



EMPLOYEE HANDBOOK

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Disclaimer

This Quality Underground LLC, (hereinafter referred to as "the Company") Employee Handbook establishes policies, procedures, benefits, and working conditions that will be followed by all the Company employees as a condition of their employment at the Company.

The Standards of Conduct describe the expected actions and behaviors of employees while conducting Company business.

This Employee Handbook is not a contract of employment nor is it intended to create contractual obligations for the Company of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of the Company. The Company reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook.

Furthermore, the Company reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice.

The Company will make every effort to notify employees when an official change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about Company policies, procedures, benefits, and working conditions.

Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this employee handbook and Employee Standards of Conduct.

Welcome

Welcome to Quality Underground LLC.

I welcome you to Quality Underground LLC and wish you every success here.

We are excited to have you as part of the team. You were hired because we believe you can contribute to the success of our business and share our commitment to achieving our goals as stated in our mission statement.

We expect the individual to work hard and quickly become part of our team. The success of our company is entirely dependent on the success of the individual. We must provide you a safe jobsite and well-managed company. You must provide your complete attention. You must show up ready to work, follow direction with a positive attitude and understand the goals for the day.

We hope that your experience here will be challenging, enjoyable and rewarding. Again Welcome.

Sincerely,

Donald L. Gillis

Donald L. Gillis
President

Mission Statement

Quality Underground was founded and operates in the greatest country on earth in the greatest state of our union allowing the company to freely compete in an open market. Our mission is to recognize the individual's freedom and liberty granted by God to put his talents, his labor and his intellectual property to work for the benefit of himself, to work for the benefit of Quality Underground and to work for the benefit of our customer. Our goal is to allow the individual the opportunity to freely exercise his talents and grow resulting in a best in class team that delivers a high-quality product and creates value for our customer. Delivering excellence in heavy infrastructure for our customers, our employees and our community.

Open Door Policy

It is our objective to provide a work environment free from elements that would deter employees from performing their best work. All concerns may be expressed through our open-door policy. Management at The Company maintains this open-door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input.

If you feel you have been discriminated against in any way you are encouraged to express concern through this open-door policy.

Code of Conduct

Employees of The Company are to conduct themselves in a responsible, professional and ethical manner. Report any unethical or dishonest behavior to your immediate supervisor.

Reported activities will be investigated by appropriate Company management team members. The management team will determine appropriate means for resolution. Employees found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, up to and including termination.

Employment

At-Will-Employment

The policies contained in this handbook do not create any contract of employment and they do not constitute the terms of an implied agreement with Quality Underground LLC. All employees are considered “at will.” Nothing in this handbook shall be construed to affect the employment-at-will doctrine. “At will” means your employment may be terminated with or without reason, at any time, by either you or Quality Underground LLC.

Equal Opportunity Employment

The Company is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. The Company prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law. The Company conforms to the spirit as well as to the letter of all applicable laws and regulations.

The policies and principles of Equal Opportunity Employment also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with The Company.

Any questions or concerns regarding any aspect of this policy should be directed to the Human Resources department.

Eligibility for Employment

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States plus proper identity. A properly submitted form I-9 will be required for employment.

Familial Employment

The Company does allow family members and relatives of employees to be considered for employment, provided they are qualified for the position and no other conflict of interest exist. Hiring decisions will be the exclusive responsibility of the Human Resources department.

HIPAA Notice and Privacy Practices

The Health Insurance Portability and Accountability Act (HIPAA) includes components to ensure that your personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive information to health professionals. It is designed to ensure that protected health information is protected during its collection, use, disclosure and destruction of records at The Company. Breach of this policy should be reported to the Human Resources Department.

Part-Time Employment

The Company does offer part-time employment positions. Employees who work less than 30 hours per week will be considered part time. Direct all questions regarding benefits for part-time workers to the Human Resources department.

Employment of Minors

Generally, regular employees must be 18 years of age or older. Occasionally, we hire students or others who are at least 15 years old, however this must be approved in advance by the Human Resources department.

