



EMPLOYEE MANUAL

AME CONSTRUCTORS, INC.

10979 LIN VALLE DRIVE

SAINT LOUIS, MO 63123

314-645-7553

Equal Employment Opportunity Policy

Revised 5/22/2015

TO: AME Constructors, Inc., Employees

Applicants for Employment

Our Contractors/Suppliers

The Community

It is the policy of AME Constructors, Inc., to provide employment, training, compensation levels, transfer and promotion opportunities, and other aspects of employment without regard to sex, race, color, religion, national origin, or age, and to qualified individuals with disabilities, disabled veterans, or Vietnam era veterans.

When we are hiring or promoting in those job categories in which women, minorities, individuals with disabilities or veterans are underutilized, we will take affirmative action to seek out qualified applicants without regard to sex, race, colors, age, national origin, handicap, or Veteran status.

At our Company, all terms and conditions of employment are, and will continue to be, established on the basis of the individual's qualifications and ability to perform the job. The human Resource Specialist, Amy Heeger, is designated as the Equal Employment officer of the Company and will be responsible for communicating and implementing this policy to all AME Constructors, Inc. Departments.

SEXUAL HARRASSMENT POLICY

Sexual Harassment is a form of discrimination which is illegal and violates our long-standing equal employment opportunity policy.

No employee, customer, or vendor of AME Constructors, Inc., or its subsidiaries, male or female may sexually harass another employee by:

- A. Making unwelcome advances for sexual favors or other verbal or physical conduct of a sexually suggestive nature; or
- B. Making submission to or rejection of such conduct the basis for employment, continued employment, or any other employment decision affecting the employee; or
- C. Creating an intimidating, hostile, or offensive working environment by such conduct.

Any Employee who has been found to have sexually harassed another employee will be subject to appropriate discipline, depending upon circumstances, up to and including discharge from employment.

This policy applies equally to any work-related sexual harassment by or to both men and women employed by us or who deal with us in business, and is not limited to supervisor/employee relations or

to conduct occurring on premises or during working hours. Any employee that believes he or she has been sexually harassed by another employee should promptly take one or more of the following steps:

- A. If appropriate, discuss the situation directly with the person who you feel is harassing you and politely request that the person cease harassing you because you feel you do not like or welcome his or her conduct. You might also add that if such conduct does not cease altogether, you will take further steps under this procedure. (If the person is a customer, please refer the complaint to **your** supervisor instead.)
- B. If you believe that some adverse employment consequences may result from your discussion with that person, or if the harassment continues, go to a higher level of supervisor including the Director of Operation or any senior executive of the Company you feel would be appropriate.

You may be required to state in writing the specific details of the harassing behavior including, date, time, place and witness if any. An investigation of any complaint will be undertaken immediately. All complaints will be handled in a prompt, confidential manner in so far as the investigation permits. Except in cases clearly involving bad faith, there will be no adverse action directed toward the complaining employee or witness as a result of making or supporting the complaint.

EMPLOYEE RULES OF CONDUCT

- A. Employees are expected to work the entire shift. Tool pick up shall commence 10 minutes prior to quitting time.
- B. Late arrivals and early quits must check in and out with the supervisor.
- C. There shall be no organized coffee breaks unless stipulated in the Union contract. Coffee drinking and eating is permitted in the work areas unless job conditions prohibit such activities.
- D. No private vehicles shall be allowed on the project unless specifically required to perform work. All vehicles must be parked in designated parking areas.
- E. Employees shall adhere to all job-site rules and procedures established by the project owner, general contractor, or company.
- F. Employees shall confine their activities to designated work areas. No employee shall interfere with owner activities or enter owner controlled areas without permission.
- G. Employees shall neither possess, nor use alcoholic beverage or non-prescribed controlled substances on Company property and /or project job-sites. This includes reporting for work or operating a company vehicle while under the influence of such substances.

- H. The possession of firearms, ammunition, or explosives on Company property and projects is prohibited. Any violation of this rule will result in immediate termination of employment.
- I. Gambling and conducting illegal activities on Company property and project job sites is prohibited.
- J. Conducting practical jokes, horseplay, wrestling, and fighting are prohibited.
- K. Theft or vandalism of Company property or the property of others on Company project job sites is grounds for immediate termination of employment.
- L. The Company, site owner, and controlling employer reserve the right to stipulate additional site rules and policies.

DISCIPLINARY ACTION POLICY

AME Constructors, Inc. is serious about employee safety and work place conduct. The rules and regulations in this handbook, **OSHA** regulations , and project specific regulations are intended to assure employee safety and protect the interests of all involved parties, therefore, the following minimum disciplinary actions shall be taken against employees for any rules and regulations infractions.

