possible cause.

All positive alcohol and drug screen test will be confirmed by legally acceptable confirmation methods. Teammates who test positive for alcohol or drugs after having a post accident or random drug screen will be terminated. .

Pre-employment - conducted before applicants are hired or after an offer to hire but before actually performing safety sensitive functions for the first time.

Post-accident - conducted after any company accident. If the accident involved: Human fatality; or Bodily Injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle

Reasonable Suspicion - conducted when a trained supervisor or company official observes specific, contemporaneous, particularly observations concerning the appearance, behavior, speech or body odors of the driver, behavior or appearance that is characteristic of misuse of alcohol or drugs.

Return-to-duty and follow-up - conducted when an individual who has violated the prohibited alcohol or drug conduct standards returns to performing safety-sensitive duties. If a driver is found by the determination of a substance abuse professional as needing assistance with resolving problems associated with alcohol misuse or controlled substance use then the company shall follow the directions of the substance abuse professional as to the number and frequency of follow-up test which shall consist of at least 6 follow-up test in the first 12 months. All follow-up tests will be unannounced and may be extended for up to 60 months following return to duty.



SUBSTANCES TESTED FOR

Alcohol

- Any test result less than 0.08 alcohol concentration is considered negative test. If the alcohol concentration is 0.08 or greater a second confirmation test will be conducted. Drivers whose test is 0.08 or greater will be considered to have a positive screen. Federal regulations require urine specimens be analyzed for the following drugs:

Controlled Substances

- Marijuana
- Cocaine
- Amphetamines
- Opiates (including heroin)
- Phencyclidine (PCP)

Employees testing positive will have an opportunity to speak with a Medical Review Officer (MRO) who will conduct an interview to determine if there is an alternative medical explanation for the drugs found in the tested specimen. If the driver provides appropriate documentation and the MRO determines that there was a legitimate medical use of the prohibited drug then the test will be reported to the company as a negative. Any test reported to the company by the MRO will be treated as a positive test and will fall under the provisions outlined in this policy.

EMPLOYMENT STATUS

Any teammate who is unable to work due to medical treatment of alcohol or drugs will be placed on a medical leave of absence. Upon the successful completion of treatment the teammate will be returned to active status without reduction of pay, seniority or benefits.



EMPLOYEE CONDUCT AND WORK RULES

Effective: 2/1/2019

To ensure orderly operations and provide the best possible work environment, Gator Grading & Paving, LLC expects employees to follow rules of conduct that will protect the interests and safety of all employees, clients, the general public and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of any Company records (including application for employment) or making false claims or misrepresenting facts to obtain benefits
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening behavior or violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station or job site during the workday
- Unauthorized use of Company time, equipment or materials for personal purposes without permission
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Gambling on Company job sites or Company time

Employment with Gator Grading & Paving, LLC is at the mutual consent of the organization and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.



Employee Dating

Effective: 2/1/2019

Gator Grading & Paving, LLC has a policy prohibiting sexual harassment in the workplace. This policy applies to all employees of the Company, including supervisors, managers, and executives.

To prevent harassment, some employers prohibit employees from dating, or entering into consensual social relationships with other employees. While the Company does not encourage dating and fraternization, the Company feels such measures are necessary, provided: both parties mutually and voluntarily consent to the social relationship; the relationship does not breach corporate values; and the relationship does not affect judgment or performance of duties of involved employees or negatively impact the common good of the Company.

To ensure that social relationships do not adversely affect the workplace, employees who enter into such relationships must comply with the following:

1. Notify the Human Resource Director of the relationship;
2. Review the Company's policy prohibiting Sexual Harassment;
3. Sign the Company's Consensual Relationship Contract;
4. Agree to possible reassignment if the social relationship involves a subordinate employee;
5. Behave professionally at all times - avoiding indiscreet behavior while at the workplace or while on Company time or business including refraining from public displays of sexual affection, sexual innuendo, suggestive comments and sexually oriented joking.
6. Notify the Human Resource Director should the social relationship terminate.

Employees found in violation of this policy will be subject to disciplinary action up to and including termination.

The Company reserves the right to make decisions in the best interest of the organization including reassignment, transfer or separating employees where appropriate.

Consensual Relationship Contract

Employee A, employed by the Company as a _____ and Employee B, employed by the Company as a _____, hereby notify the Company that we wish to enter into a voluntary and mutual consensual social relationship. In entering into this relationship, we both understand the company policy on dating and do not find our relationship to be in violation of the policy and agree that we are both free to end the social relationship at any time. Should the social relationship end, we both agree that we shall not allow the breakup to negatively impact the performance of our duties.

Prior to signing this Consensual Relationship Contract, we received and reviewed the Company's Employee Dating Policy, a copy of which is attached hereto. By signing below, we acknowledge that the social relationship between us does not violate the Company's Employee Dating Policy, and that entering into the social relationship has not been made a condition or term of employment.

Employee A

Employee B

Date

Date



Employee Relations

Effective: 2/1/2019

This company is an open shop company, and, as such, employees deal directly with management without a third party to represent or speak for them. This company does not believe that union membership is a prerequisite or requirement for employment or any employment conditions. It is the policy of this company to pay its employees favorably with the industry and the area, to provide a favorable working environment and working conditions, to deal with employees fairly and honestly and to treat each individual with dignity. Under these policies and conditions, the company does not feel a union will be helpful to its employees. This company does believe in the right of the individual to join or not to join - to belong or not to belong - to maintain membership or resign membership in any group; social, political, labor or religious as the individual may choose in the exercise of freedom of choice. In the best interests of employees and the organization, this company will oppose by every proper means any attempt to disturb the relationship of the company and its employees.



Employment Applications

Effective: 2/1/2019

Gator Grading & Paving, LLC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Gator Grading & Paving, LLC's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.



Employment Categories

Effective: 2/1/2019

It is the intent of Gator Grading & Paving, LLC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Gator Grading & Paving, LLC.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws.

Non-Exempt Employees

NON-EXEMPT employees are entitled to overtime pay under the specific provisions of The Fair Labor Standards Act (FLSA) which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

Exempt Employees

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Gator Grading & Paving, LLC evaluates each position and adheres to the regulations and does not use job titles to determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the FLSA's regulations.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly or bi-weekly basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Circumstances in Which the Gator Grading & Paving, LLC May Make Deductions from Exempt Employee Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions (see Company Policy on penalties for workplace conduct rule infractions and accident participation). Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA.

What to Do If an Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to Human Resources.



Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification of a member of management and review by Human Resources.

In addition to the above categories, each employee will belong to one other employment category:

- **SALARY** – Employees compensated on an hourly basis and eligible for Gator Grading & Paving, LLC's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **HOURLY REGULAR** - Employees compensated on an hourly basis who will work more than 1,559 hours/year and whose FSLA classification does not fall in the category of UNSKILLED or SERVICE WORKER. Generally, this category is eligible for Gator Grading & Paving, LLC's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **HOURLY STANDARD** - Employees compensated on an hourly basis who will work more than 1,559 hours/year and whose FSLA classification falls in the category of UNSKILLED or SERVICE WORKER. This category will receive all legally mandated benefits (such as Social Security and workers' compensation insurance), but are ineligible for all of Gator Grading & Paving, LLC's other benefit programs.
- **PART-TIME** employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than 30 hours per week. This category will receive all legally mandated benefits (such as Social Security and workers' compensation insurance), but are ineligible for all of Gator Grading & Paving, LLC's other benefit programs.

Employment Status

The Company cannot guarantee to anyone any specific duration of employment as it receives no such guarantee from its clients. The nature of our work is seasonal, with heavier scheduling in the summer months and less in the winter. Inclement weather may delay or stop work altogether.



EQUAL EMPLOYMENT OPPORTUNITY

Effective: 2/1/2019

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Gator Grading & Paving, LLC will be based on merit, qualifications, and abilities. Gator Grading & Paving, LLC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, United States military status, disability, or any other characteristic protected by law.

Gator Grading & Paving, LLC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, Gator Grading & Paving, LLC has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the company's EEO (Equal Employment Opportunity) Officer. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Kevin Hicks has been appointed the Company's Equal Employment Opportunity Officer with the responsibility to implement the program. This Official will coordinate the equal employment opportunity / affirmative action efforts of the company, assist supervisory personnel and advise top management. Mr. Hicks shall regularly report to Executive Officers concerning the state of progress, and make recommendations where appropriate to correct any deficiencies noted in our Equal Employment Opportunity / Affirmative Action programs. The Human Resources Department will be the central point of contact within the company for equal employment opportunity / affirmative action matters. If you have any questions, problems, or complaints regarding our program please contact Kevin Hicks – CEO/EEO @:

Gator Grading & Paving, LLC
2704 105th Street East
Palmetto, FL 34221
(941) 751-3900
hicksk@gatorgap.com

This Policy has been reaffirmed for 2007 by _____
Kevin Hicks CEO/EEO Officer



Equipment Rental
Effective: 2/1/2019

The following procedures are to be strictly adhered to regarding use of rental or company owned equipment.

1. Any employee who wishes to borrow company equipment for personal use will clear this through the CEO or President. The equipment used will be under the care of the borrower and any damage to equipment or property will be the responsibility of the borrower. The borrower will see that the equipment is back on the job at work time. If it is not back on time the borrower will be charge the regular company rental rate. No borrowed equipment is to be used for profit.
2. Any rental of equipment to other parties will be cleared through the Project Manager or Superintendent. Any rental of any materials, forms, equipment, vehicles, etc. will be cleared through the Project Manager or Superintendent for rental rates.

Rental of equipment to or from others should be authorized by the CEO or President and they should be notified when rented equipment is received or returned.



**Extra Income
Effective: 2/1/2019**

Use or sale of any company-owned property, salvage material, or equipment without the approval of CEO or President is strictly prohibited.

Any and all money received, in either cash or check form, from others in exchange for scrap metal, used materials, rental of equipment, or for work performed for others, must be turned in. This applies regardless of the amount.



FAMILY LEAVE
Effective: 2/1/2019

Gator Grading & Paving, LLC provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Regular full-time employees who have been employed with the company for at least 12 months and who have worked at least 1,250 hours during the previous year are eligible to request family leave as described in this policy. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Employees will be required to first use accrued time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, Gator Grading & Paving, LLC will continue to provide health insurance benefits for the full period of the approved family leave. Employees covered under the company's group insurance plan or employees who have supplemental life insurance must make arrangements for payment to the company for continued coverage of these benefits while on leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Gator Grading & Paving, LLC with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, Gator Grading & Paving, LLC will assume that the employee has resigned. Employees who fail to return to work at the end of their approved leave must reimburse the company for health benefit plan contributions that were made on their behalf.

Any employee unable to return to work after a maximum 12-week approved leave will be terminated.