- Age (15)
 - Must have an employment certificate, have limited work hours, and cannot work in certain jobs. Cannot work more than 18 hours per week or more than 3 hours per day when school is in session. Cannot work before 7:00am or after 7:00pm. The maximum number of work hours increases to 8 per day and 40 per week during the summer and other holiday periods or times when school remains closed.
- Age (16-17)
 - Cannot work in any vocation which has been declared by Rule or Regulation of the Secretary of Labor to be dangerous or injurious to the life, health, morals or welfare of a minor.
 - State labor laws also prohibit all employees under the age of 18 from operating heavy machinery or becoming exposed to hazardous substances at work.

Criminal Convictions

Criminal convictions are taken seriously at The Company. We reserve the right to disqualify any applicant for employment that has been convicted of a criminal offense.

Furthermore, conviction of a crime during employment may result in an automatic termination. The Company will make every effort to evaluate the nature and

circumstances of the conviction. With the safety and well-being of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, up to and including termination.

Violence in the Workplace

The Company strives to provide a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

Prohibited Conduct

The Company does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on company property or while on company business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting Procedures

Any potentially dangerous situations must be immediately reported to a supervisor or the human resource department. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. The Company will actively intervene at any indication of a possibly hostile or violent situation.

Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by the vast majority of society. A “weapon” can also be any object which would do harm to another when used as such. The Company shall deem any such object a “weapon” for the purpose of enforcing of this policy.

Possession of weapons is prohibited on company property and while on duty performing company business at any location. Any employee on duty or on company premises in possession of a weapon will be subject to appropriate disciplinary action,

up to and including termination. Report any weapon possession to your immediate supervisor or the Human Resources department.

Alcohol, Marijuana, Drugs & Illegal Substance Abuse

Possession of alcohol, marijuana, illegal drugs or other illegal substances is not permitted on company property, or while on duty in the employment of The Company. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, marijuana, illegal drugs or other substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. Report any suspicious activity to your immediate supervisor or the Human Resources department.

Harassment and Discrimination

The Company strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. The Company will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, The Company will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to human resources (HR), are in violation of this policy and subject to discipline.

Prohibited Conduct Under This Policy

The Company, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of The Company's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national

origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

The Company prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of The Company.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under The Company's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile or offensive working environment."

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.

- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the HR director will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

Complaint procedure

The Company has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The HR director may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the HR director will dictate the verbal complaint.

Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR director will notify senior management and review the complaint with the company's legal counsel.

The Human Resources will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.

If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.

During the investigation, the Human Resources, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.

Upon conclusion of an investigation, the Human Resources or other person conducting the investigation will submit a written report of his or her findings to the company. If it is determined that a violation of this policy has occurred, the HR director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:

- the severity, frequency and pervasiveness of the conduct;
- prior complaints made by the complainant;
- prior complaints made against the respondent; and the quality of the evidence (e.g., firsthand knowledge, credible corroboration).

If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, Human Resources may recommend appropriate preventive action.

Senior management will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with Human Resources and other management staff as appropriate, and decide what action, if any, will be taken.

Once a final decision is made by senior management, Human Resources will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Job Postings

The Company may post available hiring positions allowing current employees to apply for the position. All applicants must meet education and/or experience requirements for consideration. Qualified Applicants should submit an application below or apply in person at:

44330 Mercure Circle #110
Sterling, VA 20166

Seniority

The Company does consider length of continuous service when making decisions for advancement, job placement, layoffs or staff reductions. Other factors will also be considered for these important decisions.

Employment Evaluation

All employees will be under “evaluation” for the first three months of employment. Your immediate supervisor will be responsible for evaluating your performance, aptitude and compatibility with co-workers.

Bonus Checks

Bonus checks are a reflection of the success of The Company and vary with the general economy and company profits. The bonus program may be reduced or eliminated, solely at the discretion of the company.

