

COLORADO FIRST CONSTRUCTION CO.
CFCCONSTRUCTION INC.

EMPLOYEE HANDBOOK



2014

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ABOUT THIS HANDBOOK

This handbook is designed to acquaint you with Colorado First Construction (CFC) and provide you with information about working here. The handbook is not all-inclusive, but it intended to provide you with a summary of some of the Company's guidelines. This edition replaces all previously issued editions.

Employment with CFC is considered at-will. Employees have the right to end their work relationship with the Company with or without advance notice, for any reason. The Company has the same right.

The language used in this handbook and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration. No representative of CFC, other than the leadership team of the Company, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by at least two members of the leadership team.

If any provisions conflict with laws or regulations of any applicable governmental entity the provision of those laws or regulations shall apply.

No employee handbook can anticipate every circumstance or question. After reading the handbook, if you have questions please talk with your immediate supervisor.

REVISIONS OR UPDATES

The need may arise to change the guidelines described in the handbook. The Company therefore reserves the right to interpret, update or revise these policies without prior notice.

SUGGESTIONS

If you have a suggestion or criticism that you believe will benefit the Company, please advise your supervisor or write a letter to the leadership team. Any suggestions or criticisms are always welcome.

SECTION 1: GOVERNING PRINCIPLES OF EMPLOYMENT

WELCOME STATEMENT

Welcome to CFC. We would like you to take the time to acquaint yourself with our Company goals, services, and policies. You are important to us and it is important for you to understand how you fit into our business and can achieve success for yourself and the Company.

Safety, quality, and productivity are the priorities for our work at CFC. We want them to be your priorities as well. This will yield a product and service of which we can all be proud.

The safety of every person associated with our Company is our primary concern. Our goal is for every employee and every project to be safe and accident-free. We can only consistently achieve this goal with your help. Follow the safety procedures outlined in this handbook and take responsibility for your safety and the safety of your co-workers.

The secret behind the success of CFC is our service-oriented, hardworking, dedicated employees. We want to thank you for becoming a member of our team.

EQUAL EMPLOYMENT OPPORTUNITY

CFC is firmly committed to the principles of equal employment opportunity for both employees and applicants. We welcome applications for employment from all persons regardless of race, color, religion, sex, age, disability, national origin, or any other status protected by state or local law.

The implementation of Equal Employment Opportunity includes:

1. All recruiting, hiring, training, and promoting for all job classifications is done without regard to race, color, religion, sex, age, disability, or national origin or any other status protected by state or local law. All decisions on employment are made to further the principle of equal employment.
2. All other personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, Company-sponsored training, educational tuition assistance, and social and recreational programs will be administered without regard to race, color, religion, sex, age, disability, or national origin or any other status protected by state or local law.

EEO/HARASSMENT COMPLAINT PROCEDURE

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. CFC expects employees to make a timely complaint to enable the Company to promptly investigate and correct any behavior that may be in violation of this policy.

Report the incident to your supervisor or any member of the leadership team. CFC will investigate the matter and take corrective action as appropriate. Your complaint will be kept as confidential as practical. If you feel you cannot go to these individuals with your complaint, you should report the incident to the President.

If the Company determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

NON HARASSMENT

CFC insists that all employees be treated with dignity, respect and courtesy. It is our policy to maintain a work environment that is free of unlawful harassment of any kind including sexual, age related, or ethnic harassment.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Any comment or conduct relating to a person's race, religion, age, disability or ethnic background or any other status protected by state or local law that fails to respect the dignity and feelings of the individual is unacceptable. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants and so forth.

SEXUAL HARASSMENT

CFC strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail;
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates;
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

The Company will not tolerate any conduct that fails to comply with the letter and spirit of these guidelines. CFC prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO policy, harassment policy or retaliation standard, please follow the complaint procedure contained in this handbook.

DRUG AND ALCOHOL FREE WORKPLACE

Possession, use, sale, or being at work after the consumption of alcoholic beverages, drugs, stimulants, depressants or other items that affect your performance or behavior is prohibited on any CFC job site and may lead to disciplinary action up to and including termination. Possession is defined as having the item on the physical person or on Company property or in Company vehicles on any CFC project.

SUBSTANCE ABUSE POLICY

Purpose

CFC recognizes the problems and hazards associated with the use of drugs, alcohol and controlled substances. The purpose of this policy and program is to establish and promote a safe, efficient and productive working environment for all CFC employees; and to ensure the reputation of the company and its employees within the community and industry at large; by providing a workplace and a workforce free from drugs, alcohol and controlled substances.

Policy

Except as set forth below, the use, sale, possession, manufacture or distribution of alcohol and controlled substances as defined in the Controlled Substances Act, 21 USC § 812, is prohibited in or on CFC property, jobsites or vehicles, or under any circumstances when an individual is acting as a representative, agent or employee of CFC while conducting company business. This prohibition includes the use of drugs or alcohol during midday rest periods or lunch breaks, or any other time during the course of the workday, when the employee is expected to return to work and resume performance of job duties. Any violation of this provision is cause for immediate discipline, up to and including discharge. Exceptions for the use of alcoholic beverages may be made, by company management personnel only, for company sponsored social events when proper safeguards are considered.

