



*EMPLOYEE POLICY  
HANDBOOK*

*2026*

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## **INTRODUCTION**

This Employee Policy Handbook describes the employment policies, operating philosophy and benefits provided for employees of our Company. It also explains who MJ Hughes Construction is and what it is about.

The Handbook is intended to give you a general overview of our Company and information regarding our commitment to you and our expectations of you in return. This Handbook covers all employees and is effective January 1, 2026. **This Handbook is not a contract for employment or benefits.** Unless otherwise specified in a formally executed written contract, signed by the President employment is voluntary or “at-will,” so that employees may terminate their employment at any time for any reason and MJ Hughes has the same right, except as prohibited by law.

If a Collective Bargaining Agreement (CBA) is applicable, where the CBA and this Handbook differ, the CBA will control.

Because we operate in a dynamic environment, some policies and benefit programs currently in effect may be revised, suspended, or eliminated in response to business needs or changing legal requirements. You will be informed if there are any policy changes or additions.

We are constantly reviewing and evaluating our policies, to see which ones are working well and which ones should be changed. We ask for your input if you have any suggestions as to how our policies could be improved.

This Handbook gives a general summary of your benefits. Current official documents (e.g., insurance plans) are on file with management. If there is ever any inconsistency between this summary and the official documents, the official documents will prevail.

Ask your supervisor if you have any questions about your benefits or any of the policies presented in this Handbook.

This Handbook is the guiding document of our activities and policies. Any conflicting statements or direction must be approved in writing by the President.

Nothing in this handbook is intended to interfere with your rights under Section 7 of the National Labor Relations Act.

## **Building Success Together with People, Integrity, and Excellence**

MJ Hughes was founded in Portland, OR, in 1996 with a vision to build more than just structures—we set out to build a legacy of excellence, integrity, and opportunity. The construction industry is demanding, but through unwavering dedication and perseverance, we have not only endured but thrived. We believe that same determination will empower you to achieve your own success.

Growth is the foundation of a strong and thriving Company. That's why we continually seek out bigger challenges, pushing boundaries, and striving for excellence. As we move forward, we anticipate incredible opportunities for expansion, innovation, and leadership. **We believe in you - your growth, your potential, and your ability to make a lasting impact.** As you grow, so does the Company, and with that comes greater opportunities, skills, and shared success.

At MJ Hughes Construction, we are more than a team—we are a family that supports one another, maintains integrity, and pursues excellence in everything we do.

**Join our team! We're excited to build the future together.**

## **MISSION STATEMENT**

*To make a lasting, positive impact on the lives of our people, customers and community by building high quality infrastructure that serves and supports future generations.*

## **VISION**

*To elevate the construction industry to a respected profession, fostering skilled workers, empowered leaders, and strong families while creating an environment where construction is an enjoyable, fulfilling and long-lasting career.*

## **CORE VALUES**

### **1. PEOPLE**

*Respect and Empowerment – We value every individual, empowering our people to grow, lead and thrive in a supportive and safe environment.*

*Family and Community – We believe in fostering strong connections, supporting families and building a sense of community that extends beyond the workplace.*

### **2. INTEGRITY**

*Honesty and Accountability – We uphold transparency and accountability in all our actions, always doing what is right for our people, customers and community.*

*Trust and Respect – We build trust through consistent, ethical behavior, ensuring respect for everyone we interact with.*

### **3. EXCELLENCE**

*Quality and Craftsmanship – We are committed to creating infrastructure of the highest quality, setting a standard that will serve generations to come.*

*Continuous Improvement – We embrace innovation and growth, continuously improving our skills, processes and services to exceed expectations and make construction enjoyable and rewarding.*

## **EMPLOYMENT POLICIES**

### **DIVERSITY, EQUITY AND INCLUSION**

Our Company is committed to maintaining a diverse, inclusive and equitable workplace founded on respect, acceptance and appreciation for all individuals. It is our belief that having a diverse and inclusive workplace is critical to our success, including our ability to attract and retain employees, ensure our employees thrive and to better serve our customers.

We demonstrate our commitment to diversity and inclusion by:

- Fostering a culture of open-mindedness, compassion and inclusion for all individuals
- Embracing our differences to foster growth and innovation
- Treating all individuals with regard, respect and courtesy
- Ensuring our employment practices support and promote diversity, equity and inclusion
- Providing staff with training and learning opportunities to create awareness for issues related to diversity, equity and inclusion
- Building and maintaining meaningful relationships with community organizations dedicated to advancing issues surrounding diversity, equity and inclusion

Each employee at MJ Hughes has a responsibility to act in a manner that supports and advances our commitment to diversity, equity and inclusion. We expect all employees to adhere to this commitment and will not tolerate conduct that does not meet these standards.

### **EQUAL EMPLOYMENT OPPORTUNITY**

**\*Please see addendum for Oregon EEO policy.**

This Company is dedicated to both the letter and the spirit of the equal opportunity employment laws. It is the policy of MJ Hughes that employment decisions for all applicants and employees will be made without regard to race (including physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyle), color, religion, creed, sex, sexual orientation, gender identity, age (40 and over), national origin, genetic information, marital status, veteran status, disability, obesity, use of a trained dog guide or service animal, HIV/AIDS and Hepatitis C Status, or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's cooperation and assistance in helping us maintain equal employment opportunities.

## **HARASSMENT**

### **\*Please see addendum for Oregon Harassment policy.**

It is the policy of MJ Hughes Construction that all of our employees, suppliers, clients and other business associates will enjoy an environment free from all forms of harassment and retaliation. Harassment, sexual or otherwise, is a form of misconduct and violators will be subject to corrective action.

This Company strictly prohibits any work-related conduct that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint.

**Harassment** includes unwelcome conduct that is based upon race (including physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyle), color, religion, creed, sex, sexual orientation, gender identity, age (40 and over), national origin, genetic information, marital status, veteran status, disability, obesity, use of a trained dog guide or service animal, HIV/AIDS and Hepatitis C Status, or other characteristics protected under local, state or federal law. This form of misconduct undermines morale and the integrity of the employment relationship and interferes with productivity.

Harassment does not have to violate the law in order to violate this policy.

Sexual harassment is also specifically prohibited. **Sexual Harassment:** is a form of workplace harassment and includes, but is not limited to the following types of conduct:

- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

**Sexual Assault:** Sexual assault is a form of sex discrimination under state and federal law. Sexual Assault means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

## Prohibited Conduct

Although by no means all-inclusive, the following examples represent prohibited behavior:

- *Verbal harassment* such as epithets, derogatory comments or slurs, demeaning or sexually explicit jokes;
- *Physical harassment* such as assault, impeding or blocking movement, unauthorized touching or any physical interference with normal work or movement when directed at any individual;
- *Visual forms of harassment* such as derogatory, offensive or sexually suggestive emails, texts, memes or pictures displayed or viewed in the workplace; and,
- *Behavioral forms of harassment* such as suggestive facial expressions or noises, leering or obscene gestures.
- *Sexual harassment*, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

We recognize that people have different standards as to what type of behavior or conversation is appropriate and in good taste, or what sort of humor is amusing versus offensive. It is possible that a person may not realize that their behavior is considered unwelcome or offensive to others. Therefore, if you are ever treated by another employee in a way that you believe might constitute harassment, sexual harassment, discrimination, retaliation, sexual assault or if you have been made aware of or if you have witnessed harassment, sexual harassment, sexual assault or discrimination by a co-worker, supervisor, vendor, visitor, customer or others that violates our policy, it is important that you take steps to address it immediately.

- First, if you are comfortable doing so, tell the other person that such behavior is unwelcome and offensive and ask the person to stop.
- Next, if you are not comfortable speaking with that person, or if you asked them to stop and they have not, contact your supervisor or any member of management or the President. **If you are uncomfortable speaking to your supervisor or if your supervisor is the subject of your complaint, please bring your concerns to any manager.**
- Be sure to document any incidents that you believe are in violation of this policy, including a description of the conduct, names of individuals involved, names of potential witnesses and dates

A prompt, thorough and objective investigation of the complaint will be conducted by a qualified person. Documentation will be maintained to ensure reasonable progress. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The privacy and confidentiality of everyone involved will be protected. Employees who have had a complaint should immediately make a further complaint should the harassment reoccur.

Appropriate corrective actions will be taken upon completion of our investigation. Employees found to have harassed in violation of this policy will be immediately and appropriately disciplined, up to and including immediate termination. Any manager or supervisor at MJ Hughes who knew or should have known of harassment happening in violation of this policy is legally obligated to report it to the President immediately; failure to do so could result in corrective action, up to and including termination. Such reporting is imperative for MJ Hughes to promptly investigate and take necessary corrective action.

### **Nondisclosure Agreements & Waivers**

As a condition of employment, MJ Hughes will not require an employee to sign a nondisclosure agreement, waiver, or other document that prevents the employee from disclosing sexual assault or sexual harassment occurring in the workplace; at work-related events coordinated by or through the Company; or between employees, or between MJ Hughes off employment premises. Any nondisclosure agreement, waiver, or other document signed by an employee as a condition of employment that has the purpose or effect of preventing the disclosure of such occurrences is void and unenforceable.

### **Retaliation**

Retaliation against employees who experience, witness or report a complaint regarding behaviors described above or other conduct addressed by this policy will not be tolerated.

Specifically, it is unlawful for MJ Hughes, including supervisors, to retaliate against applicants or employees for activity including but not limited to:

- Filing or being a witness in a L&I and/or EEO charge, complaint, investigation, or lawsuit
- Communicating with a supervisor or manager about employment discrimination, including harassment
- Answering questions during an employer investigation of alleged harassment
- Refusing to follow orders that would result in discrimination
- Resisting sexual advances, or intervening to protect others

Additionally, any employee who retaliates against anyone involved in an investigation will be subject to corrective action, up to and including termination.

### **External Process**

Reporting harassment to MJ Hughes does not prevent a covered person from also making a complaint in a different forum. All covered individuals have the right to file a discrimination, harassment, and/or retaliation complaint with outside agencies, such as the Washington State Human Rights Commission (WSHRC) and the United States Equal Employment Opportunity Commission (EEOC). There may also be applicable local laws preventing harassment and county or city agencies that can investigate claims of harassment.

WSHRC [www.hum.wa.gov](http://www.hum.wa.gov) 1-800-233-3247

EEOC [www.eeoc.gov](http://www.eeoc.gov) 1-800-669-4000, 1-844-234-5122 (ASL Video Phone)

## **WORKPLACE BULLYING**

MJ Hughes believes that all employees have a right to a safe and respectful work environment. Therefore, MJ Hughes will not tolerate any bullying behavior in the workplace. Bullying has many negative effects on both individual employees and MJ Hughes as a whole, including reduced productivity and employee morale.

Workplace bullying is a pattern of repeated mistreatment that harms, intimidates, undermines, offends, degrades, or humiliates an employee. Bullying may be physical, verbal, or non-verbal. It can also happen using electronic technology, such as by email, social media sites, text messages, and websites (cyberbullying). Bullying may involve any employee, including:

- Supervisors against their subordinates
- Employees against their co-workers
- A group of co-workers targeting another employee
- A work environment where bullying has become accepted as workplace culture
- A third party who bullies an employee or vice versa

Some examples of workplace bullying include repeated acts, such as:

- Physical or verbal threats, insults, public humiliation
- Spreading malicious untruthful information or gossip
- Blame without factual justification
- Being treated differently than the rest of the employees in a work group
- Being the target of cussing or disrespectful language
- Exclusion or social isolation
- Excessive “prank” jokes or teasing of an employee

Managers and supervisors who have high expectations, identify areas requiring improved performance, or impose corrective action within established workplace guidelines are not engaging in bullying as long as their actions are carried out in a respectful and fair manner.

MJ Hughes regards workplace bullying as unacceptable and will not tolerate it under any circumstance.

Employees should report workplace bullying to their supervisor, another supervisor with whom they are comfortable speaking, or the President. All complaints of workplace bullying will be treated seriously and investigated promptly. During the investigation, MJ Hughes will make every effort to maintain confidentiality to the fullest extent possible.

## **DISABILITY ACCOMMODATIONS AND NON-DISCRIMINATION**

MJ Hughes is committed to complying with all applicable provisions of all state and federal laws and regulations related to individuals with disabilities. It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability, or record of disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, MJ Hughes will provide reasonable accommodations to qualified individuals

with a disability, as defined by state or federal regulations, who has made the Company aware of their disability and need for accommodation, provided that such accommodation does not constitute an undue hardship on MJ Hughes. This policy governs all aspects of employment, including recruitment, hiring, compensation, discipline, termination, and access to benefits and training.

## **Employer Accommodations for Pregnancy**

### **\*Please see addendum for Oregon Pregnancy Accommodations policy.**

MJ Hughes complies with Washington's Workplace Pregnancy Accommodations law and the federal Pregnant Worker Fairness Act. The Company prohibits discrimination due to pregnancy and pregnancy-related health conditions (including the need to express breast milk) and will provide reasonable accommodations for pregnancy-related health conditions unless the accommodation would pose an undue hardship. MJ Hughes will determine on a case-by-case basis whether a requested accommodation is reasonable or would create an undue hardship after considering the nature of the accommodation, the business needs of the Company and its customers, the needs of the Company's other employees, the Company's operations, and the Company's resources.

MJ Hughes is not required to create additional employment or discharge any employee, transfer any employee with more seniority or promote any employee who is not qualified to perform the job, unless the Company would do so for other classes of employees who need accommodation.

MJ Hughes does not discriminate or retaliate against an employee who requests, declines, or uses an accommodation under this policy nor deny employment opportunities to an otherwise qualified employee or prospective employee based on the need for accommodation. Lastly, the Company will not require an employee to take leave if another reasonable accommodation can be provided for the employee's pregnancy and pregnancy-related health conditions.

If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact the HR Department.

## **Requesting an Accommodation**

If you have a disability that you believe needs a reasonable accommodation to perform the essential functions of your job, please contact the HR Department. A request for an accommodation should include an explanation of why you require an accommodation, which may include any physical limitations or risks you face in your job, or a description of the difficulties you are having with one or more aspects of your job. Your request may also include a description of the accommodation you are requesting. A request should also include the date when accommodation will become necessary and the expected duration of your need for accommodation. If the end date for your accommodation changes in the future, notify your supervisor and/or the President.

Your supervisor and/or the President will make a determination regarding your request for an accommodation within five business days. However, delays may be caused by waits for medical or other documentation, or necessary information from third parties. You will be kept informed of the status of your request.

Approved accommodations will be implemented as quickly as possible. If your request is denied, you will be given an explanation of the denial. The reasonable accommodation process is interactive and ongoing; your supervisor and/or the President will work with you to determine if there is an accommodation that meets your needs.

### **RELIGIOUS ACCOMMODATIONS**

MJ Hughes respects the religious beliefs and practices of all employees and will consider accommodations for religious observances when a reasonable accommodation is available that does not create an undue hardship on the Company's business.

If your job duties, work schedule, MJ Hughes' expectations regarding dress and appearance, the Company's Holiday policy, or another aspect of your employment conflict with your religious beliefs, please speak to your supervisor or the President to request an accommodation.

The President will evaluate your request and whether an accommodation is available which is reasonable and which would not create an undue hardship on MJ Hughes' business. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance policy which does not impact safety or a change in another aspect of your employment.

If you have questions about this policy, please see Human Resources.

### **RETALIATION PROHIBITED**

MJ Hughes is committed to creating and maintaining an equitable and inclusive working environment. All employees have the right to be free from prohibited retaliation.

Retaliation is any adverse action that MJ Hughes takes (including actions by managers or supervisors) against an employee for engaging in protected activities.

Adverse action is any action that is reasonably likely to deter a reasonable person in the same circumstances as the individual from engaging in protected activity. Adverse action does not include (1) petty slights or trivial annoyances; or (2) action, including employment, which would have been taken regardless of the individual's engagement in protected activity.

Because adverse action can be subtle, it may not always be easy to spot. Examples of adverse action include, but are not limited to the following conduct taken solely because an employee engaged in a protected activity:

- Termination
- Demotion
- Denial of overtime or promotion
- Discipline
- Denial of benefits
- Failure to hire or rehire
- Making threats or intimidation
- Exclude listing (e.g., notifying other potential employers that an applicant should not be hired or refusing to consider applicants for employment who have reported concerns to previous employers)
- Reassignment to a less desirable position or actions affecting prospects for promotion (such as excluding an employee from training meetings)
- Reducing pay or hours
- More subtle actions, such as isolating, ostracizing, mocking, or falsely accusing the employee of poor performance.

*Protected activity* includes but is not limited to:

- Reporting harassment or discrimination
- Reporting or opposing an unsafe working condition
- Reporting or opposing wage and hour violations
- Reporting or opposing unlawful employment practices
- Reporting or opposing activity an employee reasonably believes is a violation of state or federal law
- Filing a complaint or otherwise participating in an investigation or inquiry by the Company, or a state or federal agency pertaining to discrimination, harassment, or other conduct prohibited by Company policy or applicable law
- Participating in the Company's reasonable accommodation processes under the Americans with Disabilities Act (ADA)
- Asking for a religious accommodation
- Taking military leave
- Invoking an employee's rights under Washington's Paid Family Medical Leave, or the Federal Family Leave Act (FMLA)

If you believe you have experienced, witnessed, or been made aware of possible retaliation, it is important that you contact any member of management or human resources immediately. MJ Hughes will not tolerate retaliation.

## **RESPECT IN THE WORKPLACE**

Attitudes toward our co-workers will have much to do with success and happiness on the job. An attitude of cooperation will overcome most difficult situations. Be courteous and considerate of your fellow co-workers, management, clients, and customers.

Acceptable workplace behaviors are any behaviors that promote respect and courtesy in the workplace. These behaviors should be expressed in all mediums, whether that be verbal, non-verbal, in-person, or electronic. They include but are not limited to:

- Using respectful language in all interactions
- Listening with an open mind
- Giving direct, work-related feedback
- Expressing appreciation in a timely manner
- Approaching conflict with a true desire for resolution

Disrespectful behaviors include but are not limited to:

- Yelling at another individual
- Talking down to and/or berating others
- Using a condescending tone to others
- Social exclusion or ostracism, ignoring others, silent treatment
- Undermining another's work by giving impossible to meet deadlines or workloads
- Gossiping or spreading rumors
- Making threats, using intimidating tactics
- Any malicious behavior a reasonable person would find disturbing and/or harmful to their psychological health

In certain situations, these behaviors may rise to the level of harassment or discrimination.