- FIRST OFFENSE**.....Written Reprimand
- SECOND OFFENSE**.....1 Day Off (WITH OUT PAY)
- THIRD OFFENSE**.....Termination of Employment

The 3-step process shall be considered the minimum action which may be taken by the Company. Immediate termination can result from any infraction if it is viewed as severe in nature by the supervisors. Examples of this level of severity being:

- a. Under the influence of drugs or alcohol while on the job.
- b. Failure to follow fall protection rules.
- c. Intentionally overriding a safety device.

The level of severity of the infraction is determined by Company management.

HEALTH AND SAFETY

EMPLOYEE SAFETY RESPONSIBILITIES:

- A. Plan your work with an emphasis on safety and quality. Never take shortcuts, and anticipate hazards which may arise.
- B. Immediately report all unsafe actions and conditions to your supervisor.
- C. Know your physical limitations and ask for assistance when needed. Report physical disabilities to your foreman so that you will not be required to perform work which may injure you or someone around you.
- D. Ask your supervisor for assistance if you are unsure of any instructions received or you need additional equipment to perform your job safely.

AME CONSTRUCTORS, INC. CELL PHONE/HAND HELD DEVICE POLICY

Our Company recognizes that the employees are our most valuable asset, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for all employees. To further this goal, (AME Constructors, Inc.) has developed a Cell Phone/Hand Held Device Use Policy effective (01/02/2011).

PURPOSE:

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as an (AME Constructors, Inc.) employee, but also the welfare of others who could be put in harm's way by inattentive driving. Mobile phone and other hand held device use while driving is a common, often harmful distraction. Many Countries and localities have prohibited mobile phone/hand held device use while driving. Researchers at the University of Toronto found the risk of having a traffic accident while using a cell phone or similar device to be the same as driving drunk. For these reasons, drivers may not use hand held devices to place work related calls or while operating a vehicle while on company business.

As a driver, your first responsibility is to pay attention to the road. When driving on business, or while conducting business on behalf of the company in any other manner, the following applies:

PROCEDURES:

Definition – Mobile Hand Held Units: Hand held devices include cell phones, pagers, palm pilots, faxes and other communication devices.

- A. Allow voicemail to handle your calls and return them when safe.

- B. If you need a place to receive a call, pull off the road to a safe location and stop the vehicle before using your phone.
- C. Ask a passenger to make the call.
- D. Inform regular callers of the best time to reach you based upon your driving schedule.
- E. The only exception to this policy is for calls placed to 911.
- F. If placing or accepting an emergency call, keep the call short and use the hands free options, if available.
- G. When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.

OBEDY THE LAW

AME Constructors, Inc. is not responsible for any moving traffic violations, parking tickets or any other city ordinances or State/Federal laws regarding your driving habits and operation/care of your personal or company motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for our Company.

OTHER SAFE DRIVING PRECAUTIONS

Use better judgment when road conditions are poor. Limit or avoid driving when rain, snow or other severe weather conditions threaten your safety. Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio/CD player, or other distracting behavior. Do not drive if your ability to drive safely is impaired by the influence of medications. Laptop computers should never be used at any time while driving. If using a vehicle not your own (rental or otherwise), be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating. Be concerned for your coworkers' safety. Ask them to call you back at a safer time if they call you while driving. Be aware of and practice defensive driving techniques and maneuvers.

SUBSTANCE ABUSE PROGRAM AND POLICY

In an effort to create a safe and healthy workplace, AME Constructors has implemented a Substance Abuse Policy and Prevention Program. This program will apply to all full-time, part-time, casual or contract employee and to applicants of the company. The company will require compliance with this program as a condition of employment. AME Constructors, Inc., Employees will be subject to Pre-employment, random, post-accident and probable cause testing throughout their employment with AME Constructors, Inc. (See Substance Abuse Policy)

ACCIDENT REPORTING & MEDICAL TREATMENT

- A. All accidents, no matter how minor in nature, shall be immediately reported to your supervisor and / or the AME office.
- B. Medical treatment for work related injuries shall only be obtained from physicians or medical facilities approved by the Company. See your job supervisor or contact the AME Safety Director (Amy Heeger) for a referral.
- C. Work related injuries requiring medical treatment after working hours shall be reported to your Supervisor or the Company Safety Director, by the next scheduled working day.
- D. Chiropractic treatment of work related injuries is prohibited without approval from the Safety Director.
- E. Reimbursement of medical bills and prescriptions shall be made directly to employees by the Company's Worker's Compensation Insurance Carrier.

AME CONSTRUCTORS, INC.

EMPLOYEE MANUAL

I _____, have received a copy of the AME
Constructors, Inc. Employee manual.

Employee Signature

Date