Off the job use of controlled substances and/or alcohol use which could adversely affect an employee's job performance; or which could jeopardize the safety of employees, the public, or company equipment is also prohibited. Employees shall not report to work under the influence of any controlled substance, alcoholic beverage or other substance which could adversely affect their ability to work or jeopardize the safety of themselves or others. Any violation of this provision is cause for immediate discipline, up to and including discharge. For the purpose of this policy, any employee who tests positive pursuant to the procedures set forth in this policy will be considered "under the influence" and in violation of the company's substance abuse policy, regardless of whether the use occurred on or off company premises. Take note that marijuana is a Schedule I controlled substance pursuant to 21 USC § 812; its use under any circumstances is a

violation of federal law and subject to the provisions of this policy.

Employees using prescription or legal non-prescription drugs which might impact work performance or jobsite safety are to report such use, along with information containing the name of the medical practitioner who authorized use of the drug, and the duration of the utilization period, to their immediate supervisor before engaging in any job duties. Reported use of non-prescription drugs or controlled substances for prescribed medical treatment is not grounds for disciplinary action. However, a determination will be made, in conjunction with appropriate personnel or testing, whether the effects of the drug could be hazardous to job performance, present safety concerns and/or result in a positive drug test. If so, appropriate action will be taken to reassign or dismiss the employee for the day, or longer duration as applicable. A return to work will be considered after confirmation that the employee is no longer under the influence, and if or when work is available. Any employee failing to comply with this reporting policy will be subject to disciplinary action, up to and including discharge. No prescription drug shall be in the possession of an employee, or be brought on to company property, by any person other than the one for whom it is prescribed. Such drugs shall be used only in the manner, combination and quantity prescribed.

Any employee convicted of violating a drug related criminal statute, involving a violation occurring in a workplace, is required to notify his or her immediate supervisor within five (5) days after such conviction. Failure to do so is cause for immediate discharge.

For those wishing to consider voluntary and confidential rehabilitation or counseling programs, a list of alcohol and drug abuse prevention programs approved by the State of Colorado can be obtained by calling the Alcohol and Drug Abuse Division of the Colorado Department of Health at 303/692-2930, or by writing to the Department at 4300 Cherry Creek Drive South, Denver, Colorado 80246-1530.

In the event an employee is found to have violated any portion of the CFC substance abuse policy, the company reserves the right to impose any appropriate disciplinary measures, up to and including discharge; and/or mandatory participation in a counseling or rehabilitation program, which would require satisfactory completion of an assigned program for continued employment.

Testing

All drug and alcohol analysis will be conducted by CFC trained staff or a DHHS or otherwise certified laboratory selected by the company. Any applicant or employee who tests positive pursuant to an onsite screening administered by CFC will be provided the opportunity to have a follow-up test analyzed by a DHHS or otherwise certified laboratory, and the results reviewed by a medical review officer (MRO).

Applicant Testing

Notice that testing will be performed on all job applicants as a condition of employment will be provided to all applicants when the application process is initiated. The application process will be terminated for any individual unable to pass a pre-placement screening test. Any person denied employment because of a positive test may reapply after a ninety (90) day waiting period,

subject to the following conditions:

- (a) Confirmation of negative results on a pre-hire drug screening test;
- (b) The employee will be subject to periodic, unannounced drug screens for a period of twelve (12) months;
- (c) If a later test is positive, the employee will be immediately discharged.

Employee Testing

Testing of current employees under the following circumstances will be required as a condition of continued employment. (All employees must provide a written authorization and consent form allowing CFC or its delegated representatives to conduct such tests.) An employee refusal to submit to a screening or test as required below will be treated as insubordination, for which termination is immediate.

All current employees will be subject to an initial drug and alcohol screening test upon the implementation of this substance abuse policy. This initial screening test is required of all employees subject to the terms and conditions of this policy. Employees on layoff or other leave status for more than 30 days will also be required to pass a drug screening test as a condition of recall or rehire.

Random testing of current employees may be conducted on a regular basis. If implemented, an updated employee list, with references by some means other than name, will be provided to CFC's laboratory testing facility, using the updated employee list and a computerized selection process to assure blind selection. The list of all employees currently on the payroll, including all management, supervisory, office, service and field personnel will be included on the eligibility list. The lab will notify CFC of those selected by the computer, and all employees chosen will be sent for testing on the same date.

Alcohol and drug screening will be required when the employee's immediate supervisor (or other supervisory personnel), in consultation with at least one other supervisor, has reasonable cause to believe that an employee is using, or working after using alcohol or controlled substances; or where an employee may otherwise be in violation of this policy.

Screening may also be required after any work-related accident or injury in which human error may reasonably have been a factor, including any vehicle accident or identified "near miss;" or when damage to company property or other physical damage occurs on company premises, at a jobsite, or under other work-related circumstances. When an employee is working as part of a crew or group of employees involved in an accident or injury, a supervisor may require all members of the crew or employee group to be tested where individual responsibility is not clear and human error may reasonably have been a factor.

At the discretion and concurrence of at least two supervisory or management personnel, the company may, at any time, test a specific department, section, team, project or jobsite without advance notice. In the event such a test is ordered, all employees in the designated group will be scheduled for testing at the direction of the department head or other designated supervisory personnel.

CFC reserves the right to conduct unannounced tests of individual employees or groups of employees as it deems necessary, at the discretion and concurrence of at least two supervisory or management personnel. Testing may also be required to meet government, contractor or owner requirements.

All adverse personnel decisions resulting from any of the above circumstances should be approved by the safety director.