If you feel you have been treated unacceptably, MJ Hughes encourages you to first speak directly with the individual responsible for the behavior. You may seek advice and assistance from your supervisor or Human Resources.

### **JOB ABANDONMENT**

Any employee who is absent for two (2) consecutive days without notification will be regarded as having voluntarily resigned their employment with MJ Hughes.

### **TERMINATIONS**

Termination is an undesirable outcome for both the employee and the Company but may be necessary in certain circumstances.

It is our goal to make this a satisfying work environment, which encourages and rewards long-term employment. However, unless there is a written employment contract between the parties, there is no obligation on the part of the Company or any employee to continue this relationship for any guaranteed or specified time.

You are free to resign your position at any time you wish, with or without notice, and for any reason you deem appropriate. While the Company would appreciate two weeks' notice if you plan to resign, this is a matter of courtesy and is not required by law. A leave of absence may be explored as an alternative to termination if you so desire.

Likewise, the Company has the right to terminate any employee at any time, with or without notice, for any reason not prohibited by specific contracts or laws.

**No one has the authority to make any promises or guarantees of permanent employment on behalf of the Company. No one except an officer of the corporation, the Operations Manager, or the Senior Administrator has authority to terminate you.**

The Company recognizes and understands the desire for job security at every level of employment. The Company believes the best way to achieve continued success and job security is through the joint efforts of management and all employees to continually offer superior products and service to our customers and clients. Your future is something you create for yourself through your own skills and dedication.

In the event that the Superintendent or a Project Manager has suspended you, it is the employee's responsibility to contact the President, Mike Hughes to determine direction forward. The **only people** who have the authority to terminate a field employee is the **President and the Operations Manager**. In the event anyone other than Michael Hughes or Ryan Nickerson tells you that you are terminated you should leave the worksite, and contact Mike Hughes at 503-407-7029 or Ryan Nickerson at 503-577-8527 to determine direction forward.

### **LAYOFFS**

The work performed by MJ Hughes can be seasonal in nature and is subject to the general economy of the market we serve. Changes in scheduled workload caused by weather, contract gapping, and downturns in the economy could affect our staffing needs. In the event we determine it is necessary to eliminate, combine jobs or otherwise curtail operations, layoffs may become necessary. The decision of individuals to be laid off will be made by the Company based on its determination of the relative skills, qualifications, and ability of employees to perform the work remaining. Employees have no recall rights.

MJ Hughes adheres to all relevant federal and state laws and regulations that govern layoffs and closures.

### **SEVERANCE PAY**

In general, employees will not receive severance pay if they leave the Company voluntarily or are terminated due to unsatisfactory job performance or other reasons.

## **COMPENSATION POLICIES**

### **COMPENSATION POLICY**

Our compensation philosophy is founded on guiding principles designed to:

**Attract and Retain:** We strive to offer a total compensation program that attracts and retains top talent and is competitive against our peer companies.

**Motivate:** We use an appropriate mix of fixed and variable compensation to motivate desired behaviors that allow our team to drive the Company's success.

**Reward:** We structure our cash and equity incentives to generously reward achieving the Company's short- and long-term objectives.

We base wages and salaries on internal equity, based on a comparison of bona fide business factors including seniority, merit, quantity/quality of work, work location, travel, education, training, and/or experience.

### **JOB CLASSIFICATIONS**

Job classifications fall into two types, as defined by federal and state law. This classification determines who is or is not eligible for overtime pay. It depends primarily on the nature of your job. Below is a summary of these definitions.

**Exempt:** Salaried employees performing professional, administrative or managerial duties. **Exempt employees are not eligible for overtime pay.**

**Non-exempt:** Employees, salaried or hourly, performing clerical or production duties. Non-exempt employees are not exempt from the law's requirements concerning minimum wage and overtime.

See your manager if you have any questions as to your specific job classification.

For benefit eligibility purposes, each employee is classified in one of the following categories:

**Regular, Part-Time Employees:** Employees who are regularly scheduled to work less than 30 hours per week. Part-time employees are generally eligible for some of the benefits offered by the Company, dependent on the average number of hours worked each week.

**Regular, Full-Time Employees:** Employees who are regularly scheduled to work at least 30 hours per week. Full-time employees are generally eligible for the full benefits package.

**Temporary Employees:** Employees hired to work for a limited duration of time or on a project basis.

## **OFFICE HOURS**

Hours of work shall be agreed upon with your supervisor. It is the responsibility of each employee to be at their work station by starting time.

## **WORK SCHEDULE**

The specific work schedule for your position will be explained to you by your supervisor. Every effort will be made to consider your own personal needs, as well as the demands of your position, in setting your specific work schedule. Schedules may change with little or no notice due to weather, workflow requirements, safety, or other business needs. This includes the location and sometimes the type of work available. Management reserves the right to change schedules determined by business needs.

## **FLEXIBLE SCHEDULING**

Some positions and some types of work offer more opportunity for flexibility than others. Please talk with your supervisor if you want us to consider something other than a standard work schedule for you. What is feasible will depend on the nature and demands of your particular job, but we are willing to look at all options. We will do the best we can to allow all employees to create the best possible balance between career success and a fulfilling personal life.

## **TELECOMMUTING / WORK FROM HOME**

In some cases, employees are able to perform at least some of their job functions by working from their homes on certain days. This option is very much in the experimental stage, and other companies have experienced mixed results. Its success requires a great deal of self-discipline and personal responsibility on the part of the employee. Ask your supervisor if you want to discuss the feasibility of this option for yourself.

If you are approved to work from home, the following guidelines apply:

- You are subject to all Company policies, including discrimination and harassment. MJ Hughes will engage in the interactive process to discuss reasonable accommodation as needed in compliance with the Americans with Disabilities Act.
- If you are non-exempt, you must continue to maintain your own timecard. All hours must be recorded from the start to the end of work every day as well as your lunch break.
- When working remote, if you are non-exempt, you must continue to take a 30-minute unpaid meal break and two 10-minute rest breaks, provided you are working an 8-hour shift. Non-exempt workers are not to work during an unpaid meal break.
- Additionally, there may be times in which you will be required for in-person attendance which will require adjustment of any existing remote work schedule.

## **REST AND LUNCH BREAKS**

### **\*Please see addendum for Oregon Rest & Lunch Breaks policy.**

Each employee is provided with a paid 10-minute rest break for every four hours worked. Breaks are mandatory and may not be combined, skipped or waived.

Employees are entitled to a half-hour lunch break on any shift of five hours or more. Depending on the requirements of your particular position, you may choose the time that is most convenient, as long as the lunch break starts between the second and fifth hour of your shift. Additionally, all workstations must be adequately covered, and your absence may not create a problem for co-workers or clients. You must take a minimum  $\frac{1}{2}$  hour lunch per work shift.

## **LACTATION BREAKS**

### **\*Please see addendum for Oregon Lactation Breaks policy.**

In compliance with Washington law and the federal PUMP ACT, if you are a nursing parent, MJ Hughes will provide you with reasonable break time for an employee to express breast milk for up to 24 months after the child's birth.

If a non-exempt employee takes a lactation break at the same time as a paid rest break, the break is paid. Otherwise, lactation breaks are unpaid. If a non-exempt employee is not completely relieved from duty, the time spent expressing breast milk will be paid.

The Company will also provide a place, other than a bathroom, which may be used by an employee to express breast milk. If no private space is available, MJ Hughes will work with the employee to find a convenient location and work schedule to accommodate their needs. As a nursing parent, you have the right to bring a pump and insulated food container or personal cooler to work and MJ Hughes will ensure there is a place for you to store these items while working.

If you require lactation breaks, please contact your supervisor.

MJ Hughes will not retaliate against employees for exercising their lactation rights or filing a complaint under state or federal law.

## **ABSENTEEISM AND TARDINESS**

Once your particular work schedule has been determined, you are expected to be at work on time and to work the full number of hours scheduled. Everyone must assume this responsibility, in fairness to your co-workers and our clients.

Some positions require that an employee be at their workstation during a specified time frame. In such cases, being at your workstation during this time is an essential function of your job. Other positions simply require the production or completion of certain assignments to meet a

deadline, but there can be flexibility as to when and where the work is produced. The requirements of your specific position will be determined by your supervisor.

Planned absences should be approved by your supervisor AND Operations Manager as far in advance as possible. If you are unable to give advance notice but find you must be absent from work or more than 30 minutes late for any reason, you must notify your supervisor AND Operations Manager as soon as possible by text or phone.

All employees who are ill are required to inform their immediate supervisor AND Operations Manager before their work shift begins. Employees are required to provide daily updates to their supervisor AND Operations Manager if they will be out of work for more than one day. If the illness continues into a second day of missed work, the supervisor will contact Pat Nowak who will consult with the employee and determine a return to work scenario. Employees who miss more than three consecutive days of work may be required to submit medical documentation in order to return to work.

Repeated violation of the attendance requirements of your position are cause for corrective action up to and including termination. Protected absences do not apply to this attendance policy.

## **OVERTIME**

From time to time, employees may be asked to work beyond the standard workday or workweek. Every attempt will be made to avoid the need for overtime, through planning and organization of the workflow. Any necessary overtime will be scheduled with consideration for employees' personal needs as well as the needs of the Company and its customers.

We are required to compensate non-exempt employees for overtime in accordance with federal and state law. Exempt employees are not eligible for overtime pay. Non-exempt employees are entitled to be paid overtime for all work in excess of 40 hours in any given workweek, per collective bargaining agreement or state and federal laws. MJ Hughes' workweek is 12:00 a.m. Sunday to 11:59 p.m. Saturday. Non-exempt employees must receive advance authorization from their supervisor or manager for overtime work.

The overtime rate is one-and-one-half times the regular rate of pay, in compliance with federal law. Because overtime is based upon actual hours worked, compensated time off falling within the regularly scheduled workweek is not considered "time worked" for the purpose of calculating overtime.

While exempt employees are not eligible for overtime pay at a scheduled rate or for compensatory time on a one-to-one ratio, it should be noted that recognition will be given to any extra efforts as a part of the employee's overall performance evaluation. At management's discretion, exempt employees who work significant amounts of overtime may be given some time off in appreciation if the work schedule allows.

## **EMPLOYEE PERFORMANCE EVALUATIONS**

**Generally, supervisors are expected to maintain frequent communication with new employees regarding their duties and their performance, particularly during the first 30 days of employment.** All employees should feel free to ask their supervisors any questions they may have regarding their duties or their performance at any time.

## **WAGE AND SALARY REVIEWS**

Wages and salaries will be reviewed periodically at the Company's discretion. Any increases granted will take effect at the beginning of the next pay period.

## **PAYROLL DEDUCTIONS**

**\*Please see addendum for Oregon Payroll Deductions policy.**

Certain payroll deductions are required by law, and others may be authorized or requested by the employee.

Deductions will be made for the following:

- Federal and State Income Tax Withholding
- Social Security (FICA)
- Medicare (FICA)
- Paid Family and Medical Leave Premiums
- WA Cares Fund Contributions
- Other items designated and authorized by you in writing
- Other items required by law, such as wage garnishments

Upon your request, we can withhold **more** than the minimum amounts for Federal income taxes. We are not allowed to withhold less than the required minimum. These requirements and options are explained on your form W-4. You may also update your Withholding Allowance Certificate (W-4) deductions at any time. There are certain other legal situations which may require additional withholding.

Any deductions not required by law must be authorized by the employee, in advance, in writing. By January 31 of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form. This statement summarizes your income and deductions for the previous year. You may ask your manager or the person in charge of payroll if you have any questions about your paycheck.

## **SALARY BASIS POLICY**

In general, salaries of exempt employees are not subject to reduction because of the quality of work performed or the quantity of work performed. An exempt employee will usually receive their full salary (including any vacation taken during that week) for any week in which the employee performs any work. In the event that an unauthorized, unplanned absence occurs

frequently or for a duration longer than three hours in a workweek, PTO must be used for that time.

The Company prohibits any improper deductions from the salaries of exempt employees. It is the Company's intent to pay each employee, exempt or non-exempt, the proper and appropriate pay. If an exempt employee believes that their salary has been improperly reduced, the following complaint mechanism exists. The employee should report the matter to the President, who will review the complaint and determine if the reduction is in compliance with state and federal law.

Any employee who has been subject to improper deductions will be reimbursed no later than the payday following the date that the determination of the improper deduction was first made, unless otherwise required by law. The Company will make good-faith efforts to ensure compliance with the rules concerning deductions from the salaries of exempt employees in the future.

## **PAYROLL PERIOD**

The Company's standard pay period is: **Weekly**

For purposes of computing payroll, our standard workweek begins on 12:00 a.m. **Sunday** and ends on 11:59 p.m. **Saturday**.

If you are paid by direct deposit, paychecks are deposited via ACH into the account you have provided HR upon hire. Any physical checks will be available at MJ Hughes Construction office prior to the close of business on **Friday** following the week reported.

An employee who is discharged will be paid in full by the end of the next business day, if required by applicable CBA. Otherwise, a discharged employee will be paid on the next regularly scheduled payday. An employee who resigns without notice will be paid on the next regularly scheduled payday.

Occasionally, the designated payday may fall on a holiday or a weekend. In this case, paychecks will be distributed on the last working day prior to the holiday or weekend. The law would allow us to wait until the next workday to deliver the paychecks, but we will distribute them early to avoid causing you any hardship or inconvenience.

## **PAYROLL ADVANCES**

Paying for work before it has been performed creates an accounting burden and a financial hardship for the Company. If we grant it for one employee, in fairness, we must offer it to all, and we simply cannot afford to do this. For this reason, we have adopted a uniform policy - **We do not issue payroll advances to any employee.**

## **EQUAL PAY**

### **\*Please see addendum for Oregon Equal Pay policy.**

At MJ Hughes, we strive to pay wages that are competitive within our community, industry and similar organizations.

As an employer, we are committed to providing equal pay to our employees. We will not discriminate in the payment of wages or other compensation of any protected class performing similar jobs. We take affirmative steps to ensure equal pay for those similar jobs by setting pay based on differences in education, training, or experience; seniority; merit/work performance; measuring earnings by quantity or quality of production; regional differences in compensation; differences in local minimum wages; or job-related factors consistent with business need.

MJ Hughes provides the range scale or salary range and benefit information with all posted job openings. Employees who are offered an internal transfer or promotion may request the range scale or salary range of their new position.

Our Company will also not make inquiries into an applicant or employee's current or former compensation during the recruitment process, nor will it determine compensation for a position based on the current or past compensation of an applicant or employee.

If you have questions about your compensation, please talk with Human Resources.

## **WAGE DISCUSSIONS**

MJ Hughes will not take an adverse employment action or retaliate against an employee for inquiring about, discussing or disclosing in any manner the employee's own wages.

MJ Hughes will not take an adverse employment action or retaliate against an employee for making a charge, filing a complaint or instituting an investigation, proceeding, hearing or action based on the disclosure of wage information by the employee.

This policy does not apply to an employee who has access to wage information of employees as part of the employee's job and who discloses the wages of employees to individuals not authorized to have access to the information, unless the disclosure is in response to a charge or complaint or is in furtherance of an investigation, proceeding, hearing or action.

## **TIME CLOCK POLICY & PROCEDURES**

For All Non-exempt Employees

### **Policy**

The law requires all non-exempt personnel to record daily hours worked. Employees are responsible for timecard accuracy. Employees may not clock in or out for another person. Falsification or padding of timecards is strictly prohibited and considered gross misconduct which will result in corrective action up to and including termination.

### **Procedures**

The following regulations will apply:

1. Employees are to utilize the electronic timecard app provided by MJ Hughes Construction. The app goes on your phone, and you clock in and out on it daily. If you do not have a smart phone, you can utilize the jobsite tablet. As a last resort you can call 360-314-2024 and verbally clock in and out with HR.
2. Employees are required to clock in immediately before starting work duties at their assigned start time. Work duties begin when you are ready to begin working. Preparing for work activities such as putting on warmer clothing should be done before you clock in.
3. Employees are required to clock out immediately after finishing work for the day. Work time ends when work is complete. Clocking out is not to be delayed by departing activities such as changing out of your boots and sitting in your vehicle.
4. Employees are required to clock out any time they leave the work site for any reason other than work duties.
5. Employees must clock out for their designated lunch time and back in once their lunch break is over.
6. Employees should not clock out for designated break times and must stay in the assigned work area during their break unless approved by the employee's supervisor.
7. Unless permission is given to do otherwise by the employee's supervisor, no employee may clock in more than 5 minutes before the assigned start time of their workday.
8. Employees may not clock out more than 5 minutes following the end of their workday.
9. Employees will be paid from timesheets verified by actual recorded times. Any adjustments to the recorded time must be approved by the employee's supervisor.
10. Padding of timecards is strictly prohibited.
11. If an employee does not clock in or out, they must immediately inform their supervisor and inform HR by emailing [hr@mjhughes.com](mailto:hr@mjhughes.com).
12. If an employee has issues clocking in or out it is the employee's responsibility to immediately inform their supervisor.
13. If an employee does not clock in or out and fails to report it to their supervisor and HR, their supervisor's record of attendance will be used to fill in their timecard.
14. Repeated offenses of not clocking in or out may result in corrective action.
15. Geofencing around jobsites is utilized to ensure employees are recording their arrival and departure times accurately.

16. If you are directed by your supervisor to run a work errand before or after your shift, you are entitled to be paid for this time. Enter this information in the notes section of your timecard for that day including who gave you that direction and where you went. Ex. "Mike told me to stop at Mason's to pick up cure before reporting to the jobsite today."

Violations of these procedures may result in corrective actions including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one employee clock in or out for another employee. Any employee participating in this type of violation may face immediate termination.

## **Responsibilities**

Each employee is to:

- Clock in and out utilizing the electronic timecard app utilized by MJ Hughes Construction.
- Strictly adhere to the Time Clock Policy and Procedures in this handbook.
- Report any discrepancies in pay within 5 days of the disputed paycheck stub being sent to you.

Each supervisor is responsible for:

- Keeping an accurate record of all employees on the jobsite each day in HCSS noting the hours they worked being sure to account for lunches taken, work errands run before or after work by employees, early departures, and late arrivals.
- Ensuring that all employees maintain accurate timecard reports and working with HR to edit those timecards if questions arise as to their accuracy.
- Verifying Overtime Pay, Lunch Breaks, and any other project specific items.
- Approving time records, coding hours, and submitting them to payroll no later than each Monday at 8:00 a.m.