Personnel Files

The Company maintains a confidential personnel file for each employee. Files are controlled by the Human Resources department. Employees must acquire permission to view his or her personnel file from the Human Resources department. These files are the property of The Company. No documents may be altered or removed by the employee. Every reasonable effort is made to keep the information confidential and access is limited to staff members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by a court of law.

Policies & Procedures

Attendance

Punctual and regular attendance is an essential responsibility of each employee at The Company. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

Excused absence occurs when any of the following conditions are met:

- The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
- The absence request is approved in advance by the employee's supervisor.
- The employee has sufficient accrued Paid Time Off (PTO) to cover the absence.

Unexcused absence occurs when any of the above conditions are not met.

If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

- An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Tardiness and early departures are each an occurrence for the purpose of discipline under this policy.

Disciplinary Action

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and may result in disciplinary action. Eight occurrences of unexcused absence in a 12-month period are considered grounds for termination.

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Drug and Alcohol Policy

The Company has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of our employees and to the security of the company's equipment and facilities. For these reasons, the Company is committed to the elimination of drug and alcohol use and abuse in the workplace.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Work Rules

1. Whenever employees are working, are operating any Company vehicle, are present on Company premises or are conducting company-related work offsite, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug as defined in this policy.
- Possessing or consuming alcohol.

2. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.

3. The Company will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively

perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.

4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing:

Pre-employment

Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable suspicion

Employees are subject to testing based on (but not limited to) observations by at least two members of management of apparent workplace use, possession or impairment. Human resources, or any supervisor should be consulted before sending an employee for testing. Management must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both management and Human Resources will speak with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

Post-accident

Employees are subject to testing when they cause or contribute to accidents that seriously damage a Company vehicle, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a Company forklift, pickup truck, overhead crane or aerial/man-lift, etc.) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the company believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination.

Inspections

The Company reserves the right to inspect all portions of its premises or equipment for drugs, alcohol or other contraband.

Crimes Involving Drugs

All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five days. Failure to comply will result in automatic discharge.

Work Schedule Requirements

With variations in work load based on demand from our customers, it is our responsibility to meet critical deadlines, sometimes with little notice. As a result, you may be required to work overtime be it pre-planned or spontaneous. Overtime is

considered mandatory in these instances; it is a condition of employment. See "Overtime Pay" below.

Staff Meetings

Group meetings of several employees as well as meetings of all employees are occasionally scheduled. Every effort is made to schedule these meetings during the hours worked by the vast majority of employees. Notification for mandatory meetings will be distributed in advance. All employees are required to attend, when requested, even if it is not during their scheduled work hours.

Bulletin Boards

Bulletin boards placed in designated areas throughout the facility display notices and announcements for employees to review. It is the responsibility of each employee to review the bulletin boards several times per week to be aware of information posted.

All bulletin board postings are to be approved by the human resource department, which is responsible for monitoring, updating and removing posted items. No notices or communications may be posted on any The Company bulletin boards by an employee or third party without the prior review and approval of the human resources department.

Time Sheets

Foremen are responsible for accurately completing time sheets daily for all crew members. For crew employees, if you arrived later or earlier than your scheduled shift, or left later or earlier than your scheduled shift, it is your responsibility to make sure that your supervisor has accurately noted your arrival and departure times. For crew employees, if you are temporarily assigned to a different crew it is your responsibility to make sure that your temporary foreman has included you on his time sheets and has accurately noted your arrival and departure times.

For office employees, you are responsible for completing time sheets on a daily basis and submitting them to the Office Manager on a weekly basis.

Superintendents are required to approve timesheets of crews/employees assigned to them

Workplace Dress Code

The Company encourages employees to dress comfortable, with consideration given to maintaining a professional appearance. Appropriate attire should be worn at all times in keeping with commonly recognized standards of your position. If you interface with clients or are scheduled to meet with clients on an occasional basis, be prepared and

dress appropriately. Be considerate of the company's image as well as your image with customers and your co-workers.