Employees who refuse to submit to testing under any one of the above circumstances will be automatically terminated.

Testing Procedures and Results

The drug and alcohol testing collection process may be initiated on CFC premises, including jobsites; at designated testing facilities utilized by CFC; or at emergency or hospital medical facilities. Choice of site will be determined by CFC or as emergency circumstances dictate.

All offsite collection facilities and laboratories will administer and analyze the tests pursuant to approved guidelines and certified laboratory procedures in order to provide stringent and thorough quality control measures. With respect to drug screens, if the initial sample tested by the laboratory is identified as positive, a second confirming test will be administered from the same sample, to avoid the possibility of false positive readings. A medical review officer (MRO) will review test results and contact employees who test positive to discuss the findings. A positive test related to the use of marijuana for authorized medical reasons is a violation of federal law and will still be considered a confirmed positive test subject to all provisions of this policy.

If test results are inconclusive, or there is reason to believe the specimen has been tampered with or is otherwise invalid, the employee will be required to retest at a time and place directed by the collection facility or the company. Employees will be subject to disciplinary action, up to and including discharge, when the employee fails to follow instructions or tests are repeatedly found to be inconclusive or invalid.

Employees with confirmed positive drug or alcohol test results will be subject to one or more of the following alternatives at the company's discretion:

- (1) Up to thirty day disciplinary suspension.

(2) Immediate termination if a positive test result is found in conjunction with violent or erratic behavior, unsatisfactory performance, serious injury to another individual, or substantial damage to equipment or property.

(3) An opportunity to seek assistance in overcoming a drug or alcohol problem through an evaluation and rehabilitation program recommended by the company's designated health care provider, or other recognized and approved rehabilitation or counseling program. Costs of the program will be borne by the individual, unless covered by the employee's health insurance benefits.

(4) Immediate termination if assistance is declined or the rehabilitation/counseling program is not successfully completed.

(5) Notwithstanding the preceding options or other provisions of this policy, CFC reserves the right to terminate any employee who tests positive, regardless of the circumstances. This policy does not modify the employee's at will employment status.

At the completion of a suspension and/or recommended counseling and rehabilitation period, the employee will be retested at employee expense. If at that time the test results are again positive, the employee will be terminated.

Employees participating in or successfully completing a rehabilitation or counseling program pursuant to this policy will be allowed to return to work, and will be assigned or reassigned job duties based on the availability of work and other relevant factors.

Employees who have tested positive for drugs or alcohol and have successfully completed their rehabilitation and/or follow up test must agree, as a condition of continued employment, to unscheduled retesting during the twelve month period after the date of the follow up test, in addition to other procedures set forth in this policy. A positive test during this period will result in immediate termination. After the successful completion of this twelve month period, the employee will be subject to the routine testing procedures set forth in this policy.

Second time offenders and/or those subject to unscheduled retesting who test positive will be discharged immediately.

Searches

The company reserves the right to conduct or authorize unscheduled searches for alcohol, illegal drugs or related paraphernalia on all company premises and in all company facilities, including but not limited to office desks, tool boxes, lockers and vehicles. Searches will be conducted only when deemed necessary by at least two supervisory or management personnel. An employee's refusal to submit to or authorize a search will result in immediate termination.

Revisions

This policy and related testing procedures may be revised, amended or updated from time to time as circumstances warrant. Employees will be notified prior to or at the time any substantive revisions become effective. If a local ordinance, state statute or other legal authority nullifies any portion of this policy and related procedures, the remaining provisions will continue to be valid and enforceable to the extent consistent with applicable law.

WORKPLACE VIOLENCE

Our goal is to maintain a work environment free from intimidation, threats or violent acts. This includes, but is not limited to:

- intimidating, threatening or hostile behaviors,
- physical abuse,
- vandalism,
- arson,
- sabotage,
- use of weapons,
- carrying weapons on to Company property or job sites,
- or any other act, which, in management's opinion, is inappropriate to the workplace.

In addition, bizarre or offensive comments regarding violent events or behavior are not tolerated.

Infractions of this policy will lead to disciplinary action up to and including immediate termination.

Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

NEW EMPLOYEE REQUIREMENTS

New employees will be required to pass a drug and alcohol test. Every employee must complete an application, W-4 form, I-9 form and the orientation paperwork within the first three days of employment.

I-9 FORM INFORMATION

CFC is required by federal law to verify each employee's eligibility for employment in the United States. All employees hired will be required to prove their identity and eligibility to work in the United States within three business days of employment. Essentially, you will be testifying that you are:

- a) A citizen or national of the United States, or
- b) An alien lawfully admitted for permanent residence, or
- c) An alien authorized to work in the United States.

SECTION 2: OPERATIONAL POLICIES

EMPLOYEE CLASSIFICATIONS

All employees are classified as either exempt or non-exempt employees under the provisions of the Fair Labor Standards Act. Exempt employees are not eligible for overtime payments. Non-exempt employees are eligible for overtime pay for work over 40 hours in the work week. All overtime must be authorized.

To be classified as an exempt employee, your salary, nature of work, and duties must meet the specifications for one of the following categories:

Executive (Managerial or Supervisory),
Administrative (Technical),
Outside Sales, or
Professional

All employees will be notified as to their exempt or non-exempt status.

PAYDAY

You are paid every two weeks on Friday for time worked during the previous pay period. When a payday falls on a holiday, you will be paid on the first workday after the holiday.