The Payroll Department will:

- Ensure that all employees are paid earned wages/salaries in accordance with federal and state regulations via ACH every Friday.
- Pay terminated employees due wages per the Employee Handbook.
- Distribute paystubs weekly via email or postal mail.
- Maintain paid leave accrual balances.
- Ensure all deductions such as garnishments and child support are distributed to their proper institution in accord with federal and state regulations.
- Ensure all deductions such as updated insurance premiums are deducted accurately.

## **OPERATING POLICIES**

### **PURPOSE**

In establishing our operating policies, it is not our desire or intention to interfere with anyone's personal freedom or desire for individual expression. However, in any sort of group situation, there are certain considerations that must be observed, out of respect for others, and for the good of the entire organization.

### **COOPERATION AND TEAMWORK**

In general, our requirements simply reflect good judgment, good taste, and consideration for others. We expect you to treat customers and co-workers with courtesy and respect, to put forth your best efforts in performing your job, and to help us all make this a pleasant and rewarding place to work.

### **ETHICAL STANDARDS**

We are committed to conducting our business in accordance with the law, and with integrity, honesty, and fairness. This applies to our dealings with clients, suppliers, and each other. You should not do anything in the course of Company business that violates the law or your own personal ethics, nor should you be asked to do so. If you become aware of a situation which you believe violates legal or ethical standards, please discuss it with your supervisor or anyone else in management so that we can resolve it. Your privacy and confidentiality will be respected.

### **CONFLICT OF INTEREST**

Employees may not solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, customer/client, or any individual or organization doing or seeking to do business with MJ Hughes Construction. This means you may not maintain an outside business or financial activity which conflicts with the interests of the organization, or which interferes with your ability to fully perform job responsibilities. Nor may any employee take any side job with a competitor or one that became available to them as a result of their employment with MJ Hughes Construction.

Additionally, no employees may divulge confidential Company information, use one's position or materials, equipment, supplies, services or property purchased by the Company for personal gains.

### **OPEN DOOR POLICY**

We are dedicated to preventing and resolving problems through open, professional communication among all employees and management. If you have a question, concern, problem, or complaint, we urge you to discuss it with your supervisor, HR, or anyone else in management. It is management's obligation to listen to and respond to employee concerns in an open-minded manner and to work together to find an appropriate solution.

## **USE OR POSSESSION OF COMPANY PROPERTY**

No Company property is automatically available for your personal use. If you desire to use the Company trucks, tools, or other equipment, express permission must be received from management. As a general rule management will be happy to let you use its equipment. If you are allowed to take a truck and equipment home with you every day you are required to gain permission to use that equipment for personal use other than commuting to and from work. Failure to abide by this rule will result in corrective action up to and including termination.

## **PET POLICY**

Dog friendly workplaces have been shown to reduce staff stress levels, increase office camaraderie and improve morale. At MJ Hughes, we strive to offer an inclusive, supportive and positive work environment. Employees may be eligible to bring their canine companion to the Company under controlled circumstances, subject to supervisor approval. Dogs in the workplace are a privilege, and with privilege comes responsibility and accountability.

Dogs are not allowed on construction sites or in Company vehicles. Dogs are only allowed if they do not interfere with work.

Here are basic agreements for a dog friendly workplace:

- Dog owners are 100% responsible, 100% of the time, for their pet's well-being, behavior, and biological needs including: scooping, bagging, cleaning, and sanitizing as needed.
- Dog owners are required to maintain a homeowner's/renter's insurance policy that does NOT exclude dog bites or have specific breed exclusions. This is to protect both the Company and the dog owner.
- Dogs are required to be housebroken.
- Dog owners are responsible for cleaning up after their dog goes to the bathroom outside. Waste should be disposed of properly in a trash receptacle outside the office.
- Dog owners should refrain from squeaky toys, loud play, messy treats.
- Dog owners should be respectful and responsive to co-workers who may be uncomfortable or distracted by the dog's behavior and proactively address distractions.
- Dog owners may need to use a leash, gate, kennel, or tether to prohibit wandering outside the cubicle or office.
- Dog owners should refrain from taking their dogs on site visits, to outside meetings or any other location where the dog may not be welcome.
- If you leave the premises for any reason, either take your pet with you or arrange for someone else to look after your pet.
- Kitchens, bathrooms, and meeting rooms are off limits to dogs.

Any behavior which interferes with another employee's ability to work will be cause for a pet to be taken home. Aggressive behavior, such as growling, barking, chasing, or biting is unacceptable and the pet will have to be taken home on the first complaint and may not be allowed back at the Company.

If there are employees with allergic reactions to dogs you may be asked to refrain from bringing the dog to the workplace if the presence of the dog makes it difficult for the allergic employee to

work. Pets with evidence of fleas or other parasites will be asked to go home until the problem has been alleviated.

Owners are responsible for cleaning up after pets at all times. Employees are financially responsible for any damage or cleaning to the Company facilities, this includes damage from accidents, excessive pet hair and odor removal.

The Company assumes no responsibility for any pet.

### **DRESS CODE**

While we do not wish to limit your expressions of taste and individuality, we must all be aware that what we wear to work is a reflection of our own professionalism and that of the organization. We ask you to dress appropriately for our type of business and your position in particular. Odors that are disruptive or offensive to others or may exacerbate allergies are unacceptable in the workplace. For example, but not limited to: Excessive fragrance, smoke odor, or body odor.

In addition, certain requirements must be observed. Clothing should not be revealing or extremely tight fitting. Your clothing should not be hazardous to your own safety (e.g., open-toed shoes or loose hanging shirttails if you are working around machinery). Extremely casual dress is generally not considered appropriate for work. If “casual days” are occasionally designated by management, appropriate guidelines will be explained to you. A professional appearance is especially important for those who at any time come into contact with clients and/or potential customers. Please use good judgment and good taste, remembering that people do judge us as an organization, based in part on our appearance.

***Administration staff*** needs to be dressed and groomed in a professional well-arranged manner at all times. No sweat/yoga pants, hole filled jeans, sloppy clothing, or other casual attire. We are the face of the Company and when someone walks in the door, we need to appear professional. Violation of this is grounds for corrective action up to and including termination.

Reasonable accommodations may be made on a case-by-case basis for individually held religious beliefs. MJ Hughes will reasonably accommodate an employee's religious beliefs regarding workplace attire unless the accommodation creates an undue hardship on MJ Hughes. If you have questions regarding the application of our personal appearance standards, please ask your supervisor or Human Resources.

### **COMMITMENT TO CONFIDENTIALITY**

MJ Hughes' proprietary information and trade secrets are some of our most important assets. It represents a tremendous investment in time, effort and money. Protection of this information is vital to maintaining our competitive edge and to safeguarding our future and our jobs. Its protection requires the active cooperation and participation of each of us. Therefore, employees are not to duplicate or disclose information or documents relating to confidential or proprietary information to persons outside MJ Hughes unless such communication has been authorized.

Confidential and proprietary information and trade secrets includes:

- Technical information and know-how including, but not limited to information on all products, equipment, processes, services, systems, formulas, patterns, compilations, programs, devices, and techniques.
- Planning information including, but not limited to information on new products/services, release dates, or marketing and promotion campaigns.
- Financial data including, but not limited to information on costs, investments, sales, profits, forecasts.
- Marketing strategies including, but not limited to promotion, pricing and customer lists.
- Quality and improvement programs.

If employees are in doubt as to whether or not information is considered confidential, they should contact the Human Resources Department for further clarification. Employees should be aware that the unauthorized release of the Company's proprietary or confidential information, trade secrets or property constitutes a violation of this policy and may be a violation of state or federal law.

### **WORK FOR HIRE**

Unless there is a written contract to the contrary, any work produced during your employment with this Company is considered "work for hire" and the rights to such work belong to the Company. If you should leave the Company and wish to retain samples of your own work, specific permission must be obtained from management. Violation of this commitment to confidentiality will lead to discipline, including possible termination and/or legal action.

### **USE OF EMPLOYEE PHOTO AND LIKENESS**

From time to time, MJ Hughes may use photographs, video recordings, or other images or recordings of employees ("likeness") for legitimate business purposes, such as internal communications, training materials, recruitment, marketing, or public relations.

Participation in photographs, videos, or similar recordings is voluntary. Employees may opt out of having their photo or likeness used by the Company at any time by submitting a written request to the Human Resources Department. Once an opt-out request is received, the Company will make reasonable efforts to exclude the employee from photos, recordings, and uses of their likeness.

An employee's decision to opt out will not result in retaliation or adverse employment action.

### **EMPLOYEE PRIVACY**

We do not monitor employee communications or activities outside of the performance of your job. It is our philosophy that your personal life is your business, but activities on the job, on Company premises, or that affect the Company are not only our concern, but our responsibility. Under the law, an employer has the right to monitor communications on Company systems and activities on Company property. We hereby reserve the right to conduct whatever monitoring or

inspections management deems necessary for adequate supervision of the conduct of business or quality control. Please remember that monitoring is not an accusation of wrongdoing. However, your cooperation if requested may be a condition of continued employment.

For the purpose of this policy, Company property shall include any and all areas of influence associated with a jobsite or work zone wherein MJ Hughes has the contractual obligation to conduct work.

It should be understood that Company work time, Company equipment, and Company property are for the purpose of conducting Company business. Any files (electronic or otherwise) on Company property are expected to relate to Company business, not to personal matters.

Any matters or items that you wish to remain private should be conducted outside of business hours and stored outside of Company property.

## **ELECTRONIC COMMUNICATIONS**

### ***Responsible Use of Equipment, Email, and Internet***

The electronic communications systems, including, but not limited to Internet access, software, email, blogs, text messages, instant messages and voicemail, are owned by MJ Hughes. These systems are provided for employee use to promote efficient work performance. Use of the systems is limited to employees and others expressly authorized by the Company.

MJ Hughes looks upon the use of Internet and email as business tools provided to communicate with vendors, government agencies, customers, prospects, and professional colleagues. Always remember that MJ Hughes internet and email system are not a secure system. Any message you send to another person via the email system could potentially be read by someone other than the intended recipient.

Specifically, if the Company subscribes to any electronic services on an unlimited usage basis, we do not object if you use these services for personal business before or after work hours or during your lunch break so long as you have the approval of your supervisor and do so in a responsible manner. Under no circumstances should you use these facilities for any personal purpose during the hours you are expected to be working. The Company computer should not be used for downloading material for personal use, or using the computer for personal use of running videos, radio and other high bandwidth material over the internet.

You may not use the Company email or Internet address for personal messages, which might mistakenly be interpreted as statements from the Company.

### ***Prohibited Content***

All use of these systems is required to meet our standards for confidentiality, courtesy, and professionalism in communications and not adversely affect employee productivity. Broadcast, internally or externally, of unsolicited personal views on social, political, religious or other non-business related matters is not permitted. Examples of forbidden transmissions include: any

sexually-explicit content; gender-specific comments or unwelcome propositions; and, ethnic and racial slurs.

Any posting to a public forum, such as emails, blogs and/or social media, whether for personal use or if hosted by MJ Hughes, is required to be consistent with MJ Hughes' policies and standards including workplace confidentiality, discrimination, and harassment. Examples of conduct which may result in corrective action up to and including termination include: disclosing insider information, disclosing confidential Company information or trade secrets, or information which creates a conflict of interest.

Use of the systems for personal commercial ventures or gain is prohibited.

#### ***Copyrighted Materials***

We specifically prohibit the illegal use of any type of copyrighted material -- i.e., without purchasing it or securing written permission from the copyright owner. Examples are music, videos, software, or any type of printed, audio, or visual materials that you do not have the legal right to use. Such illegal use or even possession can create serious liability for both you and the Company.

#### ***No Expectation of Privacy***

As Company equipment, use of the systems is monitored at management discretion. All computer records, files, software and email and voicemail messages created, sent, received or stored on MJ Hughes system are considered Company records. This includes personal, password protected, web-based email accounts accessed using Company property. Management retains unrestricted access to these records. Likewise, the content of all records may be disclosed by management at its discretion. Therefore, the contents of records created, sent, received or stored on MJ Hughes' systems are not private. Employees should be aware that even erased and deleted records may remain accessible in the systems for some time.

To help ensure the security of our systems:

1. Loading software on any system is prohibited without approval of the network administrator or your supervisor.
2. Downloading of data from the Internet requires prior approval from the network administrator.
3. Removal of electronic data or equipment from the premises requires approval from your supervisor.

Passwords are maintained for security purposes. All system passwords and encryption keys are required to be made available to management on request. Employees are prohibited from the unauthorized use of the passwords or encryption keys of other employees.

#### ***Violations***

Violation of this policy may result in corrective action, up to and including discharge.

## **SECURITY SYSTEM AND PROCEDURES**

It is part of your responsibility to follow whatever security procedures have been established to protect the Company's property and the safety of its employees. These procedures may be incidental to your job or an important part of your duties. In any case, the Company's security procedures are to be taken seriously, followed, and maintained by all employees. Failure to follow these procedures responsibly can lead to corrective action, up to and including termination.

## **TELEPHONE/SMART DEVICE USAGE**

Office telephones are for business purposes. While the Company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the Company's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

**Personal Cellular Phone/Smart Device Usage** – Personal cell phone/smart device usage of any kind is limited to breaks and lunches except in the case of an emergency. This includes but is not limited to receiving or making calls, texting, instant messaging, using apps, or accessing the internet or personal emails.

**Company Cellular Phone/Smart Device Usage** – Company issued cell phones and smart devices are for business purposes only and should not be used for personal reasons unless it's an emergency, or unless explicitly authorized by your supervisor. Excessive personal use of Company issued phones or smart devices may require reimbursement of expenses and corrective action.

Do not download any apps to a Company issued cell phone or smart device without authorization from your supervisor to do so.

All cell phones and smart devices should be set to silence or vibrate prior to joining any meetings with others.

The use of cameras and audio or video recording features is prohibited during work time or in private areas where MJ Hughes or other employees have a reasonable expectation of privacy, such as bathrooms.

**Cellular Phone Use in Vehicles** – Please see our Driver's Program. Cellular phone use while driving is strictly prohibited unless you are utilizing a hands-free device as allowed by the driver's program.

## **POLITICAL ACTIVITY**

Political activity must not interfere with the conduct of our business.

Political differences of opinion can cause conflict and hard feelings with co-workers or customers. In order to avoid such potential problems, no displays of a political nature will be allowed on Company premises. Likewise, we expect you to refrain from political discussions

with co-workers or customers in the workplace, unless such discussions involve subjects protected under the NLRA.

At no time should you present your own political views as representative of this Company.

### **SOLICITATION FOR OUTSIDE CAUSES**

While we respect employee participation in causes that you believe in, we cannot allow these outside activities to take you away from your work, to interrupt another employee's work, or to make other employees feel pressured to support or participate.

For this reason, we do not allow any soliciting for contributions, sales on behalf of any organization, or distribution of any literature during work hours or on Company property. A cause that you passionately believe in may make a co-worker actively uncomfortable, and we want to avoid this type of awkward situation. Any exceptions to this policy must have specific management approval in advance, except in the case of employees exercising their rights under the NLRA.

Nonemployees may not trespass or solicit or distribute materials anywhere on Company property at any time.

If you observe a situation that you believe may cause problems, you are urged to discuss it with your supervisor or anyone in management so that it can be resolved.

**Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.**

### **OUTSIDE EMPLOYMENT**

Employees generally are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with MJ Hughes. All employees, including part-time employees, must notify the HR department or President before undertaking any outside employment or other work activity that may cause a conflict of interest.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, employees who have accepted outside employment may not use paid sick time to work on the outside job.

**Working for our competitors constitutes a conflict of interest and is prohibited.** This also means that you may not maintain an outside business or financial interest or engage in any outside business or financial activity which conflicts with the interests of MJ Hughes.

## **SOCIAL MEDIA AND SOCIAL NETWORKING POLICY**

MJ Hughes views social networking as a strictly personal activity unless your job description includes engaging in social networking for the specific purpose of promoting the Company. The following guidelines apply to employees who choose to engage in social networking and/or social media:

- Any posting to a public forum, such as emails, blogs or social media platforms, whether for personal use or if hosted by MJ Hughes, are required to be consistent with the Company's policies and standards including confidentiality, discrimination, and harassment. Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or unlawful conduct will not be tolerated.
- Social networking sites including but not limited to sites such as Facebook, Instagram, TikTok, Threads and X should not be accessed or used during work time, unless authorized by your supervisor or manager.
- If you have listed the Company as your employer, you have associated yourself with MJ Hughes. Do not represent yourself as a spokesperson of MJ Hughes, unless authorized to do so.
- You are required to maintain the confidentiality of the Company's trade secrets, or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not disclose business-related confidential communications. This does not include information regarding the terms and conditions of employment such as staffing plans or hours of work.
- Do not speak to the media on MJ Hughes' behalf without contacting the President. If you have questions or need further guidance, please contact Human Resources.
- Supervisors should not make recommendations or referrals of past or present employees on social or business networking sites such as LinkedIn.

Remember, you are responsible for anything you write or present online. MJ Hughes trusts and expects you to exercise personal responsibility whenever you participate in social media or other online activities. Violations of this policy can result in corrective action up to and including termination.

These rules are not intended to restrict or interfere with your engagement in protected activity including your right to self-organize, form, join or assist labor organizations, to bargain collectively or from engaging in any other concerted activities for the purpose of collective bargaining or the mutual aid and protection of employees of MJ Hughes.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or Human Resources if you are uncertain.

## **WORKPLACE RECORDINGS**

Employees may not record workplace conversations, phone calls, or Company meetings unless such recordings are approved in advance by all parties involved. This policy applies to any conversations, by telephone or in person that employees may have with their co-workers, managers, or third parties. For the purposes of this policy, “record” means to capture, preserve, or stream audio, video, or still images by any means.

## **POSTED NOTICES AND INFORMATION**

Your manager will show you the location of the Company bulletin board or central posting area. We are required by law to post certain notices, such as our compliance with the fair employment laws, and information on your rights as an employee. In addition, there may be notices posted by management for your benefit. Employees are not to place materials in the posting area without prior permission from management.