Gifts

Effective: 2/1/2019

Policies set forth by federal, state, county and city governments prohibit the receiving of gifts and gratuities by their employees. Therefore, employees of Gator Grading & Paving, LLC shall not present gifts of any type to any federal, state, county or city employee. This shall include, but is not limited to, any type gift, loan, favors, and meals. Any employee found violating this policy is subject to immediate dismissal.



Health Insurance

Effective: 2/1/2019

All employees of Gator Grading & Paving, LLC are required to carry Health Insurance. This insurance can be obtained through insurance offered by Gator Grading & Paving or the employee must show proof of insurance from other source (ex: part of policy with spouse).

Gator Grading & Paving, LLC will cover 50% of the cost of the employee's insurance based on the basic plan (per company's selection). Cost of insurance for spouse and/or family members is to be paid for by the employee and is not required.



Hiring of Personnel Effective: 2/1/2019

POLICY

Gator Grading & Paving, LLC is committed to providing a safe and secure work place for our teammates our customers and the general public. Towards that end, these security standards will establish corporate consistency in background checks used in hiring decisions. These standards apply to **all** teammates (full and part time) **employed directly** by Gator Grading & Paving, LLC who must meet them **before** an offer of employment is extended. They also apply to currently employed teammates who are promoted or transferred into a new position.

APPLICANTS

Individuals submitting applications or resumes will be considered an applicant if they

1. are applying for particular position the Company has an opening in
2. indicate they possess the basic qualifications for the job
3. at no point in the selection process removes themselves from further consideration or otherwise indicate that are no longer interested in the job opening

As a federal contractor, Gator Grading & Paving, LLC is required to ask all applicants who meet the basic qualifications for a job to identify their race, ethnicity and gender.

HIRING PROCESS

Notification of all available job openings within the company must be submitted to the Human Resources Department. The Human Resources Department has the primary role of recruitment for all positions. The Human Resources Department has been charged with ensuring all candidates for employment are treated in accordance with the company's Equal Employment Opportunity Policy and Affirmative Action Policy.

The hiring priority of the company will be:

- Transferring of current teammates between sites to avoid layoff
- Past teammates with proven safety, attendance and work records
- Recommendation of current supervisors
- Recommendation of current teammates
- Unknown off the street, applicants

The hiring priority will be utilized in accordance with our Equal Employment and Affirmative Action Policies and Programs

All applicants for employment must fully complete the company's standard application for employment. Gator Grading & Paving, LLC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process. Any misrepresentation, falsification, or material omissions in any of this information may result in the exclusion of the individual from further consideration for employment, of if the person has been hired, termination of employment.

The Human Resources Department will interview and initially screen any candidate for employment before referring the candidate to the supervisor with the job-opening interview and hiring consideration. All supervisory and staff personnel positions must have the approval of one Executive Officer before a job offer is made.

After the interview process, candidates who are selected to continue in the hiring process will be made a conditional employment offer pending reference checking, and meeting medical and security standards. For a candidate to continue through the hiring process they must complete the Release

Authorization Form

Anyone who refuses to sign a release form is no longer considered eligible for employment.



MEDICAL STANDARDS

After a conditional employment offer is made all candidates will be sent for a drug screen. All candidates must pass the drug screen to continue in the hiring process. DOT drivers will also be required to complete and pass a DOT physical.

EMPLOYMENT REFERENCE VERIFICATION

The Human Resources Department will verify the accuracy of employment information provided on applications or resumes. Employment reference verifications will verify and/or identify job-related accomplishments, skills, abilities, and characteristics that help establish the applicant's qualifications for employment and determine and evaluate the applicants overall suitability for the position in question.

Typically, the last place of employment will be contacted and a reference obtained. For DOT drivers a 10-year reference inquiry will be conducted. For any supervisory or staff position a reference verification will be conducted by ADP.

The following characteristics may be subject to rejection for employment by Gator Grading & Paving, LLC:

- Date of employment SIGNIFICANTLY disagree with information provided by applicant.
- Job titles/duties SIGNIFICANTLY disagree with what was given by the applicant.
- Reason for termination SIGNIFICANTLY differs from what was given by the previous employer.
- The previous employer indicates unsatisfactory performance, attitude or behavior.

ANNUAL DRIVING RECORD CHECKS

Gator Grading & Paving, LLC will conduct annual driving record checks of all teammates who drive a company vehicle or who are participating in the vehicle allowance program.

Commercial Motor Vehicle drivers will lose their driving privileges and may lose their job if any of the following are discovered during an annual driving record review:

- Having more than 1 drivers license
- Failing to notify Gator Grading & Paving, LLC of any traffic violations (except parking) within 30 days of conviction.
- Failure to notify Gator Grading & Paving if license is suspended, revoked, or canceled, or if disqualified from driving.
- Driving a CMV under the influence of alcohol or a controlled substance (for example, illegal drugs).
- Leaving the scene of an accident involving a CMV.
- Using a CMV to commit a felony.
- For having three serious traffic violations within a three-year period. "Serious traffic violations" are excessive speeding (15 mph or more above the posted limit), reckless driving, improper or erratic lane changes, following a vehicle too closely, and traffic offenses committed in a CMV in connection with fatal traffic accidents.
- Operating a CMV with Blood Alcohol Concentration (BAC) at .04% or more.

All others drivers will have their annual record evaluated against our Drivers Evaluation Form. Any driver with more than 8 points under this evaluation is subject to losing their company driving privileges, being reclassified or being dismissed.

ENFORCEMENT

All teammates in position to hire new teammates are responsible for adhering to this policy. Human Resources Department to properly administer this policy will result in progressive discipline. The policy standards would then be retroactively applied to the Gator Grading & Paving, LLC candidate/teammate who, was hired, promoted or transferred without meeting our security standards. The results may include termination of employment or revocation of a promotion or transfer.

Repeated failure to properly administer this policy will result in termination.



PROBATIONARY PERIOD

Gator Grading & Paving, LLC requires new employees to complete a 90-day introductory period or probation period of employment that allows an evaluation of their skills and compatibility with the organization and their jobs. During this period, the employee also has the opportunity to demonstrate their ability to learn the new job and to determine if they like working in the organization – this is a mutual opportunity to assess one another.

Employees who successfully complete our probationary period are not guaranteed employment as employees and Gator Grading & Paving, LLC are “at-will” and either may terminate employment at any time.

Attachments

- [GATOR GRADING & PAVING, LLC Contingent Offer Letter](#)
- [Driver Evaluation Form](#)



Dear

Re: Contingent Offer of Employment

I am pleased to inform you that you have been selected for the position of _____ Gator Grading & Paving, LLC. Your initial salary will be \$ _____ per _____. Gator Grading & Paving, LLC cannot and does not guarantee to anyone a specific duration of employment and you will be employed at will.

In the initial recruitment process you were advised that your acceptance of this position is with the understanding that the final appointment is contingent upon successful completion of our security standards. We will contact you as soon as this process has been completed. At that time, assuming successful completion of this process, we can determine the date when your employment will begin.

Please sign and return to me.

Sincerely,

Kevin Hicks

Signature _____ Date: _____



We recognize the sacredness of human life by providing a workplace free from the threat of harm and vigorously promoting health and wellness.

Driver Evaluation Form

This is a step in evaluating new hires or in evaluating annual driving records. Anyone who has an evaluation score of '8' must be reviewed by a corporate officer must be made prior to hiring.

- New Hire
 Current Employee

Name _____

Position _____

Date _____

Total Points _____

Age	Point Value	Points
Under 25	1	
25-55	-1	
Over 55	1	

Work History within last 3 years	Point Value	Points
1 Employer	-1	
2 Employers	0	
More than 2		

Convictions in last 3 years	Point Value	Points
Passing a stopped school bus		
Reckless driving		
Hit and run, property damage only	4	
Following too closely	4	
Driving on wrong side of road	4	
Illegal passing	4	
Running through stop sign	3	
Speeding more than 55 mph	3	
Speeding through a school zone	3	
Failure to yield right of way	3	
No driver's license or license expired more than one year	3	
Running through red light	3	
Failure to stop for siren	3	
Speeding through safety zone	3	
Failure to report accident where such report is required	3	
No liability insurance	3	
All other moving violations	2	
Littering involving a motor vehicle	1	

Other Convictions in last 3 years	Point Value	Points
None	0	
1-2	1	
3 or more	1 each	

F. Comments

- Eligible to Drive CMV: Yes No
 Eligible to Drive Company Vehicle: Yes No



HOLIDAYS
Effective: 2/1/2019

Gator Grading & Paving, LLC will grant holiday time off with pay to all employees after the employee meets their 90 day probation. The following holidays are observed: New Years Day, , Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday), and Christmas.

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times 8 hours.

To be eligible for holiday pay, employees must work the last scheduled workday immediately preceding and the first scheduled workday immediately following the holiday unless on paid vacation.

If a recognized holiday falls during an eligible employee's paid vacation then holiday pay will be provided instead of the paid time off counting as vacation time.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.



IMMIGRATION LAW COMPLIANCE

Effective: 2/1/2019

Gator Grading & Paving, LLC is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Gator Grading & Paving, LLC within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.



Inclement Weather (Tropical Storm, Rain, Etc.)
Effective: 2/1/2019

Field

Work cancellation because of inclement weather will be determined on a situation-by-situation basis. Information concerning work cancellation can be gained by contacting your Superintendent.

Show-up time will be paid to those employees who have been instructed to report to work regardless of weather. If the employee reports to work, but the Superintendent determines work cannot be performed due to weather conditions then two-hours of show-up time will be paid to the employee who was "engaged to wait".

Employees who voluntarily report to work during inclement weather will be considered to be "waiting to be engaged" and will not be paid any show-up time but will only be paid for hours actually worked. This would include employees who carpooled with an employee who was "engaged to wait".

Office

If the office is open, personnel not reporting to work must take a day of vacation or receive no pay for the workday.



Interviewing / Internal and External Candidates
Effective: 2/1/2019

Gator Grading & Paving, LLC is an equal opportunity employer. As such, Gator Grading & Paving, LLC is interested in hiring the most qualified candidates for employment and will not use discriminatory criteria in hiring employees.

Job applicants (internal and external) will be assessed on the basis of their ability to perform the job for which they are interviewing without regard to non-job-related criteria.

Job interviewers should keep in mind that Gator Grading & Paving, LLC is an equal opportunity employer. Gator Grading & Paving, LLC wants to hire the person who is best suited to any open position. When interviewing job applicants, great care must be taken to only ask questions that are related to the applicant's qualifications and suitability for the job. Questions about the applicant's age, race, religion, sex, marital status, health, military service, national origin, political affiliations and other "personal" questions should not be asked unless, somehow, age, race, religion, sex, marital status, health, military service, national origin or political affiliation is an actual qualification for the job.

Job interviewers should be sensitive to questions that may lead to discriminatory information. Asking for an applicant's maiden name could indicate her marital status. Asking for a birth certificate could violate the prohibitions against asking about the applicant's age, race, religion and national origin.