All employees are required to record their hours worked on a time card that must be turned in to their supervisor for signed approval by **Friday at 9:00 am**. Approved time cards must be turned into the main office by **Monday at 9:00 am**.

For your convenience, CFC offers the option of having your paycheck automatically deposited to your account at your bank. Employees wishing to use direct deposit must complete and return the appropriate paperwork to payroll.

From time to time, paychecks become lost or are delayed in the mail. If you have not received your paycheck within 10 days from its mailing date, please inform payroll or you manager and your paycheck will be re-issued to you. Using direct deposit will eliminate the possibility of lost or delayed paychecks.

PAYROLL DEDUCTIONS

Social Security

CFC is required by law to participate in the Federal Insurance Contribution Act (Social Security). The required amount will automatically be deducted from wages, you will be able to see these deductions on your pay check stub, if you have any questions please feel free to contact payroll.

Withholding Taxes

CFC must withhold federal, state and other taxes, such as Medicare, from wages where applicable. At the beginning of employment, each employee must fill out a W-4 form showing marital status and number of exemptions. If you need to make changes to your W-4 form after that, you must notify payroll and complete a new w-4 form for the change to take place the following week.

ATTENDANCE

Your regular attendance on the job is critical to the Company's operation. Frequent or unexplained absence from work or tardiness in reporting for work will seriously impair the value of your services to the Company and will result in disciplinary action up to and including termination.

- Three unexcused absences or no-call/no-show absences in a 30-day period are cause for termination.
- Two unexcused absences or no-call/no-show absences in a row are cause for termination.

If you must be absent because of illness, accident, or other unavoidable cause, be sure to notify your supervisor before the start of your workday. This notification is required for each day absent unless it is understood that you will be absent for a certain number of days.

A written release from a physician specifying the dates of illness and a return-to-work date must be presented before returning to work after an absence of three (3) or more consecutive days. Failure to abide by these rules may result in disciplinary action up to and including termination.

WORKING HOURS

The standard workweek for all regular full time employees is 40 hours. There may be some variation in the daily schedule depending on the department. You will be notified of any change in schedule as soon as possible.

Regular working hours for the field personnel are 7:00 am to 3:30 pm with 1/2 hour for lunch. Daily start and stop times may vary by job site and will be communicated to you by your supervisor. Office hours are normally 8:00 am to 5:00 pm with 1 hour for lunch. Lunch break is not paid.

CFC has not established rest periods or "coffee breaks" for employees. The Company believes that the nature of the work is such that each employee should use their good judgment as to the best time for such a break. As long as this privilege is not abused, the Company will not designate specific time limits for such rest periods.

OVERTIME

There may be occasions when your supervisor will require you to work overtime. In these instances, you will be given as much advance notice as practical.

Non-exempt employees are paid at the rate of one and one-half (1 ½) times their regular hourly rate for hours worked in excess of 40 hours per week. Your supervisor must authorize all overtime in advance. For purposes of calculating overtime payments, only hours actually worked are counted.

Non-exempt employees may not be granted compensatory (“comp”) time in lieu of payment for overtime worked.

TRAVEL AND SUBSISTENCE

Employees will be reimbursed at the prevailing IRS mileage rate for Company-related travel in their private vehicles. A reimbursement form documenting purpose of travel and number of miles must be signed by the employee’s supervisor and submitted to payroll before reimbursement will be paid. All requests for reimbursement must be submitted before the end of the calendar year in which the travel occurred.

Employees will be paid for travel time according to their wage or salary guidelines. When employees work on out-of-town projects that require them to stay overnight at the location, CFC generally provides housing and a daily subsistence rate. Your supervisor will inform you if the project you are working on is considered an out-of-town project.

PAYMENT FOR ATTENDING COMPANY MEETINGS AND TRAINING

Company training is that which assists the employee in acquiring the skills necessary to advance in his/her career. Employees will be paid for all mandatory training and meetings. The employee’s supervisor must approve all other training. Employees will not be paid for attending voluntary training.

PERFORMANCE REVIEWS

It is CFC’s goal to help you achieve an acceptable and rewarding level of performance. For that purpose, it is Company policy to conduct an Annual Performance Review of each employee.

Performance reviews will take into account:

- the skill, responsibility, experience and knowledge requirements of each position;
- performance of assigned duties, safety performance and quality control;
- and competitive pay rates and salary ranges within the industry and operational area for comparable work.

Any pay increase will be awarded on the basis of performance, self-development, the ability to demonstrate increased job skills in accordance with each department's program and overall financial performance of the Company. Reviews will be done in writing and will be reviewed in person with the employee.

PROMOTIONS

It is the policy of the Company to attempt to fill all vacancies by promoting present employees when possible. Employees may periodically be reviewed for promotion on the same basis as used for wage and performance compensation.

SECTION 3: BENEFITS

BENEFIT ELIGIBILITY

An employee who is normally scheduled to work at least 32 hours per week is considered a full time employee. Only full time employees are eligible for Company benefits as outlined in this handbook.

PAID TIME OFF

Employees accumulate Paid Time OFF (PTO) at the rate of 1 day per month for 0 to 1 years of service, 1.25 days per month for 1 thru 5 years of service, 1.67 days per month after 5 thru 15 years of service, 2.08 days per month after 15 years of service.