## **PERSONNEL FILES**

Certain personnel records are required by law, and others are needed for Company benefits and administrative purposes. Please be sure that all personal information in your file is accurate and up to date. We respect your right to have the information in your records treated confidentially. Other than records, which we are legally required to make available to government agencies or other parties, we will not release any information from your files or regarding your employment here without specific authorization from you.

If you wish, you may review your own personnel files upon request and have any statements or comments of your own added to the official file.

You may also request copies of documents in your personnel file. Submit a request in writing to Human Resources to request copies. Human Resources will provide a timeline on when you may expect to receive your copy.

## **SAFETY**

Your safety in the workplace is of *utmost* importance to us. We have made a considerable investment in providing safe working conditions; proper tools and equipment; personal protective equipment; and proper training to ensure that you and your co-workers can perform your jobs in a safe and efficient manner.

***No project evolution is so urgent that we cannot take the time or reasonable expense to follow all the provisions of the Company's written safety program.***

MJ Hughes' safety program manual is available upon request from the Main office; Superintendent; Project Manager; or Safety Manager. Our safety manual establishes the minimum safety standard for all MJ Hughes employees. It assigns responsibilities; establishes standard procedures for hazard evaluation; employee and supervisor training; program enforcement; accident investigation and record keeping; and lists the minimum accident prevention requirements for typical and specific operations. The safety program is a living

document and is amended periodically to keep pace with legal and regulatory changes as well as recognized safe work procedures.

As appropriate, specific training materials and safety procedures relevant to your position will be provided by your supervisor. It is understood that reading, understanding, and complying with these instructions are a requirement for your continued employment with this Company.

Safety is everyone's responsibility, and **you must do your part** to ensure your own safety and that of your co-workers. MJ Hughes Construction has zero tolerance for unsafe actions which could result in incidents and injuries. Safety violations must be reported to your supervisor immediately and if you do not feel they have been handled, report it to management including the safety team - Pat Nowak 360-553-2089 or Gus Lian 503-828-0305.

**NOTE: Violation of safety regulations or procedures is grounds for discipline, up to and including termination.**

## **SAFETY VIOLATIONS**

The following procedures are the minimum corrective actions to be followed for all employees. The severity of violation may, however, warrant more severe corrective action, such as longer suspension or immediate termination.

**First instance** – Written warning, with appropriate refresher training (documented) and/or reassignment to a less responsible position.

**Second instance** – Within one year of the first instance, written warning and suspension, refresher training and/or reassignment to a less responsible position.

**Third instance** – Within one year of the second instance, termination of employment.

## **PERSONAL PROTECTIVE EQUIPMENT**

As a minimum, appropriate clothing, including long pants, work shoes or boots with substantial soles, hard hats and high visibility shirts *will* be worn by all personnel at all jobsites and workplaces with the exception of the office and shop. The Company safety program contains a matrix of specific PPE required for various operations and needs to be followed unless another appropriate means of protection is provided through engineering evaluation.

Personnel on foot within a public thoroughfare right-of-way or working around equipment SHALL wear orange or lime high visibility vests or other equivalent high visibility warning apparel meeting the requirements of ANSI 107-2010 as provided by MJ Hughes. This includes equipment operators.

## **INFECTIOUS DISEASES**

Every precaution is taken to protect our employees from infectious diseases. We strictly follow local, state and federal regulations regarding infectious disease. This includes precautions required by project owners which may at times be more stringent than those of the general public. It is the responsibility of each employee to know and follow these regulations and make every effort to protect themselves and others from infectious disease. During outbreaks of

diseases such as Flu, RSV, Common Cold or COVID, masks may be required in certain situations. These will be outlined, and it is expected that employees will follow this direction. At times we are given guidance that allows us to make adjustments equal to the protection required. When this is the case, we welcome suggestions from our employees as to alternate methods that will achieve the required protection. You may make your suggestions to your supervisor or the Safety Manager.

If an outbreak arises that increases the threat of infectious disease either by severity or commonality, the Safety Department will take the lead in preparing workplace protocols consistent with current guidance from authorities.

### **PANDEMIC/EMERGENCY ORDERS**

Patrick Nowak is the Company's designated Pandemic/Emergency Order Coordinator. In any case of a pandemic or emergency order put out by the US government he will be the employee designated to implement any control, mitigation and recovery plan that would be needed. Please reach out to him at 360-553-2089 or pat.n@mjhughes.com with any questions related to pandemic or emergency orders. If he has cause to issue an Emergency Mitigation and Recovery Control (EMRC) plan all employees are required to be familiar with and follow the EMRC plan and adhere strictly to its direction. Failure to do so may be grounds for termination of employment.

### **ACCIDENT INVESTIGATION, REPORTING AND RECORDKEEPING PROCEDURES**

Please refer to Section IV in the safety program manual for the proper procedures to be followed for reporting all accidents.

If you *observe any violations of safety procedures or regulations, or any unsafe conditions, it is your obligation to report it to management immediately (the same day) so that the problem can be corrected at once. (The word “immediately” is to be taken literally -- i.e., the moment that the situation is observed.)*

Anyone who *observes or is involved in any accident or injury* involving anyone on Company property or project *must* report the incident to management **immediately (i.e., as soon as it occurs)** or as soon as possible once the effects of the injury or illness become known so that appropriate action can be taken. Failure to do so may result in corrective action and may also jeopardize an employee's right to medical benefits or any other compensation stemming from the incident. Reporting forms are available in the office, from your supervisor, or near the First Aid Kit. In addition to the report forms noted above, employees must fill out applicable Workers' Compensation forms as required by state law.

If a workplace accident or injury does occur, the Company has the right to request that **all** individuals that may have contributed to the incident to submit to immediate testing for the presence of intoxicating drugs or alcohol. These tests may assist MJ Hughes in evaluating the root cause of a workplace incident that harmed or could have harmed employees. If these substances were **not** a factor in the incident, you will want these tests as evidence in your behalf.

## **FITNESS FOR DUTY**

All employees are expected and required to report for work on time and in appropriate condition to meet job responsibilities in a safe and effective manner.

If you are unable to devote your full attention and abilities to your duties, please notify your supervisor immediately. Reporting to work, or working, when you are not fit for duty creates an unnecessary risk of injuries, accidents or costly errors and is a basis for corrective action.

When determined necessary, MJ Hughes may require professional evaluation of an employee's physical, emotional or mental capacities to determine their ability to perform essential job functions. Such evaluations are conducted by an independent, licensed health care professional.

MJ Hughes is responsible for paying the cost of a required evaluation to the extent required by law. The Company will protect the confidentiality of the evaluation and the results as they would any other confidential information regarding its employees.

## **SAFETY COMMITTEE**

The Safety Committee consists of management and employee representatives who have an interest in the general promotion of safety and health for the Company and chaired by the Safety Manager. The Safety Committee is responsible for making recommendations to improve safety and health in the workplace. Specifically, the Safety Committee has been charged with the responsibility to define problems and obstacles to loss prevention; to identify hazards and suggest corrective actions; to help identify employee safety training needs; and to develop accident investigation procedures for our Company.

## **SUBSTANCE ABUSE POLICY**

The Company is strongly committed to:

- providing a safe and productive working environment for our employees;
- producing products of the highest possible quality; and,
- providing excellent service to our customers.

We expect and require the support of our employees in meeting our commitments to safety, quality and service. We recognize that employees who are unable to do their best work in a safe manner, due to the effects of alcohol or drug use, interfere with these commitments.

This policy applies to non-FMCSA-regulated employees and testing under Company authority. Please see the separate FMCSA Substance Abuse policy for requirements and testing under FMCSA authority.

### **Rules**

Each employee is expected and required to report for work on time and in appropriate mental and physical condition to work safely and effectively.

## **Illegal and Controlled Substances**

The manufacture, purchase, distribution, use, sale, transfer or possession of any illegal, intoxicating or unauthorized controlled substance on Company premises, in Company vehicles or while conducting Company business off Company premises is prohibited. Reporting for work, working or engaging in any activity on the Company's behalf under the influence of or with an illegal, intoxicating or unauthorized controlled substance in your system is prohibited. The term "under the influence" means having a verified positive test.

This policy also applies to prescription drugs not used in accordance with the healthcare provider's instructions, or prescriptions authorized for other individuals.

Employees taking any substance, including over-the-counter medication and prescriptions that includes a warning label (dizziness, drowsiness, or any other impairments) should discuss the use of the medicine with their doctor in light of the requirements of their job. It is your responsibility to confer with your physician to determine whether any prescribed drug or other medication or substance may impair job performance. If the use of your prescription or other medication impairs your ability to safely perform your job you are required to notify Human Resources before performing any work. You do not need to disclose the name of the prescription or medicine, only that you are taking something that impacts your ability to perform your job safely or effectively. If the use of your prescription or other medication impairs your ability to safely or effectively perform your job, the Company may, but is not required to, transfer you to another position which would limit the danger to yourself or others, or place you on medical leave. Employees are also required to provide a medical authorization to work, upon request.

This policy also applies to marijuana. While its use may be authorized under state laws, marijuana is illegal under federal law and therefore is considered an illegal and/or unauthorized controlled substance for purposes of this policy. Accordingly, having any detectable level of marijuana in your system while working is prohibited and will result in a violation of this policy, even if lawfully used outside of work.

## **Alcohol**

The unauthorized manufacture, purchase, distribution, use, sale, transfer or possession of alcohol on Company premises, in Company vehicles or while conducting Company business off Company premises is prohibited.

Reporting for work, working or engaging in any activity on behalf of the Company under the influence of alcohol is prohibited. Under the influence means any detectable level in your system. However, there may be Company functions where alcohol will be served. Alcohol will only be served with prior approval from management. Employees are to consume alcoholic beverages in moderation; consumption will be strictly monitored and controlled.

Employees are required to report any conviction under a criminal drug or alcohol statute for violations occurring on or off Company premises while conducting Company business. The report of such conviction is required to be made within five days of the conviction.

Violation of these rules will subject an employee to corrective action up to and including discharge.

**Drug** testing may be required in the following situations:

1. Pre-employment\*, following a conditional offer of employment;
2. When there is reasonable suspicion, as determined by the Company, that an employee may be in violation of this policy;
3. When an employee has been determined by the Company to have caused or contributed to a serious accident or injury, and the Company determines that drugs/alcohol could reasonably be considered a contributing factor;
4. On a random basis; or
5. Blanket testing of specific locations or work group (such as a department or shift).

\*Preemployment drug testing cannot include testing for marijuana except for positions categorized as “safety sensitive” when impairment while working presents a substantial risk of death.

**Alcohol** testing may be required when there is reasonable suspicion, as determined by the Company, that an employee is under the influence of alcohol. This includes if the Company has reason to believe alcohol was involved in a work-related accident or injury.

Each employee is required to submit to drug or alcohol testing as directed, to complete related paperwork and to participate and cooperate fully in specimen collection procedures. If you are selected for a random drug test, you are required to report immediately for testing upon notification. Refusal or failure to submit to testing is considered a positive test and may result in corrective action, up to and including termination. The presence of chemicals – or any other adulterant – in the sample that mask the presence of illegal substances will be considered a refusal to submit to testing. Furthermore, attempting to provide or providing a sample that is not your own or intentionally diluting a sample will be considered a refusal to submit to testing. If your test result is inconclusive, you may be asked to submit to a retest.

The time you spend being tested is considered hours worked and therefore is compensable at your regular rate. Time off while awaiting confirmation or retesting will be paid pending a final confirmation of a negative test.

### Discipline

Corrective action may be imposed for violation of this policy, including when there is a positive test for the presence of any illegal, intoxicating, unauthorized controlled substance (including the use of prescriptions not in accordance with instructions or prescriptions authorized for others) or alcohol. If eligible for continued employment, an employee will be required to sign and follow a “Last Chance” Agreement as a condition of continuing employment.

It is the Company’s policy that drug and alcohol test results be protected; only management and designated employees who need to know the results to perform their responsibilities will be given access to test result information.

### **Searches**

When the Company believes there is reasonable suspicion that an employee is in possession of drugs or alcohol during work time or on Company property, as described above, all personal items, such as packages, bags, lunch boxes, being carried on or removed from the Company premises are subject to search. Personal vehicles parked in Company parking lots may be searched if there is probable cause that an employee unlawfully possesses controlled substances in violation of state law, federal law and this policy. Likewise, all Company property, including, but not limited to, desks, equipment, vehicles, will remain the property of the Company and will be subject to search at the Company's discretion.

No employee or other person will be forcibly searched or detained. Efforts will be made to respect reasonable integrity and privacy.

All illegal drugs or drug paraphernalia found in the possession of an employee or on the Company premises will be released to a law enforcement agency.

### **Safeguards**

The Company recognizes the sensitivity of enforcement of this policy. The Company will use qualified medical personnel and management personnel to administer this policy.

The Company will use equipment, procedures, and facilities that have a high degree of accuracy and integrity in testing and analysis.

The detectable presence of any drug in the system will constitute a "positive" test. All positive test results will be confirmed using the GCMS testing method. Any employee who wishes to challenge a positive test result is required to notify the President of their doubts as soon as possible but no later than 10 days after notification of the test result.

Test results and other information concerning drug and alcohol investigations will be treated confidentially and released only when there is a need to know.

### **Rehabilitation Assistance**

Employees who have alcohol and/or drug dependency problems, or feel they may have such problems, are encouraged to contact their supervisor or the President. Although the Company will support voluntary treatment efforts for employees with drug and alcohol dependency problems who voluntarily seek assistance, it is up to each employee to pursue treatment **before** dependency problems result in unsatisfactory performance or attendance, safety violations, etc., and **before** the employee violates this substance abuse policy.

When an employee voluntarily reports a drug or alcohol dependency problem and seeks assistance, that employee will be placed on a leave of absence or adjusted work hours to allow for inpatient or outpatient rehabilitation treatment. The employee must comply with all treatment and after-care recommended by the treatment program, or a substance abuse professional. The employee will not be permitted to work until such time as a competent medical authority, approved by the Company, has certified that the employee has controlled the problem and is able to safely perform the job assignment.

The time an employee is off work undergoing rehabilitation is unpaid. However, employees may draw their unused, accumulated PTO or sick leave. In addition, employees who are receiving health insurance coverage may be eligible for insurance benefits as outlined in their plan.

Any employee who discloses that they have alcohol and/or drug dependency problems **after** the employee has been notified that they must submit to drug or alcohol testing and/or after dependency problems have resulted in unsatisfactory performance or attendance, safety violations, or violations of Company rules or policies **is not** entitled to take advantage of the rehabilitation assistance program discussed above.

An employee undergoing a treatment program with the Company's agreement in order to avoid discharge will be required, as a condition of continued employment, to agree in writing to:

- Comply with all treatment, rehabilitation, and after-care, as determined by a substance abuse professional or treatment program; and
- The terms of a Rehabilitation and Return to Work Agreement, including follow-up testing, as may be required by the Company.

The employee's employment continues to be "at-will." Entering into a Rehabilitation and Return to Work Agreement does not alter the at-will employment relationship. In addition, all costs of a treatment program are the sole responsibility of the employee.

## **TOBACCO AND SMOKE-FREE WORKPLACE**

**\*Please see addendum for Oregon Tobacco and Smoke-Free Workplace policy.**

Out of consideration for the health and comfort of the majority of our employees and visitors, this is a tobacco and smoke-free work environment. The office, equipment yard, and maintenance shop are tobacco and smoke-free areas. Smoking and the use of all tobacco products, including chewing tobacco, vaping and e-cigarettes, by employees and visitors is allowed only in designated areas on the job sites, which will be explained to you by your supervisor.

Pursuant to state law any designated area cannot be within 25 feet of any building entrance, exit, open window or air ventilation intake. Smoking and the use of all tobacco products, including chewing tobacco, vaping and e-cigarettes is also prohibited in all Company vehicles that are not exclusively operated by one individual.

Employees should not allow smoking during breaks to delay or interfere with the timely completion of their work assignments. Smoking and the use of all tobacco products, including chewing tobacco, vaping and e-cigarettes should be limited to rest and meal periods.

Odors on your clothing that are disruptive or offensive to others or may exacerbate allergies are unacceptable in the workplace.

## **POSSESSION OF FIREARMS AND WEAPONS**

Possessing firearms or weapons concealed or otherwise, on or in Company property may threaten the safety of others. Therefore, you may not bring such weapons onto Company property or possess them while conducting Company business. Company property includes, but is not necessarily limited to, buildings and lots, offices, desks, lockers, and Company vehicles. Weapons are also prohibited in personal vehicles parked on Company property.

Failure to comply with this policy will result in discipline up to and including termination as well as potential criminal charges.

## **SEARCHES**

MJ Hughes reserves the right to conduct searches on Company property. Any search must be approved by the President.

Searches may be conducted if there is a reasonable basis to do so. Examples of situations which may necessitate a search include security, safety and policy compliance issues.

Company property includes, but is not necessarily limited to, buildings and lots, offices, desks, lockers, and Company vehicles. Personal property, including lunch boxes, and purses are also subject to search when brought onto Company property.

All employees are expected to cooperate fully with any approved search conducted by MJ Hughes.

## **VIOLENCE POLICY**

The Company holds in high regard the safety, welfare, and health of our employees. Therefore, the Company has a policy of zero tolerance for violence. If any employee displays any violence in the workplace or threatens violence in the workplace, they will be subject to immediate termination. No talk of violence or joking about violence will be tolerated. Threats, threatening behavior, acts of violence, or intimidation against employees, visitors, or other individuals by anyone on Company property will not be tolerated.

The Company discourages any employee from engaging in any physical confrontation with a violent or potentially violent individual.

The Company defines “violence” to include physically harming another, shoving, pushing, harassment, intimidation, coercion, brandishing weapons, and threats or talk of violence. All threats of violence or acts of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear violent behavior or threats near

your workstation, do not try to intercede or see what is happening. Use your best judgment in protecting yourself. If it would not put you at greater risk, alert others to the danger of violence.

MJ Hughes will promptly and thoroughly investigate all reports of threats of violence, acts of violence, and suspicious individuals or activities. The identity of the Company individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, MJ Hughes may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of violence, acts of violence or other conduct that is in violation of these guidelines will be subject to prompt corrective action up to and including termination of employment. Additionally, acts or threats of violence to yourself or others may result in MJ Hughes taking appropriate action with local authorities.

### **EMPLOYEE CONDUCT**

The orderly and efficient operation of MJ Hughes requires that discipline be maintained and that proper standards of conduct are observed at all times. We have established rules which all employees are required to observe.