In addition, questions about an applicant's disability, even if the disability is apparent, are prohibited. Any applicant may be asked if they can perform the essential functions of the position being sought. Applicants with disabilities may not be asked how they could perform the job with their disability. Instead, an applicant with a disability may be asked what type of accommodation would make performing the job possible.

Job interviewers should err on the side of caution. Stick to questions that truly relate to the job and when in doubt, leave it out.



Jury Duty
Effective: 2/1/2019

Hourly

Regular hourly employees will be granted paid jury duty upon their 1-year anniversary. Pay will be made at the regular hourly rate and based on 8 hours per day for a maximum of 2 days.

Salary

Salary and Staff employees will be granted 10 days of paid jury duty a year after 90 days of employment



**Leave Of Absence
Effective: 11/23/2020**

Any employee may ask for a leave of absence without pay from the company up to a maximum of 90 days. The request for a leave of absence must be made in writing to the Department Head and will be reviewed by an Executive Officer. All leaves of absence must be approved in advance by the immediate supervisor, department head and an Executive Officer. An employee on a leave of absence that has not been approved will be considered terminated after three (3) unexcused absences in a row in accordance with our Attendance Policy.

The company cannot guarantee to hold any job for more than fifteen days unless the leave is covered under the Family and Medical Leave Act of 1993. Those employees returning from a leave of absence of more than fifteen days duration will be entitled to the first available opening for which they are qualified if their former position has been filled during the leave.

Any employee on a leave of absence over 15 days (except for Family and Medical Leave) will be responsible for the payment of all insurance premiums for their individual life insurance coverage, group health insurance and dependent health insurance coverage (if applicable). Should the first day of the month fall within the first 15 days of leave, all insurance premiums must be paid prior to the leave of absence. While on approved leave of absence, all other insurance premiums must be paid by the first day of each month. This money should be paid to Gator Grading & Paving, LLC.

While on an approved leave of absence the employee will retain the original employment date, showing no break in service.

EMPLOYEE NAME (PRINT)

EMPLOYEE NAME (SIGNATURE)

DATE



Legal Use of Sixteen and Seventeen Year Olds
Effective: 2/1/2019

Listed below are some construction jobs for which a sixteen or seventeen year old may be employed to do, providing they have a "work permit" from the Social Services County Welfare Department. The following positions have been cleared under the Federal and State Child Labor Laws and are covered by workers compensation if the minor has a valid work permit: Sixteen and Seventeen year olds may not work over 9 hours a day or 45 hours a week.

Bricklayer Helper
Carpenter Helper
Cement Mason Helper
Clean-Up
Material Handler

Minors may be used to do the following:

Carry tools and materials by hand or with a wheelbarrow.
Use any of the hand tools of carpenters, bricklayers or cement masons.
Hold material in place.
Clean used lumber and wooden and metal forms.
Load and unload, by hand, building materials from trucks.
Operate a motor vehicle on private property, but not on the highway.
Operate a tractor on private property, providing there are no hydraulic lifts or hoisting equipment attached to the tractor.
Work on a scaffold but not on a roof.
Shake up mortar and give bricks to the masons.
Clean up grounds, clean walls, windows, and buildings, providing no dangerous chemicals are used.
Work up to 9 hours a day or a maximum of 46 hours a week.

Minors must not do the following:

Operate, signal, assist with or ride any kind of hoisting equipment to include elevators. Minors may work on the same job site with hoisting equipment, but cannot be sued in any capacity relating to the hoisting equipment.
Operate, use, clean, or repair any kind of power driven tool or equipment which cuts, saws, punches, or shears (registered apprentices are exempted from this restriction).
Work with or be around explosive areas.
Work in an excavated area (to include ditch or a building site) of more than four feet below the surface of the ground (registered apprentices are exempted from this). They may work in an excavation, regardless of depth, where the side walls are shored or sloped to the angle of repose.
Work on a roof (registered apprentices are excluded from this).
Work with chemicals which may burn or poison.
Work involving the wrecking or demolition of structures.
Operate a motor vehicle on public highway or street.



Military Leave
Effective: 2/1/2019

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leaves of greater than 15 days and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service
And if the following conditions are met:

- (1) Proof of honorable discharge from duty;
- (2) Proof of ability to resume the position;
- (3) Notice of intention to return is given.

If an employee is unable to return to the same position after annual or active duty military leave, GATOR GRADING & PAVING, LLC will arrange for another position at the same seniority, status and pay.

GATOR GRADING & PAVING, LLC makes it a policy not to discriminate in any way against employees who are members of the military. Employment will not be in jeopardy if a military leave of absence is requested or taken.



**Notice of Nondiscrimination in Employment
Effective: 2/1/2019**

Gator Grading & Paving, LLC will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, veteran status or handicap. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training or apprenticeship.

Gator Grading & Paving, LLC in all solicitations or advertisements for employees placed by or for the company will state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, veteran status or handicap.

Gator Grading & Paving, LLC will comply with all provisions of Executive Order 11246, Equal Employment Opportunity, dated September 24, 1965, and of the rules, regulations (41 CRF Part 60) and, relevant orders of the Secretary of Labor.

Gator Grading & Paving, LLC will implement specific affirmative action standards to ensure equal employment opportunity in achieving the minority and female participation goals set forth in the construction contract.

Gator Grading & Paving, LLC will furnish all information and reports required by Executive Order 11246 and by rules, regulations and orders of the Secretary of Labor, pursuant thereto, and will permit access to its books, records and accounts by the Federal Highway Administration (FHWA) and the Secretary of Labor for the purposes of investigation to ascertain compliance with such rules, regulations and orders.

Gator Grading & Paving, LLC will not discriminate on the grounds of race, color, sex, veteran status or handicap in the selection and retention of subcontractors, including procurement of materials and leases of equipment. All subcontractors and suppliers shall be notified of their obligations under this contract to nondiscrimination.

Gator Grading & Paving, LLC shall take action with respect to any subcontract or procurement as the SHA or the FHA may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event of the subcontractor's or supplier's noncompliance with the nondiscrimination provisions their subcontract may be subject to sanctions including but not limited to the withholding of payments until the subcontractor or supplier complies and/or cancellation, termination, or suspension of the contract in whole or in part.

Gator Grading & Paving, LLC shall include the provisions of this section in every subcontract, purchase order, procurement of materials and leases of equipment so that such provisions will be binding upon each subcontractor or vendor, unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246.

Gator Grading & Paving, LLC does not maintain or provide for its employees any segregated facilities at any of its establishments, and does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. As used in this section "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and any other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment area, transportation, and housing facilities provided for employees which are segregated on the basis or race, color, religion, national origin, because of habit, local custom or otherwise. All complaints should be directed to Mr. Kevin Hicks, CEO/EEO @:

Gator Grading & Paving, LLC
2704 105th Street East
Palmetto, Florida, 34208
(941) 751-3900

This policy has been reaffirmed for 2007 by _____
Kevin Hicks-CEO/EEO



Operation of Company Vehicles Effective: 2/1/2019

It is the purpose of this policy to provide guidelines covering the use of company vehicles and to outline the responsibilities of individuals to whom company vehicles are assigned. Each and every employee, before being permitted to operate a company vehicle, must have a valid operators' license. Employees with an out of state license must obtain a Florida license within the time period mandated by state law.

Rules Covering Operation of Company Vehicles

1. Company vehicles are to be used for company business or for activities directly related to company business.
2. No person other than an employee of the company is authorized to operate a company vehicle.
3. The only passengers authorized to ride in company vehicles are employees of the company, persons having bonafide business dealings with the company, or persons involved in activities directly related to company business.
4. Employees operating company vehicles are instructed to comply with all State and local traffic laws and to operate the vehicles in a safe manner at all times. The payment of any fines for violation of State or local law relating to the operation of a motor vehicle will be the responsibility of the employee/driver as follows:
 - Any fines assessed by the Division of Motor Vehicles for over size or license weight, over road weight, over permit weight, over axle weight, axle weight shifted, or over axle grouping where the driver should have known or did know a violation existed would be assessed up to \$100 for the first citation. A repeat offense would result in termination.
 - Actual fine assessed by State or local law enforcement personnel due to noncompliance of motor vehicle traffic control ordinances (including parking tickets) where the individual has been convicted or found to have committed the violation. Continued employment will be contingent type of conviction assessed the driver.
5. The driver of a company vehicle is required to use the seat belt that has been provided and will be held responsible for seeing that seat belts are used by passengers.
6. The driver of a company vehicle on a job site is to remove the ignition key each time the vehicle is to be locked. Vehicles used anywhere else other than on a project site are to be locked whenever not in use.
7. The operator will be held responsible for attending to the care, cleanliness, periodic maintenance, and mechanical condition of the vehicle during the period of time that the vehicle is in the driver's custody.
8. Vehicles Assigned to Projects.
9. The company will normally assign vehicles on a continuing basis to certain employees who have around-the-clock responsibilities on projects. In assignments of this type, the employee is usually authorized to garage the vehicle at home and to drive it to and from work. It is not intended that the company vehicle be used for personal business or to replace a family car.
10. Employees are occasionally assigned vehicles for an out of town trip to conduct a specific assignment. During such trips the employee will use the vehicle for business. If the vehicle is garaged overnight at the employee's home prior to and/or after returning from an authorized trip, the vehicle is not to be driven for personal business.
11. Vehicles may be assigned on a continuing basis to executives and managerial personnel and to employees who do extensive traveling by automobile. As in #8 the employee is authorized to garage the vehicle at home. It is recognized that employees in these categories become involved in any more "directly related activities" than would be found at the project level. Such employees are expected to comply with paragraphs 1 through 7 above and to exercise their best judgment in determining business related from non-business related activities.
12. Public liability exposure exists every time a company vehicle is driven. This is a normal risk in operating a vehicle for business purposes, and for this reason the company carries appropriate insurance. However, if an employee involves a company vehicle in an accident during an unauthorized use of such vehicle for personal business or pleasure, then the employee will be subject to discharge and may be held personally liable for any financial settlements made by the insurance company as a result of misuse of the company vehicle. (See Accident Participation Policy)
13. Employees operating company-owned vehicles must have the appropriate class license and endorsements.



Overtime Policy
Effective: 2/1/2019

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified, within the department or crew, to perform the required work

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.



Paychecks
Effective: 2/1/2019

CORRECTIONS

Gator Grading & Paving, LLC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their supervisor. Your supervisor will try and resolve and discrepancy and make needed adjustments with the Payroll Department

DISTRIBUTIONS

All weekly employees are paid weekly every Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In any week when an employee is not working on Friday, due to rain or other reasons, payroll checks may be picked up at the HR Department after 9:00 a.m.

RECORDS AND DEDUCTIONS

Applicable tax (state ad federal) withholding forms will be completed by each new employee at the time of hiring and will be amended as the number of the employee's dependents (for tax purposes) changes. Gator Grading & Paving, LLC will deduct from each employee's paycheck: state and federal income tax, FICA, (social security tax). All other deductions such as supplemental insurance, 401k, dependent insurance, child support, uniforms or other types of deductions must have the employee's prior authorization.