Years of Service	Days accrued per month	Equivalent weeks/YR
0 to 1	1 day	1 day per month
After 1 thru 5	1.25 days	3 weeks/yr
After 5 thru 15	1.67 days	4 weeks/yr
After 15 years	2.08 Days	5 weeks/yr

An employee's PTO accrual rate is determined by the anniversary of the month in which they were hired.

Employees may carry over any unused PTO time each year, up to a cumulative maximum of 20 days (4 weeks).

PTO hours cannot be converted to cash during employment or gifted to other employees.

PTO hours may not be used in case of disciplinary suspension.

Upon ending employment, a maximum of 20 days of accrued PTO will be paid out for employees that resign or are terminated.

HOLIDAYS

CFC currently observes the following holidays as paid days off:

- New Year's Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day

- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

If a holiday falls on the weekend, then the holiday is recognized on Friday or Monday, whichever is the normal convention.

MEDICAL AND LIFE INSURANCE

Full time employees are eligible to participate in the group medical and life insurance coverage program offered through CFC. Employees are eligible to participate in the plan, the enrollment dates and eligibility are governed by the insurance plan.

JURY DUTY

CFC recognized jury duty as a civic responsibility of everyone. When summoned for jury duty, you are granted leave to perform your duty as a juror. Please inform your supervisor as soon as you are summoned. If you are excused from jury duty during your regular work hours, we expect you to report to work promptly.

The Company will pay straight time for jury duty up to two weeks if you were scheduled to work and you submit a juror service certificate.

FUNERAL LEAVE

Full time employees are eligible for up to three days paid leave to attend the funeral of an immediate family member upon approval of the employee's supervisor. Immediate family is defined as your spouse, son, daughter, brother, sister, mother, stepmother, father, stepfather, mother-in-law, father-in-law, and grandparents.

TIME-OFF FOR VOTING

Encouraging our employees to actively contribute to the communities in which we live and work is fundamental to the way we do business. CFC supports our employees' civic duties. In addition, the Company abides by state and local regulations mandating that employers provide employees time off to vote during federal and state elections.

If employees have work schedules that do not provide time outside of working hours to vote, managers, and/or in accordance with local law, the Company will adjust employee schedules as needed to ensure that they will have the opportunity to vote.

SECTION 4: LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE (FMLA)

For eligible employees the Company grants leaves of absence for the following reasons:

Medical Leaves

- Employee's serious health condition or pregnancy disability

Family Leaves

- Father's attendance at the birth of a child
- Parent's care of newborn, if completed within twelve (12) months following birth of child
- Placement of a child with employee for adoption or foster care
- Serious health condition of employee's child under 18 years old, or older child if disabled
- Serious health condition of employee's spouse or parent

To be eligible for family and/or medical leave, an employee must be employed at least 12 months and have worked at least 1,250 hours during the 12 months preceding the commencement of leave.

Whenever possible, you must notify your supervisor at least 30 days prior to the leave, so the Company can arrange for the necessary approval and find someone to perform your work during your absence. Requests for leave should be made in writing to your supervisor, stating the reason for the leave, the starting date and the planned date for return to work. If the leave is foreseeable based on a planned medical leave the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt Company operations.

Appropriate certification for any serious health condition is also required. The Company may require a second medical opinion at the Company's expense. Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the Company's Attendance Policy.

The maximum time allowed for family and/or medical leave is a total of 12 weeks in the 12-month period following the first day of an employee's leave. Although most leaves would be taken in a single block of time, intermittent leaves or reduced leave schedules may also be granted where medically required, or in cases where the Company and the employee agree. Employees taking intermittent leave or reduced schedules may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

If an employee is covered by the Company's medical insurance, these benefits continue for employees on FMLA leave. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration

of the leave, the employee will be required to reimburse the Company for payment of insurance premiums during the family and/or medical leave.

Under a medical leave, employees must use any earned Paid Time Off (PTO) at the beginning of the leave. If collecting Workers' Compensation or disability payments, an employee may not use vacation time. Employees on a Family Medical Leave of Absence must use any vacation time at the start of leave.

A leave of absence is without pay when earned paid leave is exhausted. As with other types of unpaid leaves, PTO time will not accrue during the unpaid leave. Holidays, funeral leave or employer's jury pay are not granted as unpaid leave. However, employment benefits accrued by the employee up to the day on which the family or medical leave of absence begins are not lost.

Employees on leave must contact their supervisor or manager at least two weeks before their first day of return. If the leave is for an employee's own serious health condition, the employee must bring medical certification verifying ability to return to work. Failure to return to work on the day after the expiration of leave may result in disciplinary action up to and including termination.

Employees, who return to work from family or medical leave of absence, will be returned to their same job or an equivalent position subject to the requirements of FMLA.

Should an employee be unable to return to work at the end of an FMLA family or medical leave period, additional unpaid leave may be granted at the discretion of the employee's supervisor and/or the manager, provided the employee has provided sufficient notice and return date to their supervisor. The Company may specify the length of the additional leave of absence.

During the additional leave of absence, the Company may require the employee to pay both the employee's and the employer's portion of any insurance premiums in order for the employee's medical benefits to continue. All conditions applying to accrual of vacation pay and granting of paid days off apply equally to additional unpaid leave as to FMLA leave.

Upon the employee's return to work after the additional leave of absence, the employee is not guaranteed to be returned to their same job or an equivalent position. Failure to return to work on the day after the expiration of the leave may result in disciplinary action up to and including termination.