As a corrective action, the Company may issue verbal or written warnings, suspend without pay, demote, discharge or take any other action it determines to be appropriate for departures from proper conduct or violation of Company rules.

Following are examples of conduct which violate our standards of conduct for employees. This list is not complete. If you engage in the conduct listed or in conduct MJ Hughes feels is similar to the kinds of conduct listed, you may be subject to corrective action up to and including termination:

- a. Refusing to perform lawful job duties and responsibilities;
- b. Dishonesty;
- c. Unauthorized use, removal or destruction of Company property or the property of other employees;
- d. Failure to safeguard Company assets;
- e. Excessive unauthorized tardiness or absences;
- f. Leaving work without prior authorization;
- g. Violation of safety rules or failure to follow safety procedures;
- h. Possession, sale, manufacture, or use of intoxicants or illegal drugs on Company premises, in Company vehicles or while on Company business;
- i. Reporting for work or working while intoxicated, under the influence of illegal drugs or intoxicants, or otherwise unfit for duty;
- j. Language that could be construed as workplace violence;
- k. Sexual harassment or harassment based upon an employee's membership in any protected class;
- l. Falsification of Company records;
- m. Off duty conduct which may violate Company policies such as engaging in illegal activity that directly affects the Company or performance of your job;

- n. Making statements that are libel or slander such as communicating and/or publishing knowingly false information;
- o. Fighting or horseplay;
- p. Disseminating or using confidential or proprietary work-related information without authorization.

An employee's overall record may be considered in determining appropriate corrective action. MJ Hughes will determine the facts, whether discipline is warranted and what level of discipline, up to and including discharge, is warranted.

We believe our rules and expectations are clear. If, however, you have any questions concerning the application or intent of these rules, please consult your supervisor. Your cooperation in observing our work rules and standards for conduct will make corrective action unnecessary.

MJ Hughes complies with all applicable federal, state and local laws and regulations concerning employer/employee rights and obligations.

## **CORRECTIVE ACTION**

MJ Hughes has high performance expectations and the Company will take corrective action measures when necessary to improve performance deficiencies or to deal with violations of policies and work rules. The purpose of corrective action is to develop and maintain long-term, successful employees through coaching and ensuring that expectations are clearly communicated. Corrective action should both correct the situation and avoid repetition. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation. Management reserves the discretion to consider all options and whatever action it feels appropriate to the situation.

Corrective action may be taken at the discretion of management and, while we cannot compile an exhaustive list, may include any one or any combination of the following:

- Verbal coaching which may be confirmed in writing by the supervisor and placed in the employee's personnel file.
- Written warning, placed in the employee's file.
- Final written warning, placed in the employee's file.
- Termination, documented in the employee's file.
- Suspension may be used to remove an employee from Company premises during an investigation, or as a corrective action. Suspensions may be paid or unpaid as deemed appropriate.

The above options do not represent a process in which one step always follows another. Some acts, particularly those that are intentional or serious, may warrant more severe action on the first or subsequent offense, up to and including termination. When determining appropriate corrective action, management may consider the seriousness of the offense, the employee's

intent and motivation to change the performance, the context in which the offense took place and the overall employment history. It is within management's sole discretion to determine the appropriate action.

Employees will be asked to sign all corrective action documentation acknowledging receipt of the documents.

### **UNACCEPTABLE JOB PERFORMANCE**

If there is a problem with an employee's performance the following steps will generally be taken, however, a progressive process is not guaranteed:

1. The supervisor will give the employee verbal counsel as to exactly what the problem is, where the performance is deficient, what needs to be done to bring the performance up to the required standards, and the length of time the deficiency must be corrected within. This verbal counseling will be recorded in the employee's file for documentation purposes.
2. If the required improvement is not achieved after the specified length of time, the employee will be given additional counseling and a written warning. This will be documented in the employee's personnel file. This could include a performance agreement detailing steps the employee can take in order to come into compliance with expectations.
3. If the required improvement is still not achieved, the next step will depend on management's judgment as to the action taken. The next action may be termination, suspension, or an additional warning, depending on the circumstances and the seriousness of the deficiency.

It is the Company's obligation to communicate its expectations and performance standards clearly to employees. It is the employee's obligation to meet these standards of performance. The above steps are established to ensure that employees understand what is expected of them and are given every opportunity to meet these expectations.

**Notwithstanding all of the above and other verbal or written statements, it is important for employees to remember that they can be terminated at the Company's discretion and may also resign at their discretion. Washington is an "at will" state, meaning that either party can terminate their working relationship at any time for any reason except as prohibited by law.**

### **COMPANY BENEFITS**

#### **PAID PERSONAL TIME OFF**

MJ Hughes Construction ("MJH") provides Paid Time Off ("PTO") benefits to its eligible employees, as described below, so that you are better able to perform your job duties when you are at work. This time is provided in compliance with Oregon and Washington state sick leave

laws. PTO under this policy is available to employees for vacations, sick time, medical leave, personal business, childcare or any other purposes.

**Eligibility:**

1. To qualify for PTO, you must be a full-time employee working at least 30 hours per week.
2. All employees accrue PTO from the first day of employment which may be used after 90 days of employment. Full-time exempt employees have a 6-month waiting period to use accrued time as PTO (unless used as sick leave).
3. Any employee who is rehired by MJH within 90 days after termination of employment will be deemed to have been continuously employed for purposes of this policy. PTO time will be held for 12 months.
4. **Note:** This policy is not applicable to union employees or part-time employees. Union employees are provided vacation benefits through their union and will not receive additional or separate Paid Personal Time Off from MJ Hughes Construction. Part-time employees will have a bank of sick leave. Please see sick leave section below.

**PTO Earning Schedule**

Employees earn PTO in accordance with the following schedule:

| <b>Length of Service</b> | <b>Hours accrued per straight time hours worked each week.<br/>Salaried, Exempt Personnel will accrue at the accrual rate based on a 40-hour workweek.</b> | <b>Approximate Accrual Rate Equates to ___ Maximum Hours per Year</b> |
|--------------------------|--|---|
| Less than 2 years        | .03333   | 70 = Level 2  |
| More than 2 years        | .03850   | 80 = Level 3  |
| More than 3 years        | .04231   | 88 = Level 4  |
| More than 4 years        | .04616   | 96 = Level 5  |
| More than 5 years        | .05000   | 104 = Level 6   |
| More than 6 years        | .05385   | 112 = Level 7   |
| More than 7 years        | .05770   | 120 = Level 8   |
| More than 8 years        | .06154   | 128 = Level 9   |
| More than 9 years        | .06539   | 136 = Level 10  |
| More than 10 years       | .06924   | 144 = Level 11  |
| More than 11 years       | .07308   | 152 = Level 12  |
| More than 12 years       | .07693   | 160 = Level 13  |
| More than 13 years       | .08077   | 168 = Level 14  |
| More than 14 years       | .08462   | 176 = Level 15  |
| More than 15 years       | .08847   | 184 = Level 16  |

- Employees do not earn or accrue PTO while using PTO or holidays.
- An employee's maximum annual PTO accrual limit is set forth in the schedule above under the column titled "Accrual Rate Equates to \_\_\_ Maximum Hours per Year".
- Employees can carryover up to 80 hours of earned but unused PTO each year.
- Employees are allowed to redeem (cash out) up to 40 hours of unused PTO one time per calendar year.
- An employee who does not elect to redeem PTO to reduce the PTO balance below the maximum annual PTO accrual limit (as discussed above) must cash out up to 40 hours (once per year) to reduce the PTO balance or forfeit any PTO over the carryover amount at the end of the year.
- Employees are not permitted to take PTO in advance of it being earned.

### **Rate of Pay for PTO**

- If you are a salaried employee, PTO will be paid to you at an hourly rate equivalent to your current rate of pay.
- If you are an hourly employee, PTO will be paid to you at your regular rate of pay.
- You will receive a statement of your accrued PTO leave balance on each paystub.
- PTO may not be taken for more hours than scheduled to work in a workweek.
- PTO cannot be used to increase paid time over that of a normal shift.

### **Use of PTO For General Use (Non Sick Leave Reasons)**

- PTO can be used in minimum increments of two hours for recreational purposes. When an employee has more than 40 hours of PTO in their bank, employees must use PTO whenever they take off time in excess of two hours, unless used for qualifying sick leave reasons.
- A PTO request form must be submitted to your supervisor AND Operations Manager and be approved in advance of the date you are requesting to take off. Only the President and Operations Manager have the authority to approve time off requests. Direct supervisors will be consulted with by either the President or Operations Manager prior to making a determination regarding an employee's PTO request.
- To be eligible for PTO pay, you must work your last scheduled day before the PTO and the first scheduled day after the PTO, unless you receive prior approval from your supervisor.
- PTO can be requested up to 365 days in advance of taking the time off.
- Requests will be reviewed based on a number of factors, including but not limited to: business needs, staffing requirements, seniority, number of requests for the same time period.
- MJH may refuse an Employee's request for PTO if, in MJH's sole judgment, scheduling PTO at the time requested would interfere with MJH's business operations.
- PTO may not be used in a manner that results in an employee being paid for more than 40 hours in a week unless otherwise required by law. For example, if an employee works 35 hours Monday through Thursday and takes Friday off, the employee may use up to 5 hours of PTO for that week.

## **Use of PTO for Sick Leave Reasons**

Depending on work location, paid sick leave is available for the purposes permitted by Oregon or Washington Sick Leave laws. Generally, employees may take sick leave for the following qualifying reasons:

- To care for yourself or your family member with a mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or need for preventive medical care.
- Absences related to Oregon and Washington's domestic violence leave laws.
- To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability, completed within 12 months after birth or placement of the child (**Oregon Only**).
- Absences associated with the death of a family member (**Oregon Only**).
- Your absence to prepare for, or participate in, any judicial or administrative immigration proceeding involving you or your family member (**Washington Only**).
- For blood donation by you made in connection with a voluntary program approved or accredited by the American Association of Blood Banks or the American Red Cross (**Oregon Only**).
- If an employee's workplace, or their child's school or place of care, has been closed due to a declared emergency by order of a public official (**Washington Only**).
- In the event of a public health emergency (**Oregon Only**), including but not limited to:
  - Closure of your place of business, or the school or place of care of your child, by order of a public official due to a public health emergency.
  - A determination by a lawful public health authority or a health care provider that your presence or your family member in the community would jeopardize the health of others.
  - Your exclusion from the workplace under any law or rule that requires your employer to exclude you from the workplace for health reasons.
- PTO for qualifying sick reasons can be used in increments of the smallest amount trackable on payroll.
- When using PTO, the time used will not count toward overtime, for example if you worked 35 hours in the pay period and used an additional 8 hours of PTO pay your pay would be 43 hours of straight time pay not 40 hours straight time plus 3 hours overtime.
- If the need for PTO for sick leave is foreseen, you should request the time off as soon as possible, preferably at least 10 calendar days prior to the absence. A failure to provide adequate notice for use of foreseen leave may result in disciplinary action.
- If the need for PTO for sick leave is unforeseen, you must call or text your supervisor prior to the start of your scheduled shift to report the absence. If you are unable to do so, you must call or text your supervisor as soon as you are able to report the absence and provide a reason that you were unable to call prior to the start of your scheduled shift. A failure to follow this reporting procedure may result in corrective action.
- Depending on the circumstances, you may be required to provide a certification of your need for PTO for sick leave from your medical provider or another appropriate person. If you fail to provide a requested certification, you may be denied the use of PTO for sick leave. If you believe that providing the requested verification (such as a doctor's note)

- will result in an unreasonable burden or expense to you, you have the right to assert this to your supervisor, either orally or in writing.
- Qualifying PTO for sick leave absences are excused. The absences will not count toward the Company's attendance policy.

Employees covered by and approved for Paid Leave Oregon (PLO) may use their full amount of PTO while receiving PLO benefits. Employees covered by and approved for Washington Paid Family and Medical Leave may use PTO to supplement their paid benefits; however, use of PTO will reduce an employee's benefit amount.

In the case of a leave of absence, employees will not earn or accumulate PTO during the leave and, when returning to work after the leave, the accumulation rate will be reinstated at the same level as it was at the beginning of the leave.

*If an employee has more than 40 hours of accrued PTO:*

- Employees cannot take time off without pay, unless for qualifying sick leave reasons.
- MJH has the right to apply PTO to any leave taken by an employee unless PTO is being used for qualifying sick leave reasons.
- At times when the workload is light, MJH at its sole discretion or judgment may require employees to take time off. During this time, the use of accrued and unused PTO may be required.
- The Company will not require, as a condition of an employee taking PTO for sick leave, that you search for or find a replacement worker to cover the hours during which you are on paid sick leave.

### **Termination**

If employees are terminated for cause or if you fail to provide MJH at least ten (10) business days' notice prior to your resignation, you will forfeit all unused PTO. Your written resignation must be sent to Mike Hughes at [HR@mjhughes.com](mailto:HR@mjhughes.com) ten (10) business days prior to departure to receive unused PTO. Outside of these circumstances, you can receive payment for PTO time that you earned but did not use as of your termination date if you email [hr@mjhughes.com](mailto:hr@mjhughes.com) and request your PTO to be paid out to you on your final check prior to that payroll cycle being processed. Your PTO balance will remain for a period of 365 days if it is not cashed out at termination of employment. If you are rehired within 365 days your PTO balance will be restored unless it was cashed out.

*Construction workers* who resign or are terminated within 90 days of employment are cashed out for accrued and unused PTO.

Aside from protected sick leave as required by state and local laws, MJH reserves the right to revise, reduce, increase, or eliminate these benefits at its discretion at any time.

The Company will not discriminate or retaliate against an employee for the lawful exercise of paid sick leave. If you feel like you are being discriminated or retaliated against for the exercise of your Minimum Wage Act rights, you may contact the Human Resources Department.

If you are not satisfied with the response, you may contact the Washington State Department of Labor & Industries or the Oregon Bureau of Labor and Industries, depending on work location.

### **Washington**

- Online: [www.Lni.wa.gov/WorkplaceRights](http://www.Lni.wa.gov/WorkplaceRights)
- Call: 1-866-219-7321, toll-free
- Visit: [www.Lni.wa.gov/Offices](http://www.Lni.wa.gov/Offices)
- Email: [ESgeneral@Lni.wa.gov](mailto:ESgeneral@Lni.wa.gov)

### **Oregon**

- Online: <https://www.oregon.gov/boli/workers>
- Call: 971-245-3844
- Visit: <https://www.oregon.gov/boli/about/Pages/contact-us>
- Email: [boli\\_help@boli.oregon.gov](mailto:boli_help@boli.oregon.gov)

### **SICK LEAVE**

MJ Hughes provides part-time employees with paid sick leave in compliance with Oregon and Washington state sick leave laws.

Employees are not entitled to accrue paid sick leave for hours paid while not working (such as using paid or unpaid leave).

Depending on work location, paid sick leave is available for qualifying Oregon or Washington sick leave reasons. Generally, employees may take sick leave for the following qualifying reasons:

- To care for yourself or your family member with a mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or need for preventive medical care.
- Absences related to Oregon and Washington's domestic violence leave laws.
- To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability, completed within 12 months after birth or placement of the child (**Oregon Only**).
- Absences associated with the death of a family member (**Oregon Only**).
- Your absence to prepare for, or participate in, any judicial or administrative immigration proceeding involving you or your family member (**Washington Only**).
- For blood donation by you made in connection with a voluntary program approved or accredited by the American Association of Blood Banks or the American Red Cross (**Oregon Only**).
- If an employee's workplace, or their child's school or place of care, has been closed due to a declared emergency by order of a public official (**Washington Only**).
- In the event of a public health emergency (**Oregon Only**), including but not limited to:
  - Closure of your place of business, or the school or place of care of your child, by order of a public official due to a public health emergency.

- A determination by a lawful public health authority or a health care provider that your presence or your family member in the community would jeopardize the health of others.
- Your exclusion from the workplace under any law or rule that requires your employer to exclude you from the workplace for health reasons.

Sick Leave will accrue at a rate of 1 hour per 30 hours worked starting with the first day of employment.

To be eligible to use sick leave, you must have worked for MJ Hughes for at least 90 days. Sick leave must be used in increments of the smallest amount trackable on payroll and is paid at your regular rate of pay.

Sick leave absences are excused. The absences will not count toward the Company's attendance policy. You will receive a statement of your accrued sick leave balance on each paystub.

Sick Leave cannot be used to increase paid time to be over that of the normal shift or for days work is not available for you. Sick leave is not considered time worked for purposes of calculating overtime.

At the end of the year a maximum of 40 hours of Sick Leave will carry over into the new year. Unused accrued sick leave will not be paid or cashed out at the termination of employment unless you have not been employed for 90 calendar days. *Construction workers* who resign or are terminated within 90 days of employment are cashed out for accrued and unused sick leave.

Employees who leave employment and are rehired within 365 days of termination of employment will have reinstated any sick leave that was accrued and unused at the time of their termination. If a new year has begun a carryover of 40 hours will apply. The 90-day waiting period will be waived in this circumstance.

For absences exceeding three (3) consecutive days the Company may request the employee to provide verification that the employee's use of paid sick leave is for an authorized purpose. If you believe that providing the requested verification (such as a doctor's note) will result in an unreasonable burden or expense to you, you have the right to assert this to your supervisor, either orally or in writing.

If the need for sick leave is foreseen, you should request the time off as soon as possible, preferably at least 10 calendar days prior to the absence. A failure to provide adequate notice for use of foreseen leave may result in corrective action.

If the need for sick leave is unforeseen, you must call or text your supervisor prior to the start of your scheduled shift to report the absence. If you are unable to do so, you must call or text your supervisor as soon as you are able to report the absence and provide a reason that you were unable to call prior to the start of your scheduled shift. A failure to follow this reporting procedure may result in corrective action.

MJ Hughes will not require, as a condition of an employee taking paid sick leave, that you search for or find a replacement worker to cover the hours during which you are on paid sick leave.

The Company will not discriminate or retaliate against an employee for the lawful exercise of paid sick leave. If you feel like you are being discriminated or retaliated against for the exercise of your Minimum Wage Act rights, you may contact the Human Resources Department.

If you are not satisfied with the response, you may contact the Washington State Department of Labor & Industries or the Oregon Bureau of Labor and Industries, depending on work location.