Personal and Professional Conduct
Effective: 2/1/2019

Gator Grading & Paving, LLC expects that all of its employees will conduct themselves with the pride and respect associated with their positions, their fellow employees, clients and the Company. Care should always be taken to use good judgment and discretion in carrying out the Company's business. The highest standards of ethical conduct should always be used.

Dress codes are not part of Company policy. Each employee should follow two guidelines: dress for the office in good taste, and dress for construction work in good taste. Good taste is the use of appropriate clothing and style in both instances. Appropriate clothing for construction work includes long pants, a shirt with sleeves, work shoes, vest, and hard hat when required by job or OSHA regulations.

Gator Grading & Paving, LLC hires personnel who choose to work with respect for the Company and for each other. No one likes rules or regulations, yet they are necessary to keep any group functioning in an orderly manner. Unnecessary restrictions will be avoided where possible. The purpose of disciplinary procedures is the need for consistency in applying controls and thereby avoiding favoritism of one person over another.

It is important that everyone be treated with consideration and respect. So that there will be no misunderstanding about satisfactory conduct, the Company has adopted the following example rules and disciplinary action for violations. These rules are by no means complete, but merely the bases for satisfactory job conduct.

It is the policy of the Company to expect all employees to abide by certain work rules of general conduct and performance at all times. Employees are subject to disciplinary action for any offenses outlined in our EMPLOYEE CONDUCT AND WORK RULES Policy. Employees should refer to our PROGRESSIVE DISCIPLINE Policy to understand the discipline process.



Personnel Changes
Effective: 2/1/2019

It is the responsibility of each employee to promptly notify the company of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, beneficiary, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Human Resources Department.



Polygraph Testing
Effective: 2/1/2019

It is Gator Grading & Paving, LLC's policy not to use polygraph testing to screen applicants for employment or to monitor current employees under any circumstances. If you are asked by an employee of Gator Grading & Paving, LLC to take a polygraph test, and you do not want to be tested, you may refuse without consequence to your employment. Gator Grading & Paving, LLC's policy of not using polygraph testing does not prohibit you from voluntarily requesting or taking a polygraph test for an employment-related purpose.



PROBLEM RESOLUTION
Effective: 2/1/2019

Gator Grading & Paving, LLC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from supervisors and management.

Gator Grading & Paving, LLC strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Gator Grading & Paving, LLC in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to foreman within three calendar days, after incident occurs. If their foreman is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to their superintendent, department manager or any other member of management.
2. Foreman responds to problem during discussion or within three calendar days, after consulting with appropriate management personnel, when necessary. Foreman documents discussion.
3. Employee presents problem to their superintendent or department manager within three calendar days, if problem is unresolved.
4. Superintendent or manager responds to problem during discussion or within two calendar days, after consulting with appropriate management personnel, when necessary. Superintendent documents discussion.
5. If the employee does not feel the problem is resolved then the superintendent or manager will assist the employee with putting the problem in writing for the review of the Human Resources Department.
6. Human Resources will review the complaint and attempt to determine a fair and equitable solution. Human Resources will advise the concerned employee and supervisor in writing within two working days.
7. If the employee does not feel the problem has been resolved by Human Resources then the employee may request a review of the problem by an Executive Officer.
8. The Executive Officer and/or Committee will review and consider the employee's problem. The Executive Officer/Committee will inform the employee of its decision within three calendar days, and forward copy of written response to Human Resources for the employee's file. The Executive Officer/Committee has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.



PROGRESSIVE DISCIPLINE
Effective: 2/1/2019

Gator Grading & Paving's best interest lies in ensuring fair treatment of all employees, making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory future service.

Although employment with Gator Grading & Paving is based on mutual consent and both the employee and Gator Grading & Paving have the right to terminate employment at will, with or without cause or advance notice, Gator Grading & Paving will endeavor to use progressive discipline. However, there may be circumstances when one or more steps of the progressive discipline process are bypassed.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay or termination of employment -- depending on the severity of the problem and the number of occurrences.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension which could lead to termination of employment.

By using progressive discipline, we hope most employee problems can be corrected at an early stage, benefiting both the employee and Gator Grading & Paving.

During all phases of the Progressive Discipline Process supervisors will document their actions by completing the appropriate Forms: -- [verbal warning](#), [written warning](#), and [suspension with or without pay](#)

The progressive discipline process does not have to be followed during an employee's probationary period (first 90 days of employment) but the CEO or President must be notified prior to any termination.



Promotions and Transfers
Effective: 2/1/2019

Gator Grading & Paving, LLC will fill job openings, transfer and promote present employees whenever such employees are qualified for the positions needing to be filled. Specifically:

1. Whenever a job opening arises as a result of resignation, transfer, or creation of a new position, present employees will be given first consideration.
2. Factors to be considered in the promotion of employees include education, experience and time in present and previous positions, performance record, ability, skills, willing participation in On-The-Job Training and or Skill Enhancement Training programs, and fitness to perform essential job functions.
3. It is this ability to transfer qualified personnel from one project to another which allows the company flexibility to meet project demands and possibly prevent the layoff of an employee.
4. Transfer of employees between projects, departments or business units for the Company's convenience and betterment may be made with mutual consent and support of involved Department Heads.
5. For an employee to initiate a transfer to another department or business unit the employee must have been employed with the company for a minimum of one year and performed work in present job position for a minimum of 9 months.
6. Before a transfer is made, the department or business unit losing the position may delay the transfer until they have adequate resources to fill their team / equipment component needs.
7. Promotion practices are not applicable in the following situations:
 - Temporary openings. This is a position which is established for a prescribed time period or for the time it takes to complete a project or a series of assignments.
 - Reassignment of personnel which is not a promotion but is actually a reorganization of a department or several departments within the firm.
 - Reassignment of an employee made at the discretion of an Officer of the Company in order to correct a faulty placement, eliminate personal disagreements, and/or to make accommodation due to disability. Such reassignments are not considered promotions but are made to improve the company, organization, relationships between people working together and to provide opportunities for disabled and/or handicapped individuals.



Resignations, Lay-Offs and Terminations Effective: 2/1/2019

The purpose of this policy is to guide equitable and consistent procedures administered and followed during possible layoffs and termination of employment – be they by resignation or discharge.

LAYOFF

Regular work will be provided so far as practical. However, Gator Grading & Paving cannot and does not guarantee to anyone a specific duration of employment. The company therefore reserves the right to layoff any employee at any time.

If a layoff should become necessary, employees will not be discriminated against on the basis of age, sex, race, color, religion, handicap, national origin, military status or any other reason protected by law.

If the abilities, skills, training, and other relevant qualifications (i.e. safety record, attendance, etc.) are equivalent among affected employees, employees with the greatest seniority will be retained to fill existing positions (and hence the employee with the shortest seniority will be the first to be laid off)

- Permanent Layoff

Permanent layoff occurs when an employee will be out of work with Gator Grading & Paving for an indefinite period and no longer has any attachment to the payroll or work force. Employees placed on permanent layoff will be issued a termination slip and may apply for unemployment benefits with the Employment Security Commission.

Human Resources will assist with any permanent layoff process to help ensure Gator Grading & Paving EEO/AA guidelines are followed and that employees placed on permanent layoff understand their COBRA continuation benefits and how to sign up with the Employment Security Commission. The [Separation Checklist](#) will be completed.

Employees who are placed on permanent layoff before they have taken all of their accrued vacation will receive their balance of vacation pay with their last paycheck. Vacation allowance will be prorated according to the number of months worked during the year of separation. Christmas vacation is not accrued unless an eligible employee works up until November 30th of a given year.

Employees who are placed on permanent layoff who have taken in advance any paid vacation before it is earned will be charged for this time away. Payment for advanced vacation time will be deducted from the final paycheck.

Final paychecks will be received on the next regular pay period. Further, all employees are expected to return any items in their possession belonging to the company. The value of any items not returned will be deducted from the final payroll disbursement.

PROGRESSIVE DISCIPLINE

Gator Grading & Paving's best interest lies in ensuring fair treatment of all employees, making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory future service.

Although employment with Gator Grading & Paving, LLC is based on mutual consent and both the employee and Gator Grading & Paving have the right to terminate employment at will, with or without cause or advance notice, Gator Grading & Paving will endeavor to use progressive discipline. However, there may be circumstances when one or more steps of the progressive discipline process are bypassed.



Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay or termination of employment -- depending on the severity of the problem and the number of occurrences.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension which could lead to termination of employment.

By using progressive discipline, we hope most employee problems can be corrected at an early stage, benefiting both the employee and Gator Grading & Paving.

During all phases of the Progressive Discipline Process supervisors will document their actions by completing the appropriate Forms: -- [verbal warning](#), [written warning](#), and [suspension with or without pay](#)

The progressive discipline process does not have to be followed during an employee's probationary period (first 90 days of employment) but the CEO or President must be notified prior to any termination.

SUSPENSION

A suspension is the most serious disciplinary action a Gator Grading & Paving supervisor can administer to an employee. A supervisor placing an employee on unpaid suspension is following the progressive discipline process and hopes the problem may be corrected.

When a supervisor feels the progressive discipline process has been followed but to no avail, then the supervisor may place an employee on administrative leave (a paid suspension). A supervisor placing an employee on administrative leave is showing intent to terminate. When an employee is the subject of disciplinary action that may be grounds for termination or if an investigation is being conducted, then an extended paid administrative leave may be issued for such employee for a reasonable period of time. In such circumstances, a reasonable period of time will be determined based upon the length of time it takes to complete an investigation to determine if there are grounds for termination. In most cases an administrative leave will range between 4 hours and 3 days (not including Saturday or Sunday).

ADMINISTRATIVE LEAVE PROCESS

A supervisor placing an employee on administrative leave is showing intent to terminate. Supervisors placing anyone on administrative leave must immediately advise the CEO or President that an employee has been placed on administrative leave. The CEO or President will normally require a written statement from the supervisor and all documentation from the progressive discipline process. Depending on the incident leading to the administrative leave, the CEO or President may conduct an investigation to include talking with the employee placed on administrative leave and other witnesses. Once the CEO or President has assembled all the [documentation](#) a meeting will be held between the CEO or President and the affected employee's highest Manager. The CEO or President and the Manager will review all documentation and determine if a termination is warranted and legally defensible. The CEO or the President will make a final decision.

TERMINATIONS FOLLOWING ADMINISTRATIVE LEAVE

If a decision has been made that a termination is warranted then Human Resources will contact the employee on Administrative Leave and conduct a termination meeting.

At the termination meeting Human Resources will give the employee the reason for the termination and make it clear that the decision is final.

Human Resources will give the terminated employee a termination slip and information on entitlement to final benefits as soon as practical.

Human Resources will inform the terminated employee the Company's general policy to disclose in response to a prospective employer's request only the following information about current or former employees: (1) the dates of employment, (2) descriptions of the jobs performed, (3) salary or wage rates, (4) eligibility for rehire and (5) Alcohol/Drug test taken (if DOT).