PERSONAL LEAVE

Employees who desire to take family or medical leave, but who are not eligible for family or medical leave under the provisions of our policy, may request a personal leave of absence from their supervisor. If you desire to be absent from work for a time beyond the limits of accrued PTO pay for reasons other than family or medical leave, you may also request a leave of absence from your supervisor.

Unpaid leave may be granted at the discretion of the employee's supervisor and the manager. During the leave, the employee's medical benefits will be continued provided the employee pays both the employee and the employer portion of any insurance premium.

Employees who wish to take a leave of absence must use any earned time at the start of leave. If collecting workers' compensation or disability payments, an employee may not use PTO.

A personal leave of absence is without pay when earned paid leave is exhausted. As with other types of unpaid leaves, PTO time will not accrue during the unpaid leave. Holidays, funeral leave or employer's jury duty pay are not granted as unpaid leave. However, employment benefits accrued by the employee up to the day on which the family or medical leave of absence begins are not lost.

While on any personal leave other than that covered under FMLA, your continued employment with the Company is not guaranteed nor is your work assignment. Arrangements for payment of all applicable payroll deductions must be met.

SECTION 5: GENERAL STANDARDS OF CONDUCT

RULES AND REGULATIONS

As an employee of CFC, you are required to abide by certain rules and regulations. These have been established to protect you, other employees and the Company from injury or other threats to your well-being and to promote harmonious, efficient working practices. These rules do not represent every conceivable type of offense, but reflect those most frequently encountered. Among the offenses for which you could be disciplined are:

- Unsatisfactory work performance
- Excessive absences or lateness
- Neglect of Company property
- Violations of safety rules including drug and alcohol policy
- Excessive personal use of the telephone
- Use of abusive language
- Conduct which disrupts business activities
- Theft of Company property or that of other employees
- Insubordination or refusing to follow instructions
- Misuse of Company property
- Injury to another person
- Violating a confidence or unauthorized release of confidential information
- Sexual harassment
- Other offenses that in the supervisor's or manager's judgment threaten the well-being of the Company or any employee
- Safety infractions.
- Harassment
- Illegal discrimination

ETHICS STATEMENT

As an employee you represent the Company in your interactions with customers, vendors, sub-contractors, other companies' employees, the public and your co-workers. We ask that you conduct yourself and your activities in a professional manner that reflects positively on you and the Company.

CONFIDENTIAL INFORMATION

As an employee you will have access to confidential information. This means any information that is not generally known to or accessible by the public.

Disclosure of confidential information might seriously damage the Company's competitive position and therefore such action will not be tolerated. This non-disclosure applies during and after your employment. A member of the leadership team must authorize any copying, reproducing or distributing of confidential information in any manner. Confidential information remains the property of the employer and must be returned to the Company on demand.

CONFLICT OF INTEREST

CFC requires that you protect Company information and avoid outside activities or relationships that do or could adversely influence your decisions or actions on a job.

Conflict of interest situations that could arise while moonlighting for a competitor of ours should also be avoided.

Other examples of conflict of interest could be:

- serving as a board member or director of a competing firm,
- holding financial interest in a competing organization,
- being self-employed in an occupation that competes with the Company, or
- ownership, partnership or personal involvement in supplier companies or distribution outlets related to Company business.

If you have any question whether a situation is a conflict of interest, discuss the matter with your supervisor. If it remains unsolved, refer the matter to the president for a final determination.

EMPLOYMENT OF RELATIVES

From time to time, CFC may employ one or more persons who are related to each other or who are involved in a consensual relationship with one another. In such cases, the Company may require that these employees work in different departments and/or report to different supervisors or managers.

In addition, the Company may require that these employees are not placed in any position where such position would:

- allow one of these employees access to confidential personnel information about the other(s),
- give one of these employees supervisory responsibilities over the other(s), or
- allow one of these employees to oversee or audit monetary activities performed by the other(s) on the Company's behalf.

SOLICITATION

The Company does not permit soliciting, peddling or canvassing of, or by, employees. Company facilities may not be used for this purpose.

Non-employees are prohibited from soliciting or distributing literature on behalf of any organization or cause on Company property or jobsites. Employees are not permitted to solicit other employees on behalf of any organization or cause during work time. Such activity must be

limited to non-work time (including breaks and lunch) and can only be directed to other employees who are also on non-work time.

Employees are not permitted to distribute any material or printed matter on behalf of any organization or cause, except in non-work areas on non-work time.

SMOKING

CFC maintains a smoke-free environment. No smoking is permitted on the premises at any time, or in any building, structure or home under construction.

Employees wishing to smoke must do so outside or in designated areas. State law requires designated smoking areas be more than 15 ft. from any public door way.

DISCIPLINARY ACTION

Failure to observe established rules and practices such as those listed above can lead to disciplinary action that may include one or more of the following:

- counseling
- verbal warning
- written letter of reprimand
- two or more days of suspension
- sixty days of probation
- discharge

If disciplinary action is necessary, it will be handled promptly and will be appropriate to the seriousness of the infraction. The specific action taken will depend on the nature of the offense, the circumstances and the employee's previous record.

The Company will carefully investigate and weigh extenuating circumstances or unusual situations that apply to each individual case in determining the disciplinary action to be taken.

RESIGNATION

As a matter of courtesy, employees who decide to leave are asked to give at least two weeks' notice.