### **Washington**

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- Email: [ESgeneral@Lni.wa.gov](mailto:ESgeneral@Lni.wa.gov)

### **Oregon**

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- Visit: <https://www.oregon.gov/boli/about/Pages/contact-us>
- Email: [boli\\_help@boli.oregon.gov](mailto:boli_help@boli.oregon.gov)

### **Union Employees**

MJ Hughes works with your Union to supply benefits that comply with Paid Sick Leave laws. Paid Sick Leave details for union employees are included in each applicable CBA. Sick leave must be taken in accord with the Oregon and Washington State description of sick leave allowances and you must be unable to work to request to take time off for sick leave. If you are found to be using it for other reasons you will be subject to discipline including termination.

### **HOLIDAYS**

Following are the national holidays observed by MJ Hughes Construction.

- New Year's Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day AND the Day After
- Christmas Day

Full-time, exempt office employees are eligible for holiday pay and will generally receive their full weekly wage for the week if MJ Hughes is closed for a holiday. If a full-time, exempt office employee is required to work on a holiday, they may take a day off at a different time that does not impact their workload. If you wish to take accrued vacation or personal time immediately before or after a paid holiday, this must be approved in advance by your supervisor.

We will follow the customs of our local business community if one of these holidays falls on a weekend. Normally, for holidays that fall on Saturday, the preceding Friday is taken off. If a holiday falls on Sunday, the following Monday is generally taken off.

We recognize that some employees wish to observe certain days, such as religious holidays, which are not included in the above holiday schedule. You may use approved PTO for this purpose.

### **EDUCATION AND TRAINING**

In order to encourage your professional development, the Company will make every effort to pay for part or all of the out-of-pocket costs for any academic courses, seminars, workshops, or training which you and your Manager agree will enhance your ability to perform your present job, prepare you for advancement within the Company, or enhance your value to the Company in any other way.

The course content and potential value should be discussed in advance with your supervisor, in order to get approval for this expenditure. Approval will depend on management's judgment as to the usefulness of the course in relation to its cost and benefit to the Company.

### **LEAVES OF ABSENCE**

Under certain circumstances, MJ Hughes will allow employees to take a leave of absence without pay. Whenever it is required by law, the Company will continue to pay for Company-provided health care benefits during your leave of absence. If this is not required by law, a joint decision will be made by management and the employee regarding the handling of any benefits.

Unless required by law, the granting of a leave of absence is at management's discretion, and all relevant circumstances will be taken into account in making this decision. A written request for leave should be submitted to your supervisor at least 30 days in advance, whenever feasible. Sufficient advance notice will enhance our ability to grant your request.

Unless otherwise agreed upon in writing, during your absence, you must contact your supervisor every two weeks regarding your status and confirming your planned return to work. Unless otherwise designated by law, if you do not contact your supervisor as required or do not return to work at the agreed upon time, without securing written approval for an extension, this will be considered a voluntary resignation, without good work-related cause. Unless otherwise required by law, further paid holidays, personal days, paid vacation or seniority will not accrue during any unpaid leave of absence.

### **PERSONAL OR MEDICAL LEAVES NOT REQUIRED BY LAW**

Even if not required by law, the Company will make every effort to grant leaves of absence for personal or medical reasons whenever possible, giving full consideration to the needs of the employee as well as the Company. The length of leave granted and the conditions upon return will be based on individual circumstances. Whenever possible, we will consider other alternatives to meet your needs, such as a shortened workweek, part-time work, job sharing, or

flexible work schedules. The feasibility of such arrangements will depend on many factors: the specific requirements of your position, the ability to meet customer needs, the cost to the Company of additional training or administration, and possible effects on co-workers or clients.

You may be required to supply the Company with certification of the condition necessitating leave.

Because the requirements of each job are unique, we will not be able to offer exactly the same arrangements to all employees. We will, however, do the best we can to accommodate everyone, considering all of the circumstances. For this kind of flexible approach to succeed, all employees must have a mature, responsible, and cooperative attitude. If we find that a flexible approach causes problems rather than solving them, we may have to reconsider. If you have a good performance record, we will not want to lose you as a valued employee. We will make every effort to help you meet your family and personal needs without sacrificing your professional goals.

You are expected to return to work from leave as scheduled. If you do not and have failed to properly request an extension of leave, you will be considered to have voluntarily quit.

## **DOMESTIC VIOLENCE LEAVE**

**\*Please see addendum for Oregon Domestic Violence and Crime Victim Leave policy.**

MJ Hughes makes statutory domestic violence leave available as prescribed by state law. Statutory leave may be available to you for the following reasons:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, hate crimes or bias incidents or stalking;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, hate crimes or bias incidents or stalking, or to attend to health care treatment for a victim who is the employee's family member;
- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, hate crimes or bias incidents or stalking;
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, hate crimes or bias incidents or stalking, in which the employee or the employee's family member was a victim of domestic violence, sexual assault, hate crimes or bias incidents or stalking; or
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, hate crimes or bias incidents or stalking.

Family member is defined as an employee's child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

### ***Eligibility***

Leave is available to any employee, regardless of the number of hours you work or your length of employment.

### ***Maximum Duration of Leave***

The amount of leave time you are entitled to will be determined with consideration given to the level of hardship it places on MJ Hughes. Leave may be used in a single block of time, intermittently, or on an adjusted schedule.

### ***Pay During Leave***

Leave is generally without pay. However, during your leave, you may elect to utilize any other paid leaves provided by the Company.

### ***Certification***

Before approving this type of leave, you may be required to provide documentation verifying the need for leave. Appropriate documentation includes, but is not limited to, police reports or court documents; an employee's written statement; or a statement from a provider, clergy, attorney, or advocate.

MJ Hughes will maintain the confidentiality of all information provided by the employee. Information will only be disclosed if it is requested or consented to by the employee, ordered by a court or administrative agency, or otherwise required by applicable federal or state law.

### ***Reasonable Safety Accommodations***

You may request reasonable safety accommodations in addition to domestic violence leave. Reasonable safety accommodations include, but are not limited to, the following:

- Transfer
- Reassignment
- Changed work telephone number or email
- Implemented safety procedures

### ***Call-In***

MJ Hughes requires employees on statutory leave to comply with the Company's call-in policy.

### ***Return to Work***

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

**If you are in need of this type of leave, or need an accommodation for safety reasons, please contact your supervisor immediately.**

### **BEREAVEMENT LEAVE**

All employees with more than three months of service may take up to three days of unpaid bereavement leave upon the death of a member of their immediate family or extended family member *ie.* aunts, uncles, and cousins (you may use PTO if available).

The Company may require verification of the need for the leave.

If PTO is used for this time, payment for bereavement leave will be computed at the regular hourly rate to a maximum of eight hours for one day. Payment is made for hours the employee was otherwise scheduled to work on those days. PTO used in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

### **JURY DUTY LEAVE OF ABSENCE**

Employees who are required to be absent from work due to jury duty will be granted unpaid time off to serve. You may use your PTO for this time. If you receive a jury duty summons, notify your supervisor as soon as possible. You may be asked to provide evidence of your service. Exempt employees who work any part of the workweek will be paid their full salary for the week.

Although an employee is called to jury duty, the Company reserves the right to petition the proper authorities for the release of an employee whose services are urgently needed during the period set for jury duty.

If you are excused from jury duty during work hours at a time that reasonably permits you to report for work, you must call your supervisor to see if you should report for work that day.

### **MILITARY LEAVE**

MJ Hughes will provide unpaid time off for employees with an obligation to actively serve in the military, reserve military service or summer encampment, or other covered uniformed services while maintaining the individual's employment status and benefits in full accordance with both federal and state laws. Should you have a need for this leave, you should consult your supervisor and the personnel office as soon as possible.

### **FAMILY CARE LEAVE**

Pursuant to the Washington State Family Care Act (FCA), all employees who are eligible for paid sick leave or other paid time off, including time allowed under certain disability policies, may use the time for family care leave. Family care leave may be used to care for a child with a health condition that requires supervision or treatment, or a spouse, registered domestic partner, parent, parent-in-law or grandparent with a serious health condition or emergency condition. Leave is not available for an employee's personal medical condition.

Employees taking family care leave can use any earned leave provided by MJ Hughes, such as PTO or sick leave. The amount of leave is limited to actual earned leave or time off; employees cannot take advances on their paid sick leave or time off benefits to use for family care.

Under the FCA, employees can take leave differently based on whether the sick family member is a child or another family member. If a child is under 18 years old and is sick, then the employee can take leave for three reasons:

1. The child's health condition requires supervision or treatment or administration of medication the child could not self-administer;
2. The child's health condition would endanger the child's life without the presence of a parent or guardian; and/or
3. The child has preventative care or treatment such physical, dental, optical, immunization service that requires the authorization of the parent.

Employees can also take sick leave to care for other family members. In the case of other family members, the act requires a serious health condition or emergency condition for the employee to use sick leave.

A serious health condition includes any injury, illness, impairment, or physical or mental condition that involves incapacity involving in-patient care. In-patient care includes an overnight stay at a hospital, hospice, or residential health care facility. It also includes the subsequent treatment and recovery connected to the inpatient care.

Emergency condition refers to a condition that is sudden, demands immediate action, and usually short-term in nature.

MJ Hughes is prohibited from discriminating or retaliating against employees for exercising or attempting to exercise any right under the FCA or has filed a complaint, testified, or assisted any proceeding under the FCA.

## **WASHINGTON PAID FAMILY AND MEDICAL LEAVE**

**\*Please see addendum for Paid Leave Oregon policy.**

Washington Paid Family and Medical Leave is a mandatory statewide insurance program that provides eligible Washington employees with paid time off to give or receive care.

**Statutory paid leave may be available in the following circumstances:**

- **Medical Leave**
  - For an employee's own serious health condition.
  - Incapacity due to pregnancy complications or postnatal recovery within six weeks after childbirth.
    - Leave taken in the first six weeks after birth for incapacity due to pregnancy is automatically considered medical leave unless the employee chooses to use family leave. A medical certification is not required during this period.

## ■ **Family Leave**

- To participate in providing care, including physical or psychological care, for an employee's family member with a serious health condition.
- To bond with the employee's child during the first twelve months after the child's birth, or the first twelve months after the placement of a child under the age of eighteen with the employee.
- Any of the specific reasons that the federal FMLA already recognizes as a 'qualifying exigency' related to an employee's family member's military service (active duty or impending active duty).
- For bereavement after the death of an employee's child either pre-birth or during the 12 months after birth or placement (leave limited to 7 calendar days).

### ***Family Member***

A child (biological, adopted, or foster child, a stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status), grandchild, grandparent, parent (biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis to an employee when the employee was a child), sibling, a child's spouse (son-in-law or daughter-in-law), spouse of an employee, and any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and the individual depends on the employee for care.

### ***Eligibility***

Paid Family and Medical Leave will be available to Washington employees who work 820 hours or more in the qualifying period. The qualifying period is the first four of the last five completed calendar quarters starting from when the employee makes their claim for benefits.

The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal and temporary work. While on leave, employees are entitled to partial wage replacement. That means an employee will receive a portion of their average weekly pay.

The benefit is generally up to 90 percent of an employee's weekly wage. You will be paid by the Employment Security Department rather than your employer.

### ***Maximum Duration of Leave***

Employees are eligible for up to 12 weeks of medical leave to recover from or get treatment for a "serious health condition," or family leave to take care of a qualifying family member who is ill or injured with a "serious health condition" or to bond with a new child or for certain military events.

Employees are eligible for up to 16 weeks of combined medical and family leave if events are covered by both in the same claim year.

Employees are eligible for up to 18 weeks of combined medical and family leave if an employee experiences a condition in pregnancy that results in incapacity.

### ***Minimum Claim Increments***

The minimum claim duration for PFML is 4 consecutive hours in a week.

If an employee on leave claims 4 consecutive hours at any point during a week, the minimum claim duration is satisfied.

- For example, a team member typically works 6-hour shifts each weekday. The team member takes four hours of leave Monday, works Tuesday and Wednesday, and takes leave Thursday and Friday. The minimum claim duration requirement would be satisfied with the leave taken Monday. That team member could also include the hours missed on Thursday and Friday in the weekly claim.

### ***Application for Leave***

When an employee has a qualifying event, they will apply for leave directly with the state.

If the employee's leave is expected (for example, they are expecting a baby), they must give Human Resources written notice at least 30 days in advance of the date leave is expected to begin. If the leave is unexpected, the employee must give written notice to Human Resources as soon as possible.

The written notice includes letters (typed or handwritten), email, and text messages. An employee's written notice must include:

- The date of notice
- The type of leave being taken
- The anticipated timing and duration of the leave
- The anticipated frequency of the leave (for intermittent leaves)

If ESD determines that the employee failed to provide proper notice to the employer, the employee's benefits will be denied for a period of time equal to the number of days that notice was insufficient.

### ***The state will notify MJ Hughes of the employee's approved application for Paid***

**Leave.** The notice will include the employee's name, leave start and end dates, and instructions for disputing the claim should the employer need to. The Company will also be notified if Paid Leave is denied.

### ***Pay During Leave***

Paid Family and Medical Leave is administered by the Employment Security Department. Benefit payments through the Paid Family and Medical Leave program are paid by the ESD.

Employees may use other paid time off at the same time as Paid Family and Medical Leave. If an employee uses other paid time off, their benefit payment will be reduced.

### ***Contributions***

The program is funded by premiums paid by both employees and employers. It will be administered by the Employment Security Department (ESD).

MJ Hughes will calculate and withhold premiums from an employee's paycheck and send both the employee's share and the employer's share to ESD on a quarterly basis.

### ***Return to Work***

Employees who return from leave under this law will be restored to a same or equivalent job if they work for an employer with 25 or more employees and have worked for this employer for at least 180 days. If this criteria is not met, an employee may be denied job restoration under limited exceptions including position elimination due to legitimate business reasons or if the employee is salaried and among the highest-paid ten percent of employees within 75 miles of the facility where they work.

If an employee qualifies for PFML job protection, their health insurance will continue the entire time they are on protected leave. If an employee normally contributes to the cost of their health insurance, they must continue to pay their portion of the premium cost while on leave. MJ Hughes is prohibited from discriminating or retaliating against employees for requesting or taking paid leave.

## **INSURANCE**

### **ON-THE-JOB ACCIDENTS OR INJURIES**

Workers' Compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. The insurance may provide coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

Management will explain to you any such programs that have been provided for you. The Company abides by all applicable state Workers' Compensation laws and regulations. Notices are posted regarding Workers' Compensation coverage for employees.

If an injury occurs during the regular workday, the injured employee will be paid by MJ Hughes for that full workday. Any injury or accident that occurs on Company property or while on Company business must be reported to management **immediately (i.e., as soon as the incident occurs)**. If such an incident occurs outside of regular business hours while on the job, it is still the responsibility of the injured employee to contact an appropriate person in management **immediately**, to describe the circumstances and be instructed as to how to proceed.

You will be given instructions as to how to contact management outside of regular business hours if necessary.

**Do not delay** reporting an incident in order to wait and see if there are any serious or long-term physical symptoms that arise. Report it to management immediately and follow any instructions you are given at that time.

This prompt reporting is essential, in order for us to properly document any such incidents and take appropriate action. Failure to report an accident or injury immediately, or failure to follow management's instructions following the incident, may be cause for discipline and may make the employee ineligible for any medical payments or other compensation related to the incident.

Any benefits or compensation applicable to on-the-job injuries will not apply to any voluntary activities that are not considered a part of the employee's required work duties.

### **MEDICAL, DENTAL AND LIFE INSURANCE**

The Company, at this time, provides medical insurance for all full-time employees. Dental, vision and life insurance policies are offered for full-time employees to enroll in at their own cost. The Company provides this benefit to most non-exempt employees per the individual collective bargaining agreement.

Your supervisor will provide you with information as to the coverage offered, premiums, method of payment, and any waiting periods or other requirements.

The Company does not offer pay in lieu of benefits.

### **TERMINATION OF BENEFITS**

Eligibility for Company-paid insurance benefits is affected by your employment status.

1. During an unpaid personal leave, employees remain eligible for Company-paid insurance benefits through the end of the month in which the employee last worked.
2. During any period of statutory family or medical leave, employees remain eligible for Company-paid insurance benefits.
3. During the period of any other leave (including on-the-job injuries), employees remain eligible for Company-paid insurance benefits through the end of the month in which the employee last worked.
4. Upon separation from employment employees remain eligible for all Company-paid insurance benefits through the end of the month in which the employee last worked.

When you become ineligible for Company-paid insurance benefits, you may be entitled to continuing coverage at your own expense. If so, you will be notified in writing at that time.

### **RETIREMENT PLAN**

The Company has set up a 401K plan that allows for all full-time employees and part-time employees working at least 30 hours per week for 90 days to participate. This program allows you to set aside funds for your own retirement and lower your current income taxes at the same time. Employees are eligible to start contributing the first quarter following three months of service. Ask your supervisor for additional details.

## **EMPLOYEE HANDBOOK CONFIRMATION**

I acknowledge that I have received, read, and understand the MJ Hughes Construction Company Employee Handbook, which is effective January 2026, and that I am covered by this handbook.

I understand that the Company reserves all rights necessary to the efficient and orderly management of its business; that the handbook is intended to be a guideline to its practices, **not** a contract; and that it may become necessary for the Company to change this handbook and its policies from time to time as it deems necessary for the management of its business.

I understand and agree that it is my responsibility to read and abide by all the policies and rules outlined in this handbook. I recognize my employment and compensation can be terminated with or without notice, at any time, at the discretion of either the Company or myself unless otherwise provide in a Collective Bargaining Agreement.

I also understand that no one other than the President has any authority to enter into any agreement for employment for any specified period of time; to assure me of any future position, benefits, or terms or conditions of employment; or to make any promises contrary or in addition to this handbook. Any past or future promises contrary to or in any way different from this handbook, including my right and the right of the Company to terminate our relationship at our individual discretion, must be in writing and signed and dated by the President and me.

For a digital copy you may go to our website to read or download the Company handbook. Additional employee resources are available on the site as well.

Go to [www.mjhughes.com](http://www.mjhughes.com). Click on Contact, passwords are as follows:

Employees = Employee1!