Medical Attention

The Company requires employees to notify a supervisor when medical attention is required for any reason, accident or illness. Employees requiring transportation to a medical facility must be taken by trained medical personnel. Transportation and medical costs are the responsibility of the employee.

Compensation

Compensation for employment is based on performance. Rates are established by mutual agreement between the employee and The Company. Raises also, are based on performance, growth and productivity. All requests for salary increase and/or promotion will be fairly considered by supervisors and the Human Resources department. Employment is based on an as-needed basis. Employees are not guaranteed tenure or retirement benefits.

Overtime Pay

Some Company employees, but not all, may at times be entitled to extra pay for authorized overtime. Overtime pay for qualifying employees (hourly/non-exempt), working overtime, is paid at a rate of one and onehalf times the regular rate of pay.

Show-Up Time

If you will not be needed due to inclement weather, you will be paid two hours of "show-up time," provided that you did in fact show-up timely and ready and willing to work. These two hours will not count as hours worked for purposes of computing overtime.

Mileage Expense for Business Use of Personal Vehicle

The Company will compensate an employee for use of their personal vehicle in the fulfillment of company business. All expenses must be pre-approved by your immediate supervisor. If approved, a fee equal to the Federal Standard Mileage Rate will be paid for documented business travel.

Wage and Salary Disclosure

Compensation programs are confidential between each individual employee and the Company. Disclosure of wages or compensation to any third party is discouraged.

Merit Increases and Bonuses

The Company believes in rewarding great work and paying competitive wages. Therefore, at our sole discretion, we may increase wages on an annual basis, generally in the spring or early summer, if you are performing well for the company. In addition, and again at our sole discretion, we may pay discretionary bonuses, which would be paid at the end of the year.

Payroll Schedules

Employees are paid weekly. Regardless of shift schedule, the work week begins Sunday and ends Saturday. Payday is Friday. In the event payday falls on a holiday, paychecks will be distributed before the holiday.

Payroll Deductions for Federal Tax, State Tax, FICA and Medicare

As required by law, The Company withholds taxes from employee earnings, as well as social security (FICA) and Medicare.

401(k) Retirement Account

The Company offers employees who are 21 years of age and older the opportunity to participate in an IRS-qualified 401(K) plan after 6 months of continuous employment.

Performance & Evaluation Reviews

Annual performance and evaluation reviews will outline the competencies you need to perform your job functions successfully. Your contributions to your department and The Company are also reviewed and documented. Your supervisor will discuss job requirements for your duties and identify your specific skills. All performance reviews will become a permanent part of your personnel file.

Reimbursement of Expenses

Expenses to be reimbursed by The Company must be approved in writing prior to expenditure. To receive reimbursement, you must furnish the accounting department with receipts for all expenses (other than per diem or mileage).

If you require an advance for expenses, see your immediate supervisor.

Reporting Personal Information Changes

Employees must notify the Human Resources department whenever there is a change in their personal information on file with The Company. This includes address, phone number, income tax withholding information, emergency contacts and if applicable, any information which may impact your insurance coverage.

Visitors

Due to the nature of our business, security clearances or non-disclose agreements with our clients, visitors are not allowed in office or restricted areas. All visitors who are not visiting for business purposes will be restricted to the lobby area. All business visitors must have authorization to enter sites or facility areas. See your immediate supervisor for authorization. Notify a supervisor immediately if you become aware of any unauthorized visitors.

Personal Property

The Company is not responsible for personal property of employees within facilities, vehicles or parking areas. Any personal items brought on premises deemed inappropriate by The Company, will be removed without notice. As always, be considerate of the company's image as well as your image with customers and co-workers.

Personal Cell Phones, Tablets and Smartphones

Use of personal cell phones, mobile phones or personal digital assistants is approved for business contact during standard working hours. All company information stored on an employee device must be protected, and in the event the device is stolen, the theft must be reported immediately to your supervisor. Employees agree that any device used to transmit company information is subject to having that information deleted, by The Company representatives, at the termination of employment. This deletion of information may include a complete wiping of the device hard drive. Please limit personal calls to communication regarding urgent family matters where time is of the essence.