The terminated employee will be given a copy of the [Employment Reference Release Form](#) should they want to elect additional information to be released and the [Separation Checklist](#) will be completed.

IMMEDIATE TERMINATIONS

There are certain forms of misconduct that may lead to immediate termination without administrative leave. An example of this is a positive drug screen confirmed by a Medical Review Officer. Employees found in direct violation of a Company policy not requiring any administrative leave will be notified by Human Resources and the termination meeting will be the same as outlined in Section 5 (ADMINISTRATIVE LEAVE PROCESS) above.

VOLUNTARY RESIGNATIONS

Employees who resign from the Company must give a written notice of their intent to leave two weeks prior to the resignation date. A copy of the notice must be sent to the Department Manager of the resigning employee and to the Human Resources Department. Failure to give a two-week written notice will result in forfeiture of accrued and unused paid vacation benefits.

The Human Resources Department will attempt to contact all employees submitting voluntary resignations to both schedule an exit interview and complete the [Separation Checklist](#). If an exit interview cannot be scheduled, then the Human Resources Department will mail a [letter confirming the employee's voluntary resignation](#). This mailing will also have an [Exit Interview](#) and [Employment Reference Release Form](#).

UNEMPLOYMENT CLAIMS

Gator Grading & Paving will not contest the payment of benefits to a worker on either temporary or permanent layoff. However, Gator Grading & Paving will vigorously contest unemployment claims filed by employees who voluntarily resign or are terminated for cause. Gator Grading & Paving may obtain legal counsel to defend its position that unemployment benefits should be denied.



Letter confirming written/verbal resignation

Date

Name/Address

Dear **[Employee]**:

This letter is confirmation of the **[written / verbal]** resignation you submitted on **[Date]**.

Your final paycheck will be **[direct deposited/mailed]** to you unless you contact me to make other arrangements.

I would like to conduct an exit interview. Please contact me at 941.751.3900 to schedule. If you would rather not meet in person please complete the enclosed Exit Interview Form and return it to me.

If eligible you will be receiving a COBRA election packet in the near future. If you have any questions on COBRA continuation, please contact me.

Enclosed please find our Employment Reference Release Form. It is the policy of Gator Grading & Paving to only disclose (1) the dates of employment, (2) descriptions of the jobs performed, and (3) salary or wage rates, (4) eligibility for rehire (5) Alcohol/Drug test taken (if DOT) to any prospective employer you pursue. If you would like us to release additional information then please complete the enclosed form and return it to my attention.

Thank you for your service to GATOR GRADING & PAVING, LLC and good luck in your next endeavor.

Sincerely,

Kevin Hicks
CEO/EEO
Gator Grading & Paving, LLC



Employment Reference Release

I acknowledge that I have been informed that it is Gator Grading & Paving's general policy to disclose in response to a prospective employer's request only the following information about current or former employees: (1) the dates of employment, (2) descriptions of the jobs performed, (3) salary or wage rates and (4) eligibility for rehire.

By signing this release, I am voluntarily requesting that Gator Grading & Paving depart from this general policy in responding to reference requests from any prospective employer that may be considering me for employment. I authorize Gator Grading & Paving to disclose to such prospective employers any employment-related information that Gator Grading & Paving, in its sole discretion and judgment, may determine is appropriate to disclose, including any personal comments, evaluations, or assessments that Gator Grading & paving may have about my performance or behavior as an employee.

In exchange for Gator Grading & Paving's agreement to depart from its general policy and to disclose additional employment-related information pursuant to my request, I agree to release and discharge Gator Grading & Paving and its successors, employees, officers, and directors for all claims, liabilities, and causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to Gator Grading & Paving's disclosure of employment-related information to prospective employers. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

This release sets forth the entire agreement between Gator Grading & Paving and me, and I acknowledge that I have not relied upon any representation or statement, written or oral, not set forth in this document.

Signed: _____ Date: _____
(Employee)



Exit Interview Questionnaire

Name: _____ Date: _____

Business Unit: _____ SSN: _____

Classification: _____ Salary: _____

Supervisor: _____

Date of Separation: _____

Concerning your job with GATOR GRADING & PAVING, LLC, please indicate your level of satisfaction with the following:

	Very Satisfied	Satisfied	Less Than Satisfied
1. Your hours of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The supervision received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Your salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Working conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Amount of work required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Orientation when hired	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Clearly explained policies & procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Adequate training & instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Employee Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Type of work you did	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Recognition of your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Challenge of your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Opportunity for advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Work location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Work schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

Reasons for leaving GATOR GRADING & PAVING, LLC (check one or more):

- | | |
|---|---|
| <input type="checkbox"/> Other employment | <input type="checkbox"/> Dissatisfaction with present job |
| <input type="checkbox"/> Return to school | <input type="checkbox"/> Opportunity to better utilize experience/education |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Self-employment |
| <input type="checkbox"/> Stay at home with children | <input type="checkbox"/> Other _____ |

If leaving for other employment, please indicate if your new job offers:

	YES	NO
1. Better salary	<input type="checkbox"/>	<input type="checkbox"/>
2. Better employee benefits	<input type="checkbox"/>	<input type="checkbox"/>
3. Lower cost of insurance	<input type="checkbox"/>	<input type="checkbox"/>
4. More desirable work location	<input type="checkbox"/>	<input type="checkbox"/>



- | | | |
|--|--------------------------|--------------------------|
| 5 More suitable/different type of work | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Better opportunity for advancement | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 More challenging responsibilities | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 More flexible working hours | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 Better working conditions | <input type="checkbox"/> | <input type="checkbox"/> |

Why did you first decide to join GATOR GRADING & PAVING, LLC?

What did you like most about the company?

What did you like least about the company?

Please provide any specific comments regarding your position with GATOR GRADING & PAVING, LLC:

Suggestions for improving/enhancing your past position with GATOR GRADING & PAVING, LLC:



EMPLOYEE SEPARATION CHECKLIST

The purpose of this checklist is to ensure that employees separating from GATOR's employment are informed: (1) of

	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>RETURN TO (INITIALS)</u>	<u>EMPLOYEE (INITIALS)</u>
The following property has been returned:					
Pay Advances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Uniforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Building, Office and/or Vehicles Keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
File Cabinet & Desk Keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Credit Cards: GAS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
VISA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Car / Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Equipment: Nextel Phone, Charger & Adapter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Pager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
List others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Assigned Computer Hardware/Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Computer Lap Top / Portable Computer returned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Password Deactivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
BENEFITS					
The following items have been reviewed with the employee:					
Health Care Coverage: COBRA Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Conversion of Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Vacation Balances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Supplemental Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
401k Contributions and Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

This list is a correct record of discussion regarding the review of benefits upon separation from employment and of property that was returned by me to GATOR GRADING & PAVING, LLC upon separation from employment.

Employee Signature: _____ **Date:** _____

Gator Representative: _____ **Date:** _____



DISCIPLINE DOCUMENTATION FORM

Employee Information

Name of Employee
Employee's Job Title:

Incident Information

Date/Time of Incident:
Location of Incident:
Description of Incident:

Witnesses to Incident:

Was this incident in violation of a work rule or company policy? **Yes** **No**

If yes, specify which policy and how the incident violated it.

Action Taken

Suspension **Administrative Leave**

Details:

Has the impropriety of the employee's actions been explained to the employee? **Yes** **No**

Did the employee offer any explanation for the conduct? If so, what was it?

What steps have been taken to investigate the employee's explanation?

Signature of person preparing report: _____ Date:

Turn This Form In To The Human Resources Department



EMPLOYEE WRITTEN WARNING NOTICE

Employee name: _____ Date: _____

Position: _____ Department: _____

Description of problem requiring improvement or correction (include specific dates & examples):

Specific changes in performance or behavior required and the time frame in which they must occur:

Date of follow-up review/evaluation of problem and correction: _____

Failure of employee to correct problem may result in further disciplinary action up to and including termination of employment.

Employee comments: _____

Employee signature: _____ Date: _____

Document if employee declines to comment or sign and obtain witness signature.

Supervisor comments: _____

Supervisor signature: _____ Date: _____

Turn This Form in to the Human Resources Department



EMPLOYEE VERBAL WARNING DOCUMENTATION

Employee name: _____ Date Of Verbal Warning _____

Employee's Position: _____ Department: _____

Description of problem requiring improvement or correction (include specific dates & examples):

Specific Violations

Employee Comments Regarding Verbal Warning and Violations:

Supervisor signature: _____ Date: _____

Turn This Form in to the Human Resources Department



SUPERVISOR CHECKLISTS
(Should be followed in most cases)

VERBAL WARNING CHECKLIST

- ___ 1. Talk to the employee privately, in an office, conference room or other quiet area.
- ___ 2. State the specific problem in terms of desired performance and actual performance.
- ___ 3. Refer to previous casual conversations about the problem.
- ___ 4. Give the employee a chance to respond and explain.
- ___ 5. Tell the employee the specific change in behavior that you expect.
- ___ 6. Have the employee confirm that he or she knows exactly what you expect.
- ___ 7. Indicate your hope the employee will perform properly.
- ___ 8. Document the conversation.

WRITTEN WARNING CHECKLIST

Before the meeting:

- ___ 1. Prepare for the meeting by reviewing your notes on the employee's verbal warning conversation and any other pertinent material.
- ___ 2. Ask the employee to meet you in a private office, conference room or another private area.

During the meeting:

- ___ 3. State the specific problem in terms of actual performance and desired performance.
- ___ 4. Refer to previous casual conversations and the previous verbal warning.
- ___ 5. Give the employee a chance to respond and explain.
- ___ 6. Tell the employee the specific change you expect in his or her performance and indicate your confidence that the employee will change.
- ___ 7. Have the employee confirm that he or she knows exactly what you expect.
- ___ 8. Tell the employee that you will write a memo to the file summarizing the conversation about the written warning.

After the meeting:

- ___ 9. Complete the Discipline Documentation Form
- ___ 10. Advise the appropriate people (department manager and Human Resources) of the conversation and distribute copies of the Discipline Documentation Form.
- ___ 11. Monitor the employee's performance to make sure that the problem has been corrected.

ADMINISTRATIVE LEAVE CHECKLIST

- ___ 1. Instruct the employee to leave property and inform them that they are being placed on paid Administrative Leave effective immediately.
- ___ 2. Find out where the employee can be contacted and inform the employee that you will contact him or her immediately following an investigation of the incident that led to the suspension.
- ___ 3. Immediately notify Human Resources so they can begin investigation
- ___ 4. Review all supporting documentation to assure accuracy and completeness.



Right to Know Hazardous Material
Effective: 2/1/2019

Purpose

Gator Grading & Paving, LLC since its beginnings, has always sought to provide its employees, visitors, customers, and our community, with a safe and healthy work environment. This policy will give procedures regarding hazardous materials in the workplace as well as our concerns regarding employee's "Right to Know" involving these hazardous materials.