LAYOFF, REDUCTIONS IN FORCE (RIF) AND REHIRE

When an employee's position must be eliminated for economic reasons and no other suitable position is available, the termination is classified as a layoff. Laid-off employees who are recalled within 90 days will be reinstated for medical and other such benefits effective on the first day of return to work.

DRESS CODE

It is the responsibility of each CFC employee to dress appropriately for the task at hand and to look professional at all times while at work. It is understood that office employees and field employees have different tasks and must dress differently.

Office Employees

Office employees must dress for an office environment which means business casual. Attire should be professional, clean and neat so as to gain and retain the respect of our customers and clients.

Field Employees

Field employees must dress for the field environment. That means jeans without holes or tears are acceptable. No T-Shirts. Shirts must have collars with at least 4 inch sleeves and not have any sayings on them. All attire must be kept in good repair and clean.

Note: Wearing proper apparel to ensure personal protection and safety is a condition of employment.

Hardhats

All construction areas will be considered "hard hat areas" during active work periods. All employees and visitors must wear Company-approved hard hats during work hours while inside construction areas.

Safety Shoes

Leather work boots must be worn when required by the Company, job or task being performed. Tennis shoes are not appropriate for field personnel and may not be worn. Open toe shoes will not be allowed on the job sites.

Safety Glasses

Safety glasses must be worn when required by the Company, job or task being performed. See Section 6: Health and Safety Policy **Safety Glasses** for CFC policy.

Gloves

Gloves must be worn as the hazard dictates. The Company will supply gloves as the hazard dictates.

Note: Hard hats, safety glasses and gloves will be provided for all employees.

MOTOR VEHICLES

Company vehicles are to be used only for Company business and during normal working hours.

All employees using Company vehicles are responsible for ensuring the vehicles remain in good working condition. Employees must perform maintenance checks on the vehicles they drive as often as Company policy requires and notify the office immediately about needed repairs. Each employee is responsible for maintaining the interior and exterior cleanliness and appearance of any vehicle they drive.

If a Company vehicle is involved in an accident, an accident report must be completed and submitted immediately to your supervisor.

The Company will not be responsible for reimbursing an employee for parking tickets or any type of traffic violation fine.

Note: Personal vehicles may not be used for Company business unless authorized.

MATERIAL

Materials needed from any of our suppliers must be obtained through the use of a purchase order. You will need a purchase order to rent equipment or subcontract work to be completed. Whenever possible, have materials delivered to the work site. Contact your supervisor the previous day for materials needed for the next day's work.

Leftover material must be returned to stock when it is no longer needed for a job. All demo, scrap material or proceeds from recycling such materials that are a result of normal business activities are the property of CFC. Contact your supervisor for instructions regarding the handling and disposal of all scrap, demo or leftover material.

PERSONAL PROPERTY

The Company is neither insured, nor shall be liable for the damage or loss of personal tools or clothing. Please keep personal items secured. Taking personal tools home at night decreases the likelihood of theft, vandalism or damage.

EMPLOYEE PURCHASE

Employees may use Company vendors to purchase materials and tools at our discounted prices for personal use. Any purchase must be handled directly through the vendor on a cash-only basis. Employee needs to inform supervisor of personal purchases.

COMMUNICATION AND TECHNOLOGY

The Company utilizes communication and technology systems. As a user of the Company's IT

systems, you have a responsibility to understand and follow the security and information protection guidelines and procedures to protect the Company's assets.

Key points in using IT systems include:

- Responsible for using and safeguarding user ID and passwords.
- Important to back-up files and data to the network.
- Use of Company systems is for authorized Company purposes.
- Downloading software is not authorized by the Company.
- Inappropriate materials and conduct are prohibited:
- Defamatory, discriminatory, harassing, sexually-oriented, obscene, X-rated, derogatory or inflammatory remarks about race, age, disability, religion, national origin, physical attributes or sexual preference or any other protected category.
- "hacking" or unauthorized access, damage or deletion.
- Company may monitor and access systems and information, including email and internet.
- Protect Company confidential information and documents.
- Possible disciplinary action, up to and including termination, and/or legal action for any breach.

IT Guidelines and procedures apply to:

- Any systems, technology and information made available to or accessed by employee.
- This includes, but is not limited to computers, phones, mobile devices/two-way pagers, email, text messaging, software and the intranet.

SECTION 6: HEALTH AND SAFETY POLICY

HEALTH AND SAFETY OVERVIEW

CFC is committed to the protection of its employees and property from accidental loss. In fulfilling this commitment, we will strive to provide and maintain a safe and healthful work environment as indicated by acceptable industry practices and compliance with legislative requirements, and we will strive to eliminate any foreseeable hazards which may result in fires, damage to property and personal injuries or illnesses. Accidental loss can be controlled through good management in combination with active employee involvement. Loss prevention is the direct responsibility of all management and employees alike.

All management functions will comply with CFC's loss prevention and Safety Policy. All employees will perform their jobs properly in accordance with established procedures and operating philosophy.

We trust that all of you will join us in a personal commitment to loss prevention as a way of life.

SAFETY GLASSES

It is an OSHA requirement that anyone working or even walking through a jobsite wear OSHA-approved safety glasses. In order to help employees who wear corrective lenses comply with this OSHA requirement, CFC will contribute up to \$150 every two years toward the purchase of OSHA-approved prescription safety glasses for employees who spend time on the construction sites. This amount is intended to cover revised prescriptions, lenses and frames. Please remit your receipts to Bob Wiese at the Golden office for reimbursement.