Text Messaging

Use of personal cell phones, mobile phones or personal digital assistants for text messaging is approved for business contact during standard working hours. Please limit personal text messaging to communication regarding urgent family matters where time is of the essence.

Personal Safety

At The Company the safety of our employees is a top priority. We will make every reasonable effort to ensure the safest working environment possible. If you have suggestions or concerns, discuss them with your immediate supervisor or the Human Resources department. If you feel you are in danger performing your job duties, stop working and report the hazard to your immediate supervisor. Failure to comply with all health, safety and environmental policies and procedures may result in disciplinary action, up to and including termination.

We have created a Safety Plan that deals with performing your job safely. It is imperative that you review and comply with the requirements in the Safety Plan. Please review the Safety Manual, which is attached to this handbook.

Solicitation

The Company prohibits the solicitation, distribution and posting of materials on or at Company property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by the Company management and Company-sponsored programs related to the Company products and services.

Non-employees may not solicit employees or distribute literature of any kind on the Company's premises at any time. Employees may only admit non-employees to work areas with management approval or as part of a Company-sponsored program. These visits should not disrupt workflow. The Company must accompany the non-employee at all times. Former employees are not permitted onto Company property except for official Company business.

Employees may not solicit other employees during work times, except in connection with a Company approved or sponsored event.

Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with a Company-sponsored event.

The posting of materials or electronic announcements are permitted with approval from Human Resources.

Violation of this policy should be reported to Human Resources.

Company Property

Confidential Information Security

As a matter of course employees of The Company will have access to confidential and proprietary information. This information includes, but is not limited to, personnel information, pricing, client lists, contractual agreements, intellectual property and marketing/estimating/contracting strategies. It also may include Non-disclosure Agreements (NDAs) from customers that The Company contracts with. It is a condition of employment that you do not disclose this information to third parties during or after employment. Disclosure of The Company confidential information without express written approval is prohibited. Failure to comply with this policy may result in disciplinary action, termination of employment, and/or legal action.

Facilities Security

It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave. See your immediate supervisor if you will be left with this responsibility. This includes, but is not limited to, turning off appropriate lights, closing and locking all doors and windows and setting the security alarm.

Report any potential security risks to your immediate supervisor.

Office Supplies, Postage & Company Accounts

The Company postage, postage systems, shipping accounts, and accounts with various vendors and suppliers are to be used for company purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination.

Company Vehicles

Use of company vehicles for personal purposes is prohibited. If you have been assigned a company vehicle, it should be used strictly for company business and for travel to and from company business locations and activities. Employees found to be using company vehicles for personal use may be subject to appropriate disciplinary action, up to and including termination.

Company Equipment

Company property, such as laser printers, copiers, computers and all production tools, are to be used for The Company business purposes only. Use of unauthorized equipment may result in appropriate disciplinary action, up to and including termination.

Your designated work area, desks and cabinets are not to be locked with personal locks. If you need assistance securing company property see your immediate supervisor.

Company Heavy Equipment

Company property, such as excavators, loaders, dozers and all other heavy equipment, are to be used for The Company business purposes only. Use of unauthorized equipment may result in appropriate disciplinary action, up to and including termination.

Phone Systems, Voice Mail and Personal Calls

Telephone systems, equipment and operators are in place to provide business services of the company. Employees are to limit the personal use of these items. Lengthy calls should be made during breaks.

Long distance calls for personal use are prohibited.

Computer Related

Computers and Related Equipment

The Company provides employees access to computers, printers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used for the business activities of the Company. Employees found to be using company computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination.

Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify your immediate supervisor.

- Employees shall not use company systems to knowingly violate any city state or federal laws.

- Computer games and personal software may not be installed on company equipment.
- Company equipment shall not be used to create or store personal information or projects.
- Company equipment shall not be used to store or display images depicting violence, sexually explicit material or racially offensive material.
- Software installed on company computers must be properly licensed and installed at the direction of the computer systems supervisor.
- Employees are not permitted to download any software (free or otherwise) without express permission from the computer systems supervisor.