General

The Occupational Safety and Health Administration (OSHA) issued the Hazardous Communication Standard, 29CFR 1910.1200 in 1983. This standard was to provide adequate protection against hazardous materials in the workplace to employees by guaranteeing their right to know of the risks associated with hazardous substances they may be exposed to in their workplace. This standard covered all workplaces except those which handled only consumer products or which maintained only very small quantities (5 gallons / 50 pounds whichever is greater) of hazardous chemicals.

Material Safety Data Sheets (MSDS)

The Safety / Risk Management Department shall request Material Safety Data Sheets from all manufacturers, or distributors on every product that we use, handle or distribute.

No product shall be purchased until that product's MSDS has been reviewed and approved by the Safety/Risk Management Department.

Should any chemical be received at a location without a MSDS and that chemical is not listed on our Hazardous Substance List, the Safety/Risk Management Department shall be notified and they shall request a MSDS from the manufacturer or distributor of the chemical.

Upon receipt of all MSDS forms, a copy will be made by the Safety/Risk Management Department and distributed to all department files. The original MSDS will be included in the master MSDS file and retained by the Safety/Risk Manager.

If a manufacturer or distributor fails to provide the MSDS, the Safety/Risk Manager will notify the Commissioner of Labor of the particular state concerned regarding the failure of the manufacturer or distributor to provide a MSDS.

When indicated by a MSDS, the Safety/Risk Management Department will write manufacturers and distributors and will request a substitute product that would be less hazardous or toxic. These request letters will be kept on file indefinitely.

The Safety/Risk Management Department shall maintain a master file of the most current MSDS's received from manufacturers and distributors.

Hazardous Substance List

All permanent locations shall keep as part of their records a "Hazardous Substance List". This list will be supplied by the Safety/Risk Management Department and will contain the following information.

1. The chemical or common name used on the container label or on the MSDS.
2. The quantity of the chemical usually stored.

Class	Gallons	Pounds
A	-55	-500
B	55-550	500-5000
C	550-5500	5000-50000
D	+5500	+50000

3. The location in which the hazardous chemical is normally stored and to what extent the chemical may be stored at altered temperature or pressure.

This list shall be updated not less than annually. Any additions or deletions to this list will be made by the Safety/Risk Management Department.



Employee Right to Know

The Safety/Risk Management Department will provide information on all hazardous chemicals to supervisory personnel. Supervisory personnel will provide / furnish their personnel information regarding hazardous chemicals in the workplace. Supervisory personnel will also inform all employees of Gator Grading & Paving, LLC policy and where the Hazardous Substance List and all MSDS forms can be found.

All new, transferred, loaned or returning employees will be informed on their first day, by their supervisor, of any hazardous substances within their work area.

Employees will be informed within 5 working days of the introduction of new hazardous chemicals in their work area. Employees may refuse to work with an unidentified hazardous substance if the identity is not disclosed within 5 working days. Gator Grading & Paving, LLC may temporarily reassign an employee to a different job, at equal pay, which does not involve exposure. Once the hazardous chemical is identified, employees may be required to work with the chemical but will not be discriminated against for earlier refusal.

Labels and Other Forms of Warning

Department managers will have the responsibility for all incoming shipments of hazardous chemicals. Managers will verify that all containers are clearly labeled as to contents, have appropriate hazard warning, and contain name and address of manufacturer, importer, or responsible party. Any container not properly labeled will be reported to the Safety/Risk Management Department.

Manufactured Chemicals

Any facility of Gator Grading & Paving, LLC which produces any hazardous material will post warning signs on containers used for storing or hauling the material.

Employee Training

The Safety/Risk Management Department will develop and update employee training programs regarding Hazardous Materials. All employees will be instructed in:

- Methods and observations used to detect the presence or release of a hazardous substance in the workplace.
- The physical and health hazards of the chemicals in the workplace.
- Measures employees can take to protect themselves from any hazard, emergency procedures, and personal protective equipment which should be used.
- Details on the hazardous substance communication program, explanation of labeling and explanation of Material Safety Data Sheets
- Spill procedures and containment.

Emergency Information

The Safety/Risk Management Department will provide/furnish local fire departments with information of any hazardous chemical maintained/stored in excess of 55 gallons or 500 pounds. The fire department will also be furnished the names and phone numbers of company representatives which can be contacted in case of an emergency. All changes/updates of this information will be given to the fire department as necessary.

Public Request

Any individual making a written request for hazardous chemicals stored or used by Gator Grading & Paving, LLC will be furnished this information within 10 working days. Requesting parties must state their name, address, organization and purpose.

Questions

All questions regarding this policy should be addressed to the Safety/Risk Management Department.



Safeguarding Equipment from Theft and Vandalism

Effective: 2/1/2019

This policy establishes certain criteria for safeguarding company property and preventing vandalism on and off the job.

Responsibility

The Shop will ensure all equipment (including saws, tamps, generators, etc) are recorded in inventory with the make, model and serial number and will decal and etch the company's name on the equipment to help identify if stolen.

The Project Supervisor has direct responsibility for safeguarding all assigned company property and equipment thereon. Accordingly, the supervisor will implement an adequate plan for its protection.

Required Precautions Heavy Equipment

Precautions other than those listed below may be taken if the supervisor deems necessary.

1. Turn in equipment to yard when not needed.
2. When equipment is moved or transferred from one job to another notify the Service Department
3. Parking or storage on the job:
 - Where possible, in a well lighted area and in sight of the general public, and readily accessible to vehicle traffic (in case of inclement weather, law enforcement inspections, etc.)
 - Remove keys, close doors, windows, and hoods. Lower buckets, brooms, and blades to ground.
 - Remove all loose items and store in locked vehicle or box.
 - Part equipment front to back in a line
 - Advise Service Department of equipment to be parked and its general location on the job over the weekend in order that law enforcement personnel may be advised accordingly.
4. Report any theft or vandalism immediately to the Service Manager and HR/Risk Management Department.

Required Precautions Tools (including tamps, saws, generators, etc)

Precautions other than those listed below may be taken if the supervisor deems necessary.

1. All tools must be protected by one of the following means:
 - Returned to inventory at the Shop
 - Returned to equipment yard and stored in a freestanding locked storage unit
 - Returned to equipment yard and left in /on pickup truck in a locked storage unit specifically designed with a recessed lock compartment that prohibits the use of bolt cutters by potential thieves and that is constructed of at least 16 gauge steel
 - Left on site in a locked storage unit
 - Taken to the supervisors home left in/on pickup truck in a locked storage unit specifically designed with a recessed lock compartment that eliminates the use of bolt cutters by potential thieves and that is constructed of at least 16 gauge steel
2. Report any theft or vandalism immediately to the Service Manager and HR/Risk Management Department.

Vandalism

1. In the event of theft or vandalism the foreman or project supervisor must notify the HR/Risk Management Department and police and give a complete description of the item, including serial number of each item taken or vandalized.
2. If equipment is damaged a record should be kept of all costs, including labor required to repair it and this information should be given the HR/Risk Management Department.



Safety Policy
Effective: 2/1/2019

Our Company is committed to an accident prevention program designed to make your work safer. We feel that it is the individual employee who demonstrates just how successful a safety program will be. We urge you to make safety a part of your job and your life.

By its nature, our work encounters certain hazards. Safety rules have therefore been designed to protect us all. Our success depends on how well each individual employee observes these basic rules and demonstrates a genuine concern for safety. This list serves as a guide and in no way meant as a complete list.

It is the policy of Gator Grading & Paving, LLC that safety be a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. No one likes to see a fellow teammate injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules shall apply:

- All employees shall follow the safe practices and rules contained in this handbook and such other rules and practices communicated and that everything possible will be done to prevent accidents and/or injuries on the job. All employees shall report all unsafe conditions or practices to their immediate supervisor. If corrective action is not taken immediately, then the Safety Director shall be contacted as well as the Human Resources Department.
- Project Managers, Superintendents, and Foreman shall be responsible for implementing our policies by providing the necessary resources and insisting their assigned employees observe and obey all rules and regulations necessary to maintain a safe work place, safe work habits, and practices.
- Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
- Suitable clothing and footwear must be worn at all times. Personal protective equipment will be worn whenever needed. Safety vest and hard hats must be worn at all times. Safety glasses, gloves, and other PPE must be worn as dictated by the job assignment.
- All employees will participate in safety training meetings conducted weekly by their supervisor. The supervisor shall document these training sessions and turn signed toolbox training session in no later than Friday of that week. All weekly toolbox-training sessions will be monitored monthly. A report will be given to the foreman's supervisor if toolbox-training talks are not conducted. Disciplinary action will occur if toolbox-training talks are not conducted.
- Anyone under the influence of intoxicating liquor or drugs, including prescription drugs that might impair motor skills and judgment, shall not be allowed on the job.
- Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well being of other teammates are prohibited.
- Work shall be well planned and supervised to avoid injuries.
- No one shall be permitted to work while their ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
- There will be no consumption of any alcoholic beverage allowed on our premises or jobsites.
- Employees should be alert to see all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to their supervisor.
- Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions, training, and are qualified to perform that job.
- When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
- Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.
- Operators and drivers must inspect their equipment at the beginning of the day prior to use and throughout the day to ensure all safety equipment such as brakes, horns and alarms are properly working. Equipment should be tagged out of service if found defective and not operated until repaired.



- All employees must be aware of their surroundings. If you are an operator or driver you must not back your vehicle unless you are sure your path is clear and free of workers on the ground, other equipment or property. Operators and drivers must make a circle of safety and walk around their equipment/vehicles prior to backing. Do not back unless absolutely necessary.
- Drivers or operators should always request a spotter if they have any concern about backing safely.
- Workers on foot should never approach operators or drivers until they have acknowledged your presence and it is safe to approach the equipment or vehicle.
- Do not work with any materials you are not familiar with or do not know the hazards of or personal protective equipment to wear or use.
- Always use 3 points of contact when mounting or dismounting equipment or vehicles.
- Do not get in a trench or any confined space unless your immediate supervisor or other trained competent person is there and you have been trained to perform these activities.

SAFETY AND HEALTH TRAINING

Training is one of the most important elements of any Safety Program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the Safety Program into action. Supervisors are responsible for being familiar with safety and health hazards to which their employees are exposed, how to recognize them, the potential effects of these hazards, rules and procedures for maintaining a safe workplace, and *have the authority to stop any activity that could cause harm to any employee; until the correct procedures are followed*. Supervisors shall convey this information to their employees at the workplace, and shall investigate all accidents.