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee's Name (print name)** \_\_\_\_\_

**DUPLICATE COPY TO BE KEPT IN EMPLOYEE'S PERSONNEL FILE!**

## **DRIVER AND VEHICLE PROGRAMS**

### **Risk Control Commercial Automobile Portfolio**

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#### **COMPANY VEHICLE FLEET POLICY**

##### **Overview**

As a driver of a Company vehicle, the authorized driver has been given certain privileges. They assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times, and otherwise following the policies and procedures outlined in the following:

**NOTE: Non-CDL Commercial Motor Carrier rules and requirements supersede this fleet policy and are found at the end of this document.**

##### **Vehicle Fleet Purpose**

*Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees.* They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven; with the utmost regard for their care and cost-efficient use; and within Company policy.

**Company vehicles may not be used for business activities of other companies.**

**Company vehicles may not be driven outside of United States of America.**

##### **Driver Licensing**

Company drivers and anyone authorized to drive the Company vehicles must have a valid driver's license issued in the state or residence for the class of vehicles being operated and must be capable of driving a vehicle. Obtaining a driver's license is a personal expense.

##### **Driver Qualifications**

Driver qualifications are as follows:

1. Authorized employee of Company.
2. Have at least one year of experience in the class of vehicle operated.
3. Must meet licensing requirements.
4. Will not qualify for a Company vehicle if, during the last 60 months the driver had any of the following experiences:
  - Been convicted of a felony.
  - Been convicted of sale, handling or use of drugs.
  - Has had their automobile insurance canceled, declined or not renewed by their insurance company for safety reasons.
  - Been convicted of alcohol-or-drug-related offense while driving.
  - Had driver's license suspended or revoked.
  - Been convicted of three or more moving violations or at-fault accidents in the previous 36 months.

## **Review of Motor Vehicle Record**

SAMBA records and point violation system will be used as the source for verifying driver history. These records will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the Company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate corrective action may be taken. Any corrective action will be determined by a management group assigned to the driver program. This information shall only be shared within the management group; the president; and the driver involved. The actual action taken will be enforced by the Operations Manager. Training and Coaching will be the responsibility of the Fleet Manager.

## **Personal Use**

Company vehicles are provided primarily for business purposes; however, occasional personal use is permitted **only when authorized by the Operations Manager**. **Examples:** On a remote job site where a personal vehicle is not available: a personal vehicle is in the shop or otherwise unavailable and the personal use is required for only a specific need. ***Personal use is a privilege only to the authorized employee.*** The privilege of personal use may be withdrawn at any time without notice by the Company.

The following rules apply to personal use of Company vehicles:

1. Only an authorized employee may drive the Company vehicle, not family or friends for example.
2. The Company vehicle may only be used for incidental trips within 50 miles of your home.
3. Personal trailers, including boat and recreational vehicles, are not to be towed.
4. The Company vehicle is not to be driven while under the influence of alcohol or any controlled substance.
5. ***Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.***
6. The driver and all passengers must wear available personal restraints.
7. Report any accident immediately to the police and your manager.

Any exceptions to these rules require written approval by the Operations Manager. Violation of these rules will result in corrective action from removal of driving privileges up to and including discharge.

## **In-Cab Cameras**

Company vehicles are equipped with in-cab, driver-facing cameras. These cameras record video only and do not record audio. The cameras are installed to promote driver safety, protect MJ Hughes property, support incident investigations, and assist with training and compliance efforts.

Video recordings may be reviewed by the management group for legitimate business purposes, including but not limited to safety reviews, accident investigations, and policy enforcement.

## **Maintenance**

Authorized drivers are required to properly maintain their Company vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance completed on your vehicle as required in the owner's manual. This service should be done at one of

the following: Jiffy Lube, Manufacturers Dealer and/or MJ Hughes Construction Shop. The invoice for preventive service should be submitted with your expense account. Vehicle repairs or services in excess of \$150.00 must have prior approval by Seth Haley.

### **Personal Cars Used on Company Business**

While on Company business, it is preferable that the employee drive a Company vehicle. If this is not possible and the employee must drive their own personal vehicle, then the employee's insurance policy will be considered primary.

The reimbursement to the employee for the operation of their car on Company business includes the allowance for the expense of automobile insurance. You are required to have minimum liability limits of \$500,000. The Company does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference.

### **Traffic Violations**

Fines for parking or moving violations are the personal responsibility of the assigned operator. The Company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to Heidi Joiner 360-314-2024 x 102 within 24 hours of the violation. This requirement applies to violations involving the use of any vehicle (Company, personal or other) while on Company business. Failure to report violations will result in appropriate corrective action.

**Accidents Involving Company Vehicles – CALL RYAN NICKERSON AND SETH HALEY IMMEDIATELY at 503-577-8627 or 503-888-1760 respectively. They in turn will notify Gus Lian for investigation 503-858-0305.**

In the event of an accident:

1. Do not admit negligence of liability.
2. Do not attempt settlement, regardless of how minor.
3. Get the name, address and phone number of the injured person and witnesses, if possible.
4. Exchange vehicle identification, insurance company name and policy numbers with the other driver.
5. Take a photograph of the scene of the accident, if possible.
6. Call the police if injury to others is involved. You may want to call the police even if there are no injuries.
7. Complete the accident report in your vehicle.
8. Turn all information over to Ryan Nickerson and Seth Haley within 24 hours.

### **Thefts**

In the event of theft of a Company vehicle, notify local police immediately along with Ryan Nickerson and Seth Haley.

## **Driver Responsibilities**

Each driver is responsible for the actual possession, care and use of the Company vehicle in their possession. Therefore, the driver's responsibilities include but are not limited to the following:

1. Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment.
2. Obey all traffic laws.
3. The use of seat belts and shoulder harness is mandatory for the driver and passengers.
4. Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
5. Attention to and practice of safe driving techniques and adherence to current safety requirements.
6. Restricting the use of vehicles to authorized driver only.
7. Reporting the occurrence of moving violations.
8. Accurate, comprehensive and timely reporting of all accidents by authorized driver and thefts of Company vehicle to MJ Hughes Construction, Inc.
9. ***No Smoking is allowed in Company Vehicles and this rule is Enforced.***

Failure to comply with any of these responsibilities will result in corrective action up to and including termination or revocation of the privilege to use Company vehicles.

## **Cellular Phone Use While Operating a Vehicle**

### **General Procedures**

- Use of handheld mobile phones while driving is strictly prohibited. This includes all functions of the device including, but not limited to, phone calls, text messaging/SMS, email, MMS, Internet use, camera use, etc.
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.
- Regular callers must be informed that the driver will not be available while driving and should be notified beforehand of the best times to call based on the driving schedule.
- When receiving calls from co-workers who are driving, you are obligated to ask that the co-worker to call back when they are no longer driving.
- Drivers who violate the restriction will face federal civil penalties of up to \$2,750 for each offense and disqualification from operating a commercial motor vehicle for multiple offenses. Additionally, states will suspend a driver's CDL after two or more serious traffic violations.

### **Headset/Hands-free Use**

The use of headsets or hands-free devices while driving is permissible under the following circumstances:

- The device is pre-approved by the Company for use.
- Use of the device does not cause distraction (e.g., fiddling with the device or taking eyes off road to get it to function properly).
- Any dialing or use of the handset is handled while stopped or pulled to the side of the road, unless the dialing of said device requires the use of no more than one button.
- Conversations do not interfere with the driver's ability to drive safely.
- Road conditions are generally good and do not threaten your safety.

### **Exception in Cases of Emergency**

Drivers are permitted to use a handheld mobile telephone if necessary to communicate with law enforcement or other emergency services.

### **Preventable Accidents**

A preventable accident is defined as any accident involving a Company vehicle, whether being used for Company or personal use, or any vehicle while being used on Company business that result in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident

Classification of preventable accidents-this is only a partial list of the more common causes:

- Following too close.
- Driving too fast for conditions.
- Failure to observe clearances.
- Failure to obey signs.
- Improper turns.
- Failure to observe signals from other drivers.
- Failure to reduce speed.
- Improper parking.
- Improper passing.
- Failure to yield.
- Improper backing.
- Failure to obey traffic signals or directions.
- Exceeding the posted speed limit.
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or Similar Charges.

### **Corrective action for preventable accidents**

In order to remind drivers of their responsibilities to drive defensively, corrective action may be imposed for each preventable accident as described above.

I have read and will abide by the conditions as stated in this document regarding the operation of any vehicle for the Company business.

Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Witness \_\_\_\_\_

Today's Date \_\_\_\_\_

**EMPLOYEE COPY**

## DRIVER REQUIREMENTS FOR NON-CDL COMMERCIAL VEHICLES

Driver requirements for non-CDL commercial – If under 150 air mile radius of daily work reporting location:

- Must be 18 years of age or older to drive Intrastate (within state) or 21 years of age or older to drive Interstate (across state borders).
- Must operate within 150 air mile radius of daily work reporting location.
- Must possess a valid/current DOT medical card.
- Must not exceed a maximum duty period of 14 hours.
- Must report and return to the same normal work reporting location within 14 consecutive hours.
- Combined sticker GVWR of truck and trailer must be 26,000lbs or less.
- If a logbook is asked of driver by law enforcement inform them that you are a local (short haul) driver exempt from logbook requirements. Timecards are available for their inspection upon request from the main office and/or Seth Haley. NEVER TELL THEM THAT YOU DO NOT HAVE A LOGBOOK!
- DVIR – A driver of a property-carrying CMV must prepare a DVIR at the completion of each day's work only if a defect or deficiency has been discovered by or reported to the driver during that day. The driver shall submit those reports to the motor carrier upon their return to the home terminal.

Driver requirements for non-CDL commercial – If over 150 air mile radius of daily work reporting location:

- Must be 18 years of age or older to drive Intrastate (within state) or 21 years of age or older to drive Interstate (across state borders).
- Must possess a valid/current DOT medical card.
- Combined sticker GVWR of truck and trailer must be 26,000lbs or less.
- Must possess a driver's time record showing previous 7-day work history (Connectteam App is sufficient if available).
- Current drivers daily log (loose leaf log) in possession.
- Must not drive if you exceed 11 hours of driving or 14 hours on duty.
- Mandatory 30-minute break within the first 8 hours on duty.
- DVIR – A driver of a property-carrying CMV must prepare a DVIR at the completion of each day's work only if a defect or deficiency has been discovered by or reported to the driver during that day. The driver shall submit those reports to the motor carrier upon their return to the home terminal.



# PERSONAL DEVELOPMENT PLAN (PDP) GUIDEBOOK



## Personal Development Plans (PDP)

### Purpose of the PDP:

**#1** Provide a structured plan for employees to meet current and future skill set and labor force needs of the Company and grow the Company as far as possible with current employees rather than hiring new employees to fill labor force needs.

**#2** Increase the quality of life for the employee, their family and communities by improving peoples' incomes, self worth and ability to give back to their families, co-workers and communities

**#3** The PDP will enable MJ Hughes Construction to be more competitive in the industry as companies loose their skilled labor force to retirement and attrition while at the same time failing to invest in the growth of their existing people struggle to compete with companies like MJ Hughes Construction who are focused on building the only asset that increases in value with time - people

## WHY CONSTRUCTION?

I'M GLAD YOU ASKED

| A CAREER WITH MEANING         | PAYS MORE THAN YOU THINK     | EXCITING CAREER OPPORTUNITIES          | WORK ANYWHERE IN THE WORLD | COOL TOYS AND PROJECTS               |
|-------------------------------|------------------------------|--|----------------------------|--------------------------------------|
| "I BUILT THAT"                | SOMETHING FOR EVERYONE       | THAT MEANS YOU TOO, LADIES             | WORK INSIDE OR OUTSIDE     | USE YOUR HANDS AS WELL AS YOUR BRAIN |
| STABLE AND GROWING JOB MARKET | CAREER PATHS AND ADVANCEMENT | YOU CAN START RIGHT OUT OF HIGH SCHOOL | 4-YEAR DEGREE OPTIONS      | YOU'RE PART OF BUILDING AMERICA      |



## Introduction:

This guide will help you to

- Analyze and identify your career goals and objectives
- Create a personally tailored plan to achieve those goals and objectives, including an outline of the time and cost you will have to personally commit to achieve those goals, as well as identify what time and cost the Company can commit to your growth.
- Gain personal, active support of management staff in MJ Hughes Construction aimed at improving your job satisfaction and overall quality of life and financial support of your agreed training program.

There is no limit to where this industry can take someone. You can be part of something as small as a sidewalk in your neighborhood to something as large as a tunnel connecting continents. You can work in a support role such as accounting, or safety, or you can have a frontline role in planning and constructing the project such as a project manager, superintendent, foreman or tradesperson. Whatever role in whatever size or type of project you want to participate in – the opportunity for you to get there is more real in this industry than any other industry the real deciding factor about how far you go is ***YOU and your willingness to invest in yourself through education and perseverance.***

What's more is that the industry will see tremendous growth around the globe as developed nations repair or replace their neglected infrastructure and developing countries build new roads, dams, bridges, power plants, etc.

The only limit to where you go, what you build, how much money you make is your commitment to the industry and your own learning. The old saying that “you get out what you put in” very much applies in the construction business. What people term “the american dream” means this very thing – that you choose your own destiny.

MJ Hughes is an ideal Company to work for if you enjoy learning, earning and returning to your community because we share those same values and we are willing to invest time and money in your future because we recognize that highly skilled, highly productive employees are what will make or break our Company's future profits. While MJ Hughes does not require employees to have a formal development plan we do hope you will create one in partnership with management and management wants to support your plan and help you achieve your goals, even if it eventually means you take that knowledge, ability and skills to another employer or strike out on your own.

## Definition of Training and Development

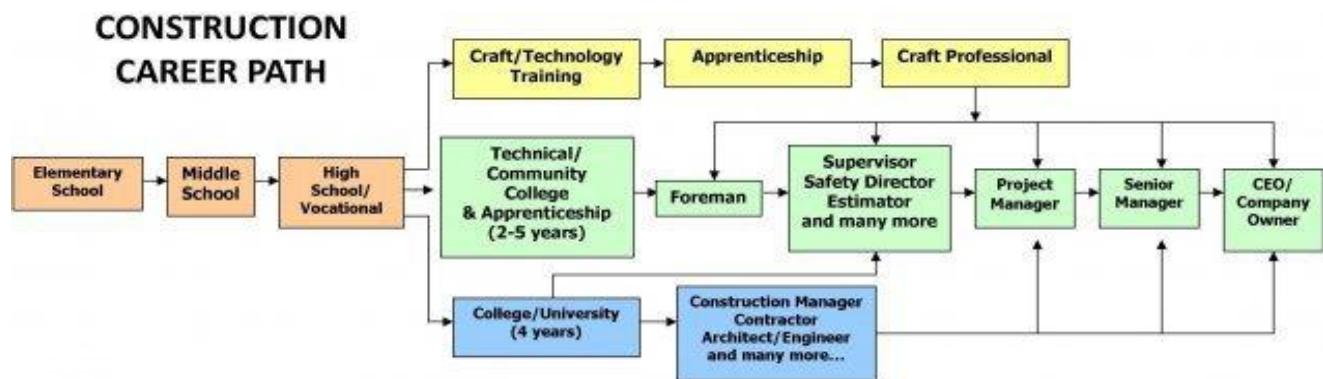
Training and development of employees is defined broadly as the increasing of skills and abilities both hard (technical such as how to place and finish concrete, weld, operate a machine, etc.) and soft skills (more managerial in nature such as how to teach someone else to place and finish concrete, or how to plan and schedule a job and how to address conflict or solve problems collaboratively).

Training and development occurs in many ways including on the job training, personal reading, shadowing others who work in the roles you intend to achieve, attending seminars, workshops, webinars and even viewing internet videos. Training may be offered to individuals, departments, teams, and the organization as a whole.

## Common Career Paths in Construction

First of all please recognize that this guide is written and intended for MJ Hughes Construction employees engaged in the actual construction side of the Company this includes laborers, carpenters, ironworkers, operators, foremen, superintendents, project managers, etc. The principles and processes identified in this guide do apply to all employees and positions in the Company. Just because most of this information is directed toward the construction personnel do not let that discourage you from approaching management if you work in a support role such as accounting, safety, equipment, etc. and desire to create a plan for your growth. We just have not taken the time to write out the possibilities and career path for these other positions in this guide.

Now getting down to the common career paths in construction. The jobs at the top of the ladder typically fall into one of four categories 1) executive or owner 2) project manager 3) estimator 4) superintendent. Anyone with dedication to the industry and an interest to invest in their own professional abilities can find themselves in any one of these positions with or without a college degree or even a high school diploma. MJ Hughes and many other contractors place more value on work results than educational background. It is not uncommon to see a highly driven person with strong but basic reading, writing, math and people skills to enter the industry at the bottom of the ladder and reach one of the top positions within five to ten years on the job, especially when they engage in a formal written personal development plan with their employers support.



## Responsibilities & Final Thoughts

### **Employee responsibilities – Each employee has the primary responsibility to initiate and develop and monitor his or her PDP.** This includes:

- Identifying short and long range goals
- Approaching management and asking for assistance in creating a development plan, if your immediate manager is non-responsive then you should approach their manager or any senior manager in the Company.
- Identifying additional knowledge, skills and abilities required to achieve your career objectives.
- Discussing and obtaining mutual written agreement of goals, objectives and developmental activities with supervisors or corporate management.
- Satisfactorily completing all assigned reading, education and developmental assignments.
- Employee would need to show dedication to the development process and understand that advancing your skills and knowledge will require both a time and financial commitment by the employee.
- Financial assistance may be available to assist the employee on a case-by-case basis depending on the type of training required and the level of commitment displayed by the employee throughout the development process.

### **Managers or Corporate Management responsibilities** – Managers are responsible for assisting each employee in the development of their PDP and supporting development activities outlined in the PDP. This includes

- Performing a developmental needs assessment, in cooperation with the employee, to assist the individual in planning and formulating an action plan that will help the employee successfully accomplish identified career objectives.
- Counseling employees concerning career development and encouraging employees to set goals to improve their performance through systematic and continuous self-development.
- Assuring that developmental activities support the objectives of the PDP
- Creating a budget of expenses to achieve the plan along with minimum performance requirements that the employee must achieve to receive financial help from the Company.
- Evaluating the development, activities and training completed by each employee.