Internet

Company computer systems, connected to the internet, are connected for business purposes. Accessing the internet for personal use must be kept to a minimum and must not violate any company policy. Employees are expressly prohibited from allowing any third party to use company provided computers or internet services.

Conducting company business on the internet must be done following all guidelines and policies for conducting business in conventional settings.

Do not expect privacy on company computers. Our software and systems may have the capability of tracking each visit, each e-mail, each chat and each file transfer, by every computer on the system.

The Company maintains the right to limit internet access.

The Company will comply with any reasonable requests from law enforcement to review internet activities of any employee.

While accessing the internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent The Company to the world at large while online.

For protection of the company network and proprietary information, security measures have been installed on the systems. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

E-mail & Electronic Communication

Company provided e-mail is provided for business purposes. Personal use should be kept to an absolute minimum.

All e-mails, sent or received, are company records and as such, are accessible to appropriate staff members.

No anonymous e-mails can be sent from company systems. All employees are required to identify themselves by name and e-mail address.

Chat room participation is prohibited except for business related forums which require approval from your immediate supervisor.

Policies for Leave of Absence

Eligibility

Paid and non-paid leave of absence is a benefit of working at The Company. To qualify for these leave of absence benefits the employee must be a full-time employee. Full time employees are employees who have been assigned a regular 30 hours per week work shift. Employees scheduled for less than 30 hours weekly are not eligible. The Company reserves the right to, without notice; revise these leave of absence policies.

If you have questions, contact the Human Resources department.

Personal Leave of Absence

The Company will make every reasonable effort to consider personal leave of absence. Apply for unpaid personal leave of absence authorization from the Human Resources department. Many factors are considered when determining eligibility for personal leave of absence and is granted or denied solely at the discretion of The Company. When granted, the maximum allowable is 30 days per calendar year.

Paid Time Off

Paid Time Off (PTO) includes vacation, sick, and personal time-off with pay.

Foremen, Crew Members and Hourly Office Employees:

If you are a foreman, crew member or hourly office employee, The Company provides you with roughly two weeks of paid leave per year (accrued as described below), which may be taken for any reason -- vacation, sick, or personal. One of these two weeks is the week between Christmas and New Year's Day, when the company is closed for business and which will generally be four business days (six when including the paid holidays of Christmas and New Year's Day). The other week of leave (five business days) may be taken at your discretion with prior approval from your supervisor.

Superintendents and Salaried Office Employees:

If you are a superintendent or salaried office employee, The Company provides you with roughly three weeks of paid leave per year (accrued as described below), which may be taken for any reason - vacation, sick or personal. One of these three weeks is the week between Christmas and New Year's Day, when the company is closed for

business and which will generally be four business days (six when including the paid holidays of Christmas and New Year's Day). The other two weeks of leave (ten business days) may be taken at your discretion with prior approval from your supervisor.

Accrual of Leave:

The paid leave between Christmas and New Year's Day is provided to all active employees who have been actively employed with The Company for at least twelve continuous months. The remaining leave is accrued on a bi-monthly (every other month) basis, January through September.

- For foremen, crew members, and hourly office employees actively employed, that means that one day of leave is accrued on each of the following days of the year: January 1, March 1, May 1, July 1, and September 1.
- For superintendents and salaried office employees actively employed, that means two days of leave are accrued on each of the following days of the year: January 1, March 1, May 1, July 1, and September 1.

Unused Leave:

If at the end of the calendar year you have not used all of your accrued paid leave time, The Company will pay you for the unused amount, at your regular rate (up to 40.0 hours) or you may roll over up to 200 hours for future use. Unused leave does not include the paid leave between Christmas and New Year's Day, which is only paid to active employees employed during that week and which must be taken. If you resign from The Company or are discharged, you will not be paid for any unused leave at the time of your separation.