COMMUNICATION

Supervisors should communicate to their employees their commitment to safety and to make sure that everyone is familiar with the elements of the safety program. Gator Grading & Paving communicates with employees orally, in the form of directions and statements from supervisors, written, in the form of directives from our Safety Program, and by example. Every employee of Gator Grading & Paving, LLC is encouraged to help his or her fellow teammates work safely. Any teammate who sees another teammate do something unsafe, should tell that person. ***We sometimes forget actions speak louder than words.***

ACCIDENT PREVENTION

Every employee has a personal responsibility to prevent accidents. Employees have a responsibility to their family, to their fellow workers and to Gator Grading & Paving. Employees are expected to observe safe work practice rules and instructions relating to the efficient handling of their work. Employee responsibilities include the following:

- Incorporate safety into every job procedure. No job is done efficiently unless it has been done safely.
- Know and obey safe work practice rules. Full and complete policies are posted on our intranet site.
- Know that disciplinary action may result from a violation of the safety rules.
- Report all injuries immediately, no matter how slight the injury may be.
- Caution fellow workers when an unsafe act or condition is observed.
- Don't take chances.
- Ask questions when there is any doubt concerning safety.
- Don't tamper with anything you do not understand.
- Report all unsafe conditions or equipment to your supervisor immediately.

HAZARD IDENTIFICATION & ABATEMENT

Our written safety program sets out a system for identifying workplace hazards and correcting them in a timely fashion. If you become aware of any hazard contact your supervisor or the Safety Director immediately. Your observations are important to our program.

SAFETY AUDITS

The best method to establish a safer workplace is to study past accidents and worker compensation accidents. By focusing on past injuries, Gator Grading & Paving, LLC hopes to avoid similar problems in the future. Therefore, whenever there is an accident, and in many cases upon review of past accidents, employees may be requested to participate in a safety audit interview. During the interview, there will be questions about the nature of the accident and workplace safety issues related to the incident. Employees should answer these questions honestly and completely and volunteer any personal observations and/or suggestions for improved workplace safety. In addition to other preventative practices, there will be a group



discussion of the cause of the accident and methods to avoid the type of accidents and injury situations experienced in the past. Work rules will be reviewed and modified based upon the study of these accidents. In addition to historical information, workplace safety depends on workplace observation. Supervisors are responsible for inspecting their work areas and job sites daily before and while working and you should assist in these inspections.

WORKPLACE INSPECTIONS

In addition to the examination of records, work place safety inspections will occur as new projects begin, when conditions change, or when a new process or procedure is implemented

ACCIDENT INVESTIGATION

A primary tool used by Gator Grading & Paving, LLC to identify proximate causes of accidents and prevent a recurrence is a thorough and properly completed accident investigation. A satisfactory accident report will answer the following questions:

- What happened? The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions that the report must answer.
- Why did the accident occur? The ultimate cause of the accident may not be known for several days after all the data are analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation.
- What should be done? Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. Once a solution has been adopted, it is everyone's responsibility to implement it.
- What has been done?
- If you are involved in an accident your assistance in answering these questions is important.

RECORDS

Gator Grading & Paving, LLC maintains records of employee training, hazard identification, abatement, and accident investigation.

Copies of required accident investigations and certifications of safety training are maintained by the Human Resources Department. A written report will be maintained on each accident, injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 300 according to its instructions. Supplemental records of each injury are maintained on OSHA Form 301, or Employers Report of Injury or Illness Form 5020. Every year, a summary of all reported injuries or illnesses is posted no later than February 1 until April 30, on OSHA Form 300A. These records are maintained for five years following the calendar year covered by the summary.

SAFETY EQUIPMENT

Proper safety equipment is necessary for your protection. Employees must use all safeguards, safety appliances, or devices furnished for their protection and comply with all regulations that may concern or affect safety. Supervisors will advise their employees as to what protective equipment is required for the particular job position they work in. Certain jobs require standard safety apparel and appliances. Supervisors are aware of the requirements and will furnish their crew with the necessary approved protective appliances. These items shall be worn and effectively maintained as a condition of continued employment and part of Gator Grading & Paving, LLC mutual obligation to comply with the Occupational Safety and Health Act. Any safety equipment the employee chooses to supply must be approved by the supervisor to assure it is adequate and appropriate for the tasks.

REPORTING

All accidents shall be reported to the site Foreman, Superintendent, Project/Operations Manager, Safety Director and the Human Resources Department. The Human Resources Department will report accidents to OSHA and to our insurance carrier, as required.



WORKPLACE VIOLENCE

Definition of Workplace Violence

Prohibited workplace violence includes, but is not limited to, the following:

- All threats or acts of violence occurring on Company property or jobsites
- All threats or acts of violence not occurring on Company property or jobsites, but involving someone who is acting in the capacity of a representative of Company.
- All threats or acts of violence not occurring on Company property or jobsites, but involving an employee of the Company if the threats or acts of violence affect the legitimate interests of the Company.
- Any threats or acts of violence resulting in the conviction of an employee or agent of the Company, or of an individual performing services on the department's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests of the Company.

Threats or Acts of Violence Defined

"Threats or acts of violence" include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the conditions of employment, or to create a hostile, abusive, or intimidating work environment for one or more Gator Grading & Paving employee.

Examples of Prohibited Conduct

Specific examples of conduct that may be considered "threats or acts of violence" prohibited under this policy include, but are not limited to, the following:

- Hitting or shoving an individual.
- Throwing an object at an employee which might hurt or injure
- Threatening to harm an individual or his/her family, friends, associates, or their property.
- The intentional destruction or threat of destruction of property owned, operated, or controlled by the Company.
- Making harassing or threatening telephone calls, or sending harassing or threatening letters or other forms of written or electronic communications.
- Intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, policy, or work rules that would affect the business interests of the Company.
- The willful, malicious and repeated following of another person, also known as "stalking," and making of a credible threat with intent to place the other person in reasonable fear for his or her safety.
- Making a suggestive or otherwise intimating act to injure persons or property is prohibited.
- Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on Company property or jobsites

Warning Signs, Symptoms and Risk Factors

The following are examples of warning signs, symptoms, and risk factors which, may indicate an employee's potential for workplace violence:

- Dropping hints about knowledge of firearms.
- Making intimidating statements like: "You know what happened at the Post Office," "I'll get even" or "You haven't heard the last from me."
- Possessing reading material with themes of violence, revenge and harassment.
- Keeping records of other employees the individual believes to have violated departmental policy.
- Physical signs of hard breathing, reddening of complexion, menacing stare, loudness, fast profane speech.
- Acting out either verbally or physically.
- Disgruntled employee or ex-employee who is excessively bitter
- Being a loner.
- Having a romantic obsession with a co-worker who does not share that interest.
- History of interpersonal conflict
- Intense anger, lack of empathy
- Domestic problems, unstable/dysfunctional family
- Brooding, depressed, strange behavior, "time bomb ready to go off."



All employees should be alerted to and aware of these indicators. If a co-worker exhibits such behavior then you should advise your immediate supervisor or the Human Resources Department.

Reporting Threats or Acts of Violence

Each employee of the Company is required to report incidents of threats or acts of physical violence of which he or she is aware. In cases where the reporting individual is not a Gator Grading & Paving, LLC employee, the report should be made to the Office of Human Resources, who will notify the Law Enforcement Administrator.

In cases where the reporting individual is a Gator Grading & Paving, LLC employee, the report should be made to the reporting individual's immediate supervisor or a management level supervisory employee if the immediate supervisor is not available. Employees may also contact the Office of Human Resources.



Seniority
Effective: 2/1/2019

Gator Grading & Paving, LLC embraces the general policy of providing the maximum employment security, consistent with sound business principles, to those employees with the greatest amount of employment service within appropriate seniority units. Further the Company recognizes employees' length of employment service as one of the major factors applicable to the accumulation of employee benefits, such as vacation, holiday, job opportunity, insurance, etc.

Job knowledge, competency, attendance, safety record, cooperative attitude, and production will be considered when making job promotions or transfers. Seniority will be a determining factor when two or more employees are considered equally qualified.



**Sexual Harassment
Effective: 2/1/2019**

Gator Grading & Paving, LLC believes each employee should be afforded the opportunity to work in an environment free of sexual harassment. Furthermore, it is deemed by the management of this company that sexual harassment is a form of misconduct that undermines the employment relationship and no employee, male or female, should be subjected verbally or physically to unsolicited and un-welcomed sexual overtures or conduct.

Sexual harassment does not refer to occasional compliments of a social acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and that debilitates morale and, therefore, interferes with work effectiveness.

Gator Grading & Paving, LLC bases this policy on the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- 2) Submission to or rejection of such conduct is used as the basis for employment decisions; or
- 3) Such conduct has the purpose or effect of unreasonably interfering with work performance or creates an intimidating, hostile or offensive working environment.

Gator Grading & Paving, LLC wants each employee to have a work environment free of sexual harassment by supervisory personnel, by co-workers and by others with whom employees must interact with during the normal course of their work such as vendors, suppliers and subcontractors. Sexual harassment is specifically prohibited by our policy and is unlawful. All supervisory personnel are charged with preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly reporting any allegation of sexual harassment to the Kevin Hicks who is responsible for investigating any charges of work-related sexual harassment.

Any employee who experiences or is a witness to sexual harassment in the workplace should report it immediately to their supervisor or to Kevin Hicks - EEO Officer. All allegations of sexual harassment will be quickly investigated. To the extent possible, confidentiality of the charging party, any potential witness and of the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, a full report will be made to the charging party informing them of the outcome of the investigation.

Behavior that amounts to sexual harassment will result in disciplinary action up to and including immediate dismissal.

Gator Grading & Paving, LLC will not permit any employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

Reports of sexual harassment should be brought to the immediate attention of Kevin Hicks at:

Gator Grading & Paving, LLC
2704 105th Street East
Palmetto, FL 34221
(941) 751-3900
hicksk@gatorgap.com

This policy has been reaffirmed for 2019 by _____

Kevin Hicks
CEO/EEO Officer



SICK LEAVE
Effective: 2/1/2019

Hourly

Regular hourly employees will be granted paid sick leave upon their 1-year anniversary. Regular hourly employees earn ½ day/month. Regular hourly employees may accrue a maximum of 15 days of paid sick leave. The maximum carry-over from one year to the next is 10 days or 80 hours. Paid sick leave may be used for your illness or for the serious medical condition of a family member, if the condition meets the criteria as outlined in our Family Medical Leave policy. Upon termination, employee forfeits all accrued sick days.

Salary

Salary/Staff employees earn ½ day/month. Salary/Staff employees may accrue a maximum of 15 days. The maximum carry-over from one year to the next is 10 days or 80 hours. Paid sick leave may be used for your illness or for the serious medical condition of a family member, if the condition meets the criteria as outlined in our Family Medical Leave policy. Upon termination, employee forfeits all accrued sick days.



Shift Pay Differential
Effective: 2/1/2019

Teammates who are assigned to work a "night shift" will receive a shift differential pay of:

- \$1.00 an hour for hourly teammates
- \$10.00 a night for salary Foremen

Night Shift is defined as any work performed by a crew that is scheduled to begin their operations after 7:00 pm and where operations are planned to cease by 7:00 AM.