### Final thoughts –

- THE COMPANY IS INVESTING VALUABLE TIME AND RESOURCES TO HELP YOU DEVELOP NEW SKILLS THAT YOU DO NOT CURRENTLY POSSESS. OF COURSE THE COMPANY WILL WANT TO SEE RESULTS, AS SHOULD YOU BECAUSE YOUR TIME IS VALUABLE. YOUR SUCCESS WILL IMPROVE YOUR LIFE AND THE LIVES OF YOUR FAMILY AND COMMUNITY, SO TAKE IT SERIOUSLY AND APPLY YOURSELF! ALSO REMEMBER, AS YOU DEMONSTRATE COMMITMENT AND SUCCESSFULLY LEARN NEW SKILLS, THE COMPANY WILL BE INCLINED TO HELP YOU BE EVEN MORE SUCCESSFUL.
- “GENIUS IS 1% INSPIRATION AND 99% PERSPIRATION” AND “THE SECRET TO GETTING AHEAD IS GETTING STARTED”
- PLEASE ALSO REMEMBER THAT YOU WILL NEED TO HELP TRAIN OTHERS TO FILL YOUR CURRENT ROLE BEFORE YOU WILL BE ABLE TO TAKE ON A NEW ROLE --- SO BE A MENTOR TO OTHERS TO HELP THEM GET WHERE YOU ARE NOW SO YOU CAN GROW.
- SEEK OUT WAYS TO APPLY WHAT YOU ARE LEARNING – TALK WITH YOUR MENTOR ABOUT WHEN AND WHERE YOU MIGHT APPLY SOME OF YOUR DEVELOPING SKILLS – WE LEARN BY DOING!! NO DOING – NO LEARNING
- REVISIT THIS PLAN AND UPDATE IT SEVERAL TIMES A YEAR AS YOU GROW, WE WILL TAKE GROWTH ONE STEP AT A TIME. IDENTIFY A FEW AREAS TO ADDRESS AT A TIME THEN IDENTIFY THE NEXT STEPS AND OPPORTUNITIES TO APPLY WHAT YOU ARE LEARNING



## **Individual Development Plan – Worksheet #1 to be discussed and prepared with employee and Guide together**

**Employee Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Mentor or Guide's Name:**

**WORKSHEET #1:** With your next level position in mind please answer the following questions –

1. What job title (position or role) do you think you want to achieve next?
2. Do you want to manage and lead other people and be responsible for other people's work results in addition to your own work or would you prefer to work independently and primarily be responsible for yourself alone?
3. How much travel beyond 100 miles of your home are you willing to do and do you like to travel?
4. How much money do you want or think you should make in your next role?
5. Other than money what reasons do you have for reaching out for more responsibility?
6. How much unpaid time are you willing to invest per month to get to the next level?
7. How much time per week on average would you like to spend in an office environment working behind a desk with a computer?

**WORKSHEET #2.** Identify 3 to 5 steps or skills that will help you achieve your next position and earning goals, complete worksheet #2 for each skill you and management determine to be worth pursuing. Also identify how much time the you will contribute to the advancement unpaid vs paid, and how much expense may be incurred that would be subject for reimbursement.

**COPY THIS PAGE AS MANY TIMES AS NEEDED!**

**FIRST: – IDENTIFY SOMETHING THAT WILL HELP YOU TO MOVE INTO THE NEXT POSITION OR JOB TITLE – repeat on following pages as needed**

**ESTIMATED START DATE & COMPLETION DATE: Guide and employee should put a reminder in their calendar for follow up on the completion date!**

**UNPAID TIME INVESTED: INCLUDE DETAILS SUCH AS WHEN & WHERE & HOW, etc.**

**PAID TIME INVESTED: INCLUDE DETAILS SUCH AS WHEN & WHERE & HOW, etc.**

**ANTICIPATED EXPENSES NOT REIMBURSED:**

**ANTICIPATED EXPENSES THAT MAY BE REIMBURSED:**

## **APPENDIX A – Basic Job Description Details and Skills needed by position– note all skills required from the level below must be mastered before moving onto the next level**

### **ENTRY LEVEL LABORER OR APPRENTICE LEVEL CRAFTSMAN:**

The entry level field worker generally comes to the construction industry because of a desire to see the results of their work every day, enjoyment from working outdoors with their hands and a desire to earn more money than they could typically make in other industries. Some entry level workers may struggle at first with the cost of tools and general effort required vs. the entry level wages.

Entry level workers are generally expected to apply effort to being reliable, hardworking and bringing a positive willing attitude to work daily. Additionally they work to develop the following skills:

- Learning industry vocabulary
- Learning safe use of hand and power tools
- Being exposed to and thus becoming familiar with the various processes used on the job (building forms, operating equipment, compacting rock, vibrating concrete, etc.)

### **JOURNEYPERSON LEVEL CRAFTSMAN:**

Journey level craftsmen typical job description is very similar to the entry level persons with the exception that they typically perform less strenuous manual labor and receive higher pay. Journey level workers will display the following skills:

- Skilled use, selection and handling of hand & power tools
- Skilled use of tape measure or other layout and measurement tools
- Familiar with typical construction requirements and processes through experience (form work, rigging, equipment, concrete, etc, etc)

### **WHERE TO GET THE SKILLS NEEDED FOR THE ABOVE JOB DESCRIPTIONS**

- In house training days focused on construction math, plan reading, layout, misc. technical items
- YouTube Videos
- Seeking out mentors in the Company – people with skills more developed than yours that express a willingness to teach you and be a resource for you
- Get a copy of the plans for a project you are working on and study the plans and follow along as the project progresses

## FOREMAN:

The foremen on the jobsite are accountable for the results of other peoples work in addition to their own and they also begin to spend some portion of their day keeping records of the work performed, planning the work and comparing production rates expected vs actual. Foremen also obtain qualifications in areas such as OSHA 10, OSHA 30, Flagger Card, Traffic Control Supervisor, Certified Erosion Control Inspector. There are many certifications that are relatively easy to attain that you can get to increase your value. All the certifications above are relatively easy to obtain yet very valuable. Other items that might be possible would be getting your commercial driver license or a crane operator license.

### BASIC COMPUTER & LITERACY SKILLS

- Reading, Writing, Math abilities equal to 6<sup>th</sup> grade education – and English language
- Able to use email and phone or tablet apps to track time, diaries, etc

### TRADE KNOWLEDGE

- Working knowledge of at least one or two of the heavy civil construction trades (Cement Finishing, Form Carpentry, Earthwork and Utilities, Structural and Reinforcing Steel)
- Basic print reading skills (able to find plan view, sections, details and interpret these)
- Able to layout projects with tape measure, total stations, theodolites
- Able to read survey stakes
- Ability to work in tenths of a foot and station numbers, offset, and multiple alignments

### MANAGEMENT & OTHER PROFESSIONAL SKILLS

- Able to discuss details about how something will be done with the supervisor, envision the steps and finished product and then execute the plan as discussed
- Able to figure out the budgeted production rate for a given activity and measure progress against the budgeted production rate
- At Foreman level soft skills will come into play, **soft skills** will become increasingly important to your success as you climb your career ladder, as your role transforms from doing all the work personally to managing the work others do.



### WHERE TO GET THE SKILLS NEEDED TO BE A FOREMAN

- Online AASHTO videos – 8 Hours of Videos on Print Reading and various videos
- Online Steven Covey videos
- Attending workshops with Fred Pryor, Skillpath, World of Concrete, Associated General Contractors
- Attending in house or outside AGC Supervisory Training Program classes
- Traffic Control Supervisor and Certified Erosion & Sediment Control Leader classes & certifications
- Reading the following books...
  - “The 5 minute foreman”
  - “Construction Leadership Success”

## **SUPERINTENDENT:**

The superintendent role is almost purely planning and coordination of everything that happens on a jobsite. The superintendents will spend much of their day in an onsite office or pickup truck creating, monitoring and updating schedules and work plans. The superintendent is responsible for the overall safety, and achieving man-hour budgets, and schedule among many other things.

### **GENERAL COMPUTER & LITERACY SKILLS**

- Able to use basic functions of Microsoft Excel (Insert&delete rows,columns,format text,add or remove worksheets)
- Able to use basic functions of Microsoft windows (able to move files from one computer or folder to another computer or folder, able to create or edit an email account on a phone or computer, able to search a folder or computer for a file)
- Reading, Writing, Math abilities equal to 8<sup>th</sup> grade education – in english

### **TRADE KNOWLEDGE**

- Basic understanding of all heavy civil trades (Cement Masonry, Carpentry, Operation of Equipment, Structural and Reinforcing Steel)

### **MANAGEMENT & OTHER PROFESSIONAL SKILLS**

- Able to create a project schedule with activities linked to each other in a logical sequence
- Able to engage in conflict resolution and handle in a professional manner
- Able to measure units per man hour performed and compare against expected, recognize discrepancies and adjust things on the job to get production on track with budget
- Able to identify discrepancies in the plans and/or specifications. Able to communicate those discrepancies to management team and owners to get resolution.

## **WHERE TO GET THE SKILLS NEEDED TO BE A SUPERINTENDENT**

- Online classes on Microsoft Excel, Word
- Online Steven Covey videos – Time Management, Seven Habits
- Attending workshops with Fred Pryor, Skillpath, World of Concrete, Associated General Contractors
- Attending in house or outside AGC Supervisory Training Program classes
- Online AASHTO videos
- Online training at Project Management Institute
- American Society of Civil Engineers – 8 hour Construction Management Series Videos
- American Society of Professional Estimators – 40 hour ondemand training over 10 weeks in Construction Math

## **PROJECT MANAGER:**

The Project Manager will often manage more than one contract at a time or if the job is large enough they will manage just one project at a time. The project manager is the person who will be responsible for the complete budget of the project including labor, equipment, materials, subcontractors and will manage the contractual obligations between MJ Hughes and its customers and subcontractors.

### **GENERAL COMPUTER & LITERACY SKILLS**

- Able to use basic functions of Microsoft Excel (Insert & delete rows, columns, format text, add or remove worksheets)
- Able to use basic functions of Microsoft windows (able to move files from one computer or folder to another computer or folder, able to create or edit an email account on a phone or computer, able to search a folder or computer for a file)
- Able to create master schedules utilizing MS Project or Primavera P6 scheduling software.
- Able to navigate and understand accounting system software and reports.
- Able to navigate and understand Heavy Job project management software.
- Able to generate RFI's, submittals, and serial letters in a well thought out and professional manner.

### **TRADE KNOWLEDGE**

- Basic understanding of all heavy civil trades (Cement Masonry, Carpentry, Operation of Equipment, Structural and Reinforcing Steel)

### **MANAGEMENT & OTHER PROFESSIONAL SKILLS**

- Able to create a project schedule with activities linked to each other in a logical sequence, add delay activities and perform time impact analysis
- Able to use the schedule updates to identify in advance when a project on time completion is jeopardized by the progress to date
- Able to engage in serious conflict resolution and handle in a professional manner. At the project manager level these conflicts will often be disagreements about matters of contractual responsibility such as which party to the contract should bear the expense of some aspect of work or error that occurred on the job. The sums of money involved will occasionally be in the hundreds of thousands of dollars.
- Able to measure units per man hour performed and compare against expected, recognize discrepancies and adjust things on the job to get production on track with budget, including the possible replacement of project superintendent or other job personnel
- Able to identify and secure payment for changes to the scope of work

## **WHERE TO GET THE SKILLS NEEDED TO BE A PROJECT MANAGER**

- Online classes on Microsoft Excel, Word
- Online Steven Covey videos – Time Management, Seven Habits, Conflict Resolution
- Attending workshops with Fred Pryor, Skillpath, World of Concrete, Associated General Contractors
- Attending in house or outside AGC Supervisory Training Program classes
- Online AASHTO videos
- Online training at Project Management Institute
- American Society of Civil Engineers – 8 hour Construction Management Series Videos
- American Society of Professional Estimators – 40 hour on demand training over 10 weeks in Construction Math
- Workshops at World of Concrete (< 1 week in Jan or Feb in Las Vegas)
- Request to spend a day or a week with a project manager or superintendent shadowing them and completing entry level assignments given to you by a project manager

## **ESTIMATOR:**

The estimator works from an office or home location with a greatly reduced level of travel. The estimator also tends to work more independently than other positions in the industry. The estimator's job is far from easy and requires exceptional print reading, math and computer skills. Individuals that like to keep their head down and stay busy and have field experience and high tolerance for ambiguity tend to be well suited to estimating.

### **GENERAL COMPUTER & LITERACY SKILLS**

- Able to use basic functions of Microsoft Excel (Insert & delete rows, columns, format text, add or remove worksheets)
- Able to use basic functions of Microsoft windows (able to move files from one computer or folder to another computer or folder, able to create or edit an email account on a phone or computer, able to search a folder or computer for a file)
- Reading, Writing, Math abilities equal to 8<sup>th</sup> grade education – in English
- Able to navigate and understand Heavy Bid estimating software for bidding projects.

### **TRADE KNOWLEDGE**

- Basic understanding of all heavy civil trades (Cement Masonry, Carpentry, Operation of Equipment, Structural and Reinforcing Steel)

### **MANAGEMENT & OTHER PROFESSIONAL SKILLS**

- Able to create a project schedule with activities linked to each other in a logical sequence
- Able to engage in conflict resolution and handle in a professional manner
- Able to measure units per man hour performed and compare against expected, recognize discrepancies and adjust things on the job to get production on track with budget

## **WHERE TO GET THE SKILLS NEEDED FOR THE ABOVE JOB DESCRIPTION**

- American Society of Professional Estimators – Online learning
- 10 week course on demand online in Construction Math
- Introduction to estimating online course
- Ask someone to spend some time helping an estimator for a day or a week and shadowing them during bid close out and submission
- Ask to be a bid runner for an upcoming bid or to attend a prebid meeting
- Annual HCSS User Group Meetings in Texas (3 days in Jan / Feb in Houston TX)
- Come into the office and spend some time watching the HCSS help videos and getting started print guide

**APPENDIX B – SUGGESTED READING, CLASSES, VIDEOS, TRAINING LINKS**  
**- PLEASE NOTE THAT YOUTUBE AND MICROSOFT VIVA AMONG OTHERS WILL RECOMMEND LOTS OF RELEVANT INFORMATION IF YOU JUST GET STARTED WITH SOME OF THE LINKS PROVIDED BELOW**

- Books – The Five Minute Foreman, Construction Leadership Success, Basic Construction Management, Excavation And Grading Handbook, Measurement Marking & Layout A Builders Guide, Practical Problems In Mathematics, Ten Steps To Increase Jobsite Productivity, Blue Collar Leadership, and Blue Collar Leadership And Teamwork.
- **YouTube** - Senior management has bookmarked hundreds of videos on technical skills and soft skills. Ask your Guide for the login credentials, then click on library
- Annual HCSS User Group Meetings in Texas (3 days in Jan AND Feb in Houston TX)
- Workshops at World of Concrete (< 1 week in Jan or Feb in Las Vegas)
- Online classes on Microsoft Excel, Word
- Attending workshops with Fred Pryor, Skillpath, World of Concrete, Associated General Contractors
- American Society of Civil Engineers – 8 hour Construction Management Series Videos
- Online AASHTO videos – 8 Hours of Videos on Print Reading and various videos

**BLUEBEAM TRAINING**

<https://support.bluebeam.com/customizing-profiles/>  
<https://support.bluebeam.com/measurement-tools/>  
<https://support.bluebeam.com/calibration/>  
<https://support.bluebeam.com/creating-markup-summaries/>

**HEAVY JOB – MOBILE/FIELD TRAINING**

<https://www.youtube.com/watch?v=JEoh1R0VNQQ>

**HEAVY JOB MANAGER TRAINING**

<https://www.youtube.com/watch?v=-sLw5nJSogE&list=PLpSMehbPQooTbsrqfuyw6m199Abn7ziuh>

**HEAVY BID TRAINING LINKS**

<https://www.youtube.com/watch?v=kY1EER8J2hU&list=PLbngVgMMNqXfnOh050VoYLJBsFnxq17ip>

**EXCEL TRAINING LINKS**

<https://www.youtube.com/watch?v=Vl0H-qTclOg>

**MICROSOFT PROJECT FOR SCHEDULING - & SCHEDULING BASICS**

<https://www.youtube.com/watch?v=QU1y-10xwgU>

<https://www.youtube.com/@TomHenry/playlists>

**AMERICAN CONCRETE INSTITUTE (ACI)**

<https://www.concrete.org/store/storeresults.aspx?DocumentType=Online+Learning>

**AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS**

<https://www.aspenational.org/> - several good online courses on demand

AMERICAN SOCIETY OF CIVIL ENGINEERS

<https://www.asce.org/education-and-events/explore-education/on-demand-library> - 535 classes

AASHTO VIDEOS – T3 Transportation Curriculum Coordination Council – great match/technical info  
[https://store.transportation.org/Trainings?/C\\_ED](https://store.transportation.org/Trainings?/C_ED)

ASSOCIATED GENERAL CONTRACTORS – ONLINE & LIVE CLASS SCHEDULE

<https://www.constructionfoundation.org/classes/calendar/>

CONSTRUCTION EXPERTS INC – All Online On Demand! – Superintendent Training Program, Blueprints, Construction Math, Estimating – Lots of resources

<https://constructionclasses.com/class-schedule/>

COLUMBIA UNIVERSITY – COURSERA – FREE ONLINE TRAINING IN ALL AREAS OF MANAGEMENT/ESTIMATING

<https://www.classcentral.com/course/construction-scheduling-7114>

INTERNATIONAL CONCRETE REPAIR INSTITUTE (ICRI)

<https://store.icri.org/>

NATIONAL HIGHWAY INSTITUE

<https://www.nhi.fhwa.dot.gov/course-search?tab=3>

NW COLLEGE OF CONTRUCTION – PM Training, Live Superintendent Training Program

<https://nwcoc.com/enroll-leadership-courses/>

MICROSOFT VIVA – (THROUGH MS TEAMS) AI Based learning – excellent for SOFT SKILLS and computer skills – Ask Senior Management to activate an account for you-requires LinkedIn learning subscription...

OHSA TRAINING – OSHA 10, 30, ETC

JOHN MAXWELL ACADEMY – SOFT SKILLS

<https://www.maxwellleadership.com/>

FRED PRYOR – Excellent Resource for SOFT & COMPUTER SKILLS

<https://www.pryor.com/>

Skill Path – Excellent Resource for SOFT & COMPUTER SKILLS

<https://skillpath.com/>

[www.360training.com](http://www.360training.com) – OSHA 10; 30; etc.

[www.osha.gov/video/](http://www.osha.gov/video/) - Various Safety Video Resources

[www.onlinecprcertification.net](http://www.onlinecprcertification.net) – First Aid; CPR; Bloodborne Pathogens