Requesting Leave:

For leave which is known in advance (such as vacations and personal days), you should make your request to your supervisor for the paid time-off as far in advance as possible. Paid time-off can be used in minimum increments of one day. Based upon company needs, the Company will attempt to grant you the paid time-off you request. However, the summer months are the Company's busiest time and leave requests during that and other busy periods for the company may be denied. You may also obtain leave request forms from your supervisor.

Leave Payments:

Paid leave is paid at your base pay rate at the time of the leave. It does not include overtime or any special forms of compensation such as incentives or bonuses. Paid leave hours will not be included in calculating overtime.

Short-Term Disability Leave

Notify your immediate supervisor or the Human Resources department in advance when you plan to use short term disability leave for scheduled medical procedures or pregnancy related disability. The Company reserves the right to verify any employee's inability to perform job duties through consultation of medical experts selected by The Company.

Unpaid Family & Medical Leave

The Company employees are eligible to take unpaid leave as per the terms of The Family and Medical Leave Act of 1993.

General Provisions

Under this policy, The Company will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness). The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the leave must be for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition.
- 4) The serious health condition of the employee.
- 5) Qualifying exigency leave for families of members of the National Guard or Reserve or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.
- 6) To care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the service member.

Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (No. 1) through (No. 5) above under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (No. 6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a

circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from a health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the company's sick leave policy) prior to being eligible for unpaid leave.

Certification for the Employee's or Family Member's Serious Health Condition or Exigency for Military Leave.

The company will require certification for the employee's or Family Member's serious health condition or exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition or the Certification of Qualifying Exigency for Military Family Leave.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR manager. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

Bereavement Leave

The Company will provide reasonable time off for employees to attend funerals of friends and loved ones. In the event of a death in the immediate family of the employee, up to seven days of unpaid time off may be granted to attend to family matters and funeral arrangements.

Jury Duty

Notify your immediate supervisor if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law.

Military Duty

In accordance with requirements of law, The Company will provide military leave of absence and reinstatement for qualifying employees. Contact the Human Resources department for details.

Severe Weather Closings

If you will not be needed due to inclement weather, you will be paid two hours of "show-up time," provided you did, in fact, show-up timely and ready and willing to work. These two hours will not count as hours worked for purposes of computing overtime. The company will make every reasonable effort to notify you as soon as possible.

If weather conditions are so severe that you are unable to travel to work, you must contact your immediate supervisor.

Benefits

Overview

Benefits to employees are provided at the will of The Company and the company reserves the right to modify or eliminate benefits without notice under conditions of law. The benefits listed herein are intended to be a general description only. Details of specific benefits are outlined in the documentation for the benefit program.

Eligibility

To qualify for benefits an employee must be considered full time, non-seasonal employees. Full time employees are employees who have been assigned a regular 30 hours per week work shift. Employees scheduled for less than 30 hours weekly are not eligible. The Company reserves the right to, without notice, revise these eligibility requirements.

If you have questions, contact the Human Resources department.

Group Medical and Dental Insurance

The Company pays a substantial portion of premium costs for coverage of eligible employees. Coverage is available through the current plan for dependents. Any additional premium cost for the employee and all premiums for dependent coverage are the responsibility of the employee. Employee portion of premiums must be paid through payroll deduction. Details of the plans are available through the Human Resources department.

Notice: Plan details may change without notice.

Disability and Life Insurance

The Company pays the full cost of premium costs for coverage of eligible employees.

Notice: Plan details may change without notice.

401(K) Plan

The Company offers employees who are 21 years of age and older the opportunity to participate in an IRS-qualified 401(K) plan after 6 months of continuous employment.

The Company matches 30% of the employee's contribution, up to 6% of the employee's salary. In other words, if an employee who makes \$30,000 per year contributes six percent of his compensation (equaling \$1,800) to his 401k plan,

Quality Underground will contribute an additional thirty percent of that figure (equaling \$540). The vesting schedule is as follows: first year is 20%, second year is 40%, third year is 60%, and fourth year is 80%. After participating in the plan for five years, your 401k balance is fully vested.