Occasionally, teammates may be asked to work over into another shift that is approved for shift differential. In those situations, teammates in positions approved for shift differential pay who works 25 percent or more of the other shift's regularly scheduled work hours will receive the differential for all hours actually worked on Night Shift.

Example

John Smith works the following:

- Monday 8:00 AM to 6:00 PM – all pay at the regular hourly rate
- Tuesday 8:00 AM to 10:00 PM - all pay at the regular hourly rate
- Wednesday 8:00 AM to 2:00 AM – 8 to 7 at the regular rate and 7 to 2 at the shift differential rate
- Thursday 7:00 PM to 7:00 AM – all pay at the shift differential rate
- Friday 7:00 PM to Midnight (work stopped due to rain) - all pay at the shift differential rate
- Saturday 7:00 PM to 8:00 AM – all pay at the shift differential rate

All overtime is calculated at any time over 40 hours and is calculated at the base rate of pay.
If you have questions regarding this policy, please see your supervisor.



Solicitation
Effective: 2/1/2019

In an effort to assure a productive and harmonious work environment, persons not employed by GATOR GRADING & PAVING, LLC may not solicit or distribute literature in the workplace at any time for any purpose.

Gator Grading & Paving, LLC recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit, E-Mail or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The sale of goods, food, services, or subscriptions outside the scope of official organization business
- The circulation of petitions
- The distribution of literature not approved by the employer
- The solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Equal Employment / Affirmative Action Statement of Policy
- Employer Announcements
- Internal Memoranda
- Job Openings
- Workers Compensation Insurance Information
- State Disability Insurance / unemployment Insurance Information.



Statement of Hiring Policy
Effective: 2/1/2019

Gator Grading & Paving, LLC provides equal employment to all persons without regard to race, color, religion, sex, age, national origin, United States Military status and mental or physical handicaps, so long as such handicaps do not prevent continued satisfactory work performance. We promote the full realization of human potential and equal employment through a continuing review of our policies and practices. Equal opportunity and equal consideration will be accorded to all applicants and employees in personnel action which include, but are not limited to, recruiting and hiring, selections for training, promotion, demotion, rates of pay or other compensation, transfer, and termination.

Gator Grading & Paving, LLC's greatest asset is qualified personnel. Every effort will be made to hire and employ qualified, reliable and productive employees, to develop these employees professionally, train them to accept positions of increased responsibility, offer them a variety of work assignments, and give them the opportunity to advance.



Supervisory Conduct
Effective: 2/1/2019

This company expects all supervisors to conduct themselves in a manner befitting their position of responsibility, accountability and entrustment. Subsequently the conduct of a supervisor should in no way be one which cast suspicion, dissension, and intimidation or potential liability (real or perceived). It is for these reasons supervisors can not make advances towards, engage in or seek relationships characterized as intimate; courtship, dating with anyone under their direct line of supervision or with whom they have authority to promote, demote, transfer, layoff, train, or have control or influence in any other form of compensation or disciplinary proceedings. The intent of this policy is not to limit or dictate employee relationships but to guarantee equal employment opportunities, non-discrimination and the maintenance of a harmonious working environment for all employees. Therefore, any supervisor engaging in or seeking to engage in such behavior will be subject to disciplinary action up to and including termination.



Travel
Effective: 2/1/2019

The nature of the work of the company requires that many of its employees travel extensively on company business. It is important that traveling employees become thoroughly familiar with the company policies regarding payment and reimbursement of expenses incurred while traveling on company business.

Air Transportation

Unless stated or approved otherwise, employees traveling on company business by commercial air should travel by coach, business or economy class.

Ground Transportation

All travel associated with field work (travel to job sites) will be made in company vehicles whenever possible. Reimbursement for expenses incurred in the use of private vehicles for travel to job sites will only be made if authorization is requested and approved prior to the actual travel. Expense vouchers for reimbursable travel will normally be filed monthly with the Accounting Department. Expense checks will normally be distributed monthly. If you rent a car for use in company business, you must take out full insurance coverage when signing for the car rental. You may rent the make and size of automobile which you feel is most economical and practical for your work use; however, rental of medium or company cars is encouraged whenever possible.

Travel Expenses

All business expenses submitted for reimbursement must be accompanied by receipts showing names, dates, business discussed amounts, and the name of the project it is to be charged to. This will include meals, tips, lodgings and other necessary expenses only. You are expected to use moderately priced lodgings and restaurants. No alcoholic beverages will be approved for reimbursement.



UNLAWFUL HARASSMENT
Effective: 2/1/2019

Gator Grading & Paving, LLC is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Human Resources Director or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible unlawful harassment should promptly advise the Human Resources Director, company EEO Officers or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

This policy has been reaffirmed for 2019 by _____
Kevin Hicks CEO/EEO Officer



VACATION
Effective: 2/1/2019

Hourly Employees

Vacation time off with pay is available to fulltime hourly and salary employees to provide opportunities for rest, relaxation, and personal pursuits. Regular employees are eligible to earn and use vacation time as described in the schedule.

Vacation Schedule (Hourly)

Anyone hired before June 30	05 days (5 days must be taken at Christmas)
At 5 year anniversary	10 days (5 days must be taken at Christmas)
At 10 year anniversary	15 days (5 days must be taken at Christmas)

Vacation Schedule (Salary)

Anyone hired before June 30	05 days (5 days must be taken at Christmas)
At 2 year anniversary	10 days (5 days must be taken at Christmas)
At 7 year anniversary	15 days (5 days must be taken at Christmas)

To take vacation, employees should request 2 weeks advance approval from their immediate supervisor or Department Manager. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the regular rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Company designated holidays which fall during vacation will count as a holiday.

Vacation time is a "use or lose" benefit and must be used by Dec 31 of the current year unless approved by CEO or President.

Vacation Accrual

There is no accrual for the first 5 days of vacation, which is reserved for Christmas. You must be employed through Christmas to receive the 5 days of vacation reserved for Christmas. Any employee can determine their own earned vacation by taking the total number of earned days (not including the 5 days reserved for Christmas) and dividing those days by 12 and then multiplying that number by the number of months worked to date in the year. If you leave prior to mid-month you are not given consideration for that month. If you leave after mid-month, that month will count in the accrual process.

Vacation Benefits upon Termination

Upon Termination of employment, employees giving a two-week written resignation notice and then who physically work the resignation notice will be paid for any accrued and unused vacation time that has been earned (accrued) through the last day of work. Any employee who has used more vacation than has been earned (accrued) to date will have those hours deducted from their last paycheck.

Any employee who leaves (with or without written notice) prior to Christmas will forfeit their first 5 days of vacation reserved for Christmas. If the Company, in its sole discretion, terminates employment for cause, forfeiture of unused vacation will result. Examples: Attendance Policy Violation, Safety Violation, Accident, and Alcohol/Drug Policy Violation.



Work Week
Effective: 2/1/2019

The workweek, for payroll purposes, begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. Construction personnel will normally begin work around 7:00 A.M. However, in order to have flexible hours of work to meet the needs of projects, project and operations managers may set the normal work day and work week starting and stopping times for their projects that they deem most reasonable to meet the client's needs. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Employees are required to report for work promptly at the scheduled time and at the designated place as instructed by their supervisor. Employees are also expected to remain at work until the scheduled stopping time, except for brief absences with permission. Due to the somewhat seasonal nature of our industry, working weekends, overtime and some shift work is considered normal business operations and a necessity. Supervisors will advise employees of their individual work schedules.

Staff personnel normally will maintain a five-day workweek. Overtime pay in excess of 40 hours will not be paid except to those personnel who are non-exempt from federal wage and hour laws.



**Workers Compensation
Effective: 2/1/2019**

This company is a covered employer under the workers' compensation law in Florida. Should you sustain a work-related injury, Gator Grading & Paving, LLC's workers' compensation insurance will provide medical coverage and income replacement for the period of your disability.

Following a work-related injury, workers' compensation benefits will not be paid for the first 7 loss days of disability. Medical expenses will, however, be paid from the time of injury. Compensation benefits will begin the day after the waiting period ends. If you are disabled for more than 21 days, benefits may be paid retroactively to cover the waiting period.

If you are injured on the job, you must give Gator Grading & Paving, LLC written notice of the injury within 24 hours in order to preserve your right to workers' compensation benefits. Forms for reporting injuries may be obtained in the Human Resources Department. If you are unable to fill out an injury report due to the nature of your injury, someone may obtain a form and fill it out for you.

Should you be injured on the job and need to be treated by a doctor, you must seek treatment for the injury from a physician as designated by Gator Grading & Paving, LLC. Any subsequent changes must be approved by Gator Grading & Paving, LLC in advance in order for the expense to be paid.

Gator Grading & Paving, LLC does not allow consumption of alcohol or use of recreational drugs on the job because they impair your ability to perform your work safely. Should your consumption of alcohol or use of recreational drugs be found to be the cause of your on-the-job injury, you will not be eligible for workers' compensation benefits.

Gator Grading & Paving, LLC deeply appreciates and values the workplace efforts and contributions of its employees. As a reflection of that appreciation, the Company has established a Workers' Compensation Modified Duty Program. The purpose of the program and its statement of policy are to ensure that each injured employee is provided the opportunity to remain an active and productive member of the Company. To that end, every effort is made to provide modified duty work to those employees who sustain a workers' compensation compensable injury.

The policy and provisions of the Modified Duty Program are administered by the HR/Risk Management Department and go into effect when an injured employee's authorized medical care provider assigns physical restrictions to the employee and then releases that employee to return to work. From that point forward, the employee must be available to return to work and perform duties identified by the Company that are within the restrictions established by the employee's authorized medical care provider. Responsibility for ensuring that modified duty work is provided to injured employees rests with the manager of the employee's department.

The Workers' Compensation Modified Duty Program Policy establishes the following obligations and limitations on departments and injured employees:

All departments must provide modified duty work to injured employees. The HR/Risk Management Department is available to assist Managers with clarifying, identifying, and assigning modified duty work in accordance with the written restrictions provided by the injured employee's authorized medical care provider.

If providing such work causes a department an unreasonable hardship, that department's Manager may assign the injured employee to work in a different unit.

Injured employees must perform assigned modified-duty work to the best of their ability within the restrictions established by their authorized medical care provider. Departments, however, are under no obligation to provide work to employees who fail to make a good faith effort to perform the modified duty work. Employees who refuse to cooperate with and/or participate in the program jeopardize their benefits and face discipline up to and including termination.



All modified-duty work is of a temporary nature and may not exceed 90 consecutive calendar days from its initial commencement without the authorization of the director of Human Resources. The obligation to provide modified duty work ends when employees reach maximum medical improvement or when 84 consecutive calendar days have passed since the initial commencement of the modified duty work.

Employees on modified duty or on a total work restriction who is not able to return to full duty will be terminated as an active employee.

Human Resources is available to assist a department if an employee is unable to resume the essential functions of his or her regular job at the conclusion of the modified duty work assignment or at the time that maximum improvement is reached, whichever occurs first.