IF YOU ARE INJURED AT WORK

If you are injured at work, you must immediately notify your supervisor.

In a life-threatening or severe emergency, go to the nearest hospital immediately or call **911** for assistance. For non-emergency injuries, go to our designated medical provider in the area. A member of management should escort you to the clinic.

You may be held personally responsible for payment of any medical bills if an unauthorized medical facility is used.

If you are injured on the job, you will be eligible for coverage by workers' compensation insurance. Workers' compensation coverage provides payment for medical expenses and weekly compensation payments.

If you are unable to do your normal tasks because of a work-related injury, you may be assigned modified duty tasks as per physician's orders and Company requirements. While on modified duty, you will be paid at your regular hourly rate.

EMPLOYEE ACCIDENT/INCIDENT PROCEDURES

All injuries or property damages must be reported to your supervisor or CFC personnel who are at the job site at the time of occurrence. Your supervisor will investigate incidents as required.

Job-related accidents require the following actions:

- Notify your supervisor immediately—do not wait longer than end of shift.
- Report to an approved medical facility for treatment or check-up. Failure to do so may lead to disciplinary action up to and including discharge.
- Submit to a drug and alcohol test if requested by your supervisor. Post-accident drug tests may be required of employees at the Company's discretion.
- Fill out an accident/incident report with your supervisor.
- Your supervisor will send a copy of the report to CFC's main office within 24 hours of occurrence.

Note: You must notify your supervisor within 2 hours of the incident or accident.

Reports completed improperly will be returned for correction and may cause unnecessary delay in processing your case.

Failure to report correctly may reduce any workers' compensation payments by 50% or may prevent the processing of your claim.

MINIMUM AGE POLICY

The intent of this policy is to provide a standardized age policy for all CFC Construction sites. In accordance with labor laws and to maintain the health and safety of every person associated with CFC, no persons under the age of 18 years will be allowed on any CFC site.

PERSONAL PROTECTIVE EQUIPMENT POLICY

CFC is dedicated to providing a safe and healthful work environment for our employees. The intent of this personal protective equipment (PPE) policy is to assist in providing and insuring a safe and healthful work environment for performing normal job duties. CFC requires all employees to dress appropriately and to obtain and wear PPE when required.

CFC has made available personal protective equipment to each employee for controlling hazards. And will provide employees with all required personal protective equipment with the exception of safety footwear, which must be provided by the employee.

Only clear lens safety eye wear will be worn inside of facilities and at night. Specialized PPE (i.e., goggles, face shields, gloves, respirators, hearing protection, rubber gear, welding equipment, and so forth) will be required to be worn as hazards dictate. The supervisor will provide specialized PPE and training in these circumstances.

It is the individual employee's responsibility to obtain, use, maintain and clean PPE as required. PPE will be issued to each employee as they begin employment. PPE and Fall protection will be replaced when returned to the supervisor. CFC will pay for the replacement of PPE as long as the

employee did not negligently damage the PPE. Employees who continually fail to wear or maintain, or who misplace, lose or intentionally damage PPE will be subject to disciplinary action up to and including discharge.

Each employee is required to provide their own protective clothing and footwear, such as work boots, coveralls and cold weather outerwear. Gloves will be provided for employees by CFC.

Note: Using PPE requires hazard awareness and training on the part of the user. Employees must be aware that the equipment alone does not eliminate the hazard. If the equipment fails, exposure will occur.

See the current Safety Policy for more information about CFC's PPE requirements.

SECTION 7: SUMMARY AND ACKNOWLEDGMENT

It has been a pleasure sharing with you CFC's latest employee handbook. In the previous pages you found practices, principles and policies on which CFC has built its reputation and its business. Please take them to heart. We hope they will be helpful to you in your career.

CFC will make every effort to assist you in realizing your full potential and performing your work assignment as efficiently and effectively as possible. In like fashion, it is expected you will apply your skill, abilities and energy to do the best job possible as a professional.

How successful we are depends on all of us. It is imperative that we strive to maintain the highest ethical standards at all times while providing our customers with a safe and highly professional work product. Our relationships with customers and co-workers must also reflect our commitment to excellence. Our customers are our business.

Thank you and welcome to CFC



EMPLOYEE ACKNOWLEDGMENT STATEMENT

I hereby acknowledge that I have been notified of the posting of CFC's new Policy Manual on-line and that I am responsible for reading, understanding and abiding by the policies contained therein. I agree to contact my supervisor regarding any questions I may have regarding these policies and understand that these policies may be modified at any time by CFC with or without advance notice.

I understand and acknowledge that the language used in this Employee Handbook is not intended to create nor is to be construed to constitute an expressed or implied contract between CFC and any of its employees and that nothing in this Employee Handbook is intended to give rise to any claim or cause of action.

I further understand and acknowledge that I have been hired for an indefinite period of time and, just as I may voluntarily terminate my employment with CFC at any time, with or without cause, my employment may be terminated by CFC, Inc., at any time, with or without cause. I further understand and acknowledge that this Employee Handbook is not intended to be a contract of employment and that CFC retains the right to change the Employee Handbook and any rules, regulations, policies and benefit plans unilaterally at any time without notice.

This Employee Handbook is a supplement to the Loss Control manual. In contradictions between any two documents the most strenuous rule, policy or guideline applies.

Employee's Signature

Name (print)

Date

This form becomes a part of your personnel file.