Worker's Compensation

The Company provides an insurance policy on all employees in accordance with applicable workers' compensation laws. If you are injured or become ill while on the job, you must inform your supervisor immediately, who will complete a report and help you get any required treatment. If your injury or illness occurs as a result of performing job-related duties, you may be eligible for workers' compensation benefits, including protection against lost earnings and payment of medical expenses.

Failing to report a job-related injury in a timely manner may result in loss of coverage.

Holidays

The Company provides the following holiday schedule for all employees. Eligible employees with at least six months of continuous service qualify for paid days. Non-qualifying employees are required to take the days off without pay, unless otherwise approved in writing by your immediate supervisor.

Holiday Schedule:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day

Holidays falling on Sunday will be observed on the following Monday, those falling on Saturday will be observed the preceding Friday.

Employees wishing to observe national-origin holidays or religious holidays not listed in the Holiday Schedule must obtain permission from their immediate supervisor for time away from work. However, a maximum of 7 holidays will be paid to any employee.

COBRA

The Company, in accordance with federal law, offers continued medical benefits to employees who lose eligibility for coverage via termination or other circumstances. COBRA (Consolidated Omnibus Budget Reconciliation Act) provides employees and their qualified beneficiaries the opportunity to continue health coverage under the company's health plan. The employee pays full cost for coverage at our group rate, plus an administration fee.

The Human Resources department will provide details of COBRA coverage and procedures for applying at the time an employee loses eligibility of existing coverage.

Discipline Policies

Problem Resolution

The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees.

We recommend the following:

For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it. If no resolution is reached, both employees together should approach a supervisor and allow the supervisor to participate in the resolution. If a resolution is not reached, it should be turned over to the Human Resources department. The Human Resources department will gather and review all information and provide a solution with the best interest of all parties.

If a supervisor is involved as a party in the initial dispute, it must be turned over to the Human Resources department at the outset.

Decisions of the Human Resources department will be final.

Violation of Company Policy

The company has adopted a progressive discipline policy to identify and address employee and employment related problems. This policy applies to any and all employee conduct that the company, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, the Company takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

The Company will normally adhere to the following progressive disciplinary process:

- 1) Verbal Warning: An employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the employee engages in unacceptable behavior. Verbal warnings are documented and placed in the employee's personnel file.
- 2) Written Warning: A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behavior during the period that a verbal warning is in effect. Written warnings are maintained in an employee's personnel file.
- 3) Suspension: A suspension without pay is more serious than a written warning. An employee will be suspended when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior during the period that a written warning is in effect. An employee's suspension will be documented and are maintained in an employee's personnel file.
- 4) Termination: An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline.

Again, while the Company will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

Employees who believe they have been falsely charged with an infraction can appeal the charge to the Human Resources department. All appeals must be in writing clearly defining the reason you believe the charge was false. The Human Resources department will review all available information and make a ruling. All decisions of the Human Resources department are final.

Notices of violation, appeals, and final disposition documentation will become a permanent record in the employee's personnel file.

Termination of Employment

Termination

Employees choosing to terminate their employment with The Company are required to return all company property to their immediate supervisor before leaving the premises on their final day of employment.

The Company may terminate employment at any time for any reason. If an employee is terminated for a severe violation of policy they will be escorted from the premises

immediately. Any personal property, plus their final paycheck, will be given to the employee on the next regularly scheduled payday.

Employee Handbook Acknowledgement

I have read the policies outlined in the Quality Underground Handbook. I understand that while this is not an employment contract, I am bound to abide by the policies set therein. I understand that violation of any company policy may result in immediate termination.

I further understand that Quality Underground may modify, revise and update policy and/or this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss the handbook and its contents with Company representatives and I fully understand the contents.

I understand that the Employee Handbook is available online at:

<https://www.qualityunderground.com/employment>

With this knowledge I accept the policies outlined herein as a condition of employment.

Print Employee Name: _____

Employee Signature: _____

Date: _____