

EMPLOYEE HANDBOOK



ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with GS Materials, Inc & GS Materials Transportation, Inc. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. GS Materials, Inc & GS Materials Transportation, Inc adheres to the policy of employment at will, which permits the Company or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Company representative other than the CEO and/or the Vice President may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Company documents. These Company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the CEO and/or the Vice President.

This handbook supersedes all prior handbooks.

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Section 1 - Governing Principles Of Employment

1-1. Introduction

For employees who are commencing employment with GS Materials, Inc & GS Materials Transportation, Inc ("GS Materials, Inc & GS Materials Transportation, Inc" or "the Company"), on behalf of GS Materials, Inc & GS Materials Transportation, Inc, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at GS Materials, Inc & GS Materials Transportation, Inc. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Karen Newport, CEO

1-2. Employment At-Will

Employment with GS Materials, Inc & GS Materials Transportation, Inc. is on an “at-will” basis. Employment at-will may be terminated at the will of either the Company or the employee. Employment may be terminated with or without cause, and with or without notice, at any time by you or the Company. Terms and conditions of employment with GS Materials, Inc & GS Materials Transportation, Inc may be modified at the sole discretion of the Company with or without cause and with or without notice unless there is a properly executed written agreement to the contrary.

No one other than the CEO and/or the Vice President of GS Materials, Inc & GS Materials Transportation, Inc has the authority to create an employment relationship other than on an “at-will” basis and such agreement must be in writing.

No implied contract concerning any employment-based decision or terms and conditions of employment can be established by any other statement, conduct, policy, or practice.

1-2. Immigration Law Compliance

GS Materials, Inc & GS Materials Transportation, Inc will employ only those who are authorized to work in the United States and comply with all aspects of the Immigration Reform and Control Act of 1986 (IRCA). GS Materials, Inc & GS Materials Transportation, Inc does not knowingly hire or continue to employ any person not authorized to work in the United States, and does not discriminate against U.S. citizens, lawful permanent residents, or other foreign national individuals who are authorized to work.

As a condition of employment, each new employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and substantiating employment eligibility within three business days of hire. Former employees who are rehired must also complete the form if they have not completed an I-9 within the past three years or if their previous I-9 is no longer retained or valid. The Form I-9 and E-Verify process is completed in a nondiscriminatory manner and, in the case of new hires and rehires, only after the individual has accepted an offer of employment.

GS Materials, Inc & GS Materials Transportation, Inc verifies each employee’s legal status or authorization to work in the United States, after hiring the individual to work in the United States, in accordance with the E-Verify Program requirements. E-Verify is a web-based verification system operated by the United States Citizenship and

Immigration Services (USCIS) and enables employers to confirm the eligibility of their newly hired employees to work in the U.S. by electronically matching information on the employee's Form I-9 against records available to the Social Security Administration (SSA) and Department of Homeland Security (DHS). E-Verify is in addition to the current requirements governing the Form I-9 - Employment Eligibility Verification and is not a substitute.

GS Materials, Inc & GS Materials Transportation, Inc does not tolerate any forms of unlawful discrimination in the workplace, including immigration-related discrimination based on national origin and citizenship IRCA and any other applicable federal, state, or local laws.

1-3. Equal Employment Opportunity

GS Materials, Inc & GS Materials Transportation, Inc is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. GS Materials, Inc & GS Materials Transportation, Inc's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

The Company will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; pregnancy-related conditions; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Company's business operations.

Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact Human Resources to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The Company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The Company will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of The Company's decision regarding the request within a reasonable period. The Company treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Human Resources. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

1-4. Protected Rights

Nothing in this handbook shall be interpreted, applied, or enforced in a manner that interferes with, restrains, or coerces employees in exercising their rights under the National Labor Relations Act (NLRA). This includes rights under Section 7 of the NLRA, such as the right to self-organize, form, join, or assist labor organizations, bargain collectively through representatives of their own choosing, engage in other concerted activities for collective

bargaining or mutual aid and protection, or refrain from participating in such activities.

1-5. Anti-Retaliation

GS Materials, Inc & GS Materials Transportation, Inc strictly prohibits all unlawful retaliation against any individual, including, but not limited to, those who in good faith report harassment or discrimination. Retaliation is an adverse action taken against an employee because the employee engaged in protected activity.

If an employee believes they have been retaliated against, they are encouraged to report the situation to the Manager. If the employee is unable to contact this person, doesn't feel comfortable contacting this person, or has not received an initial response within five (5) business days after making the report, the employee should contact Human Resources.

Any reported allegations of retaliation will be investigated promptly. 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 Company will maintain confidentiality throughout the investigatory process to the extent possible, but confidentiality cannot be guaranteed.

This policy is not intended to prohibit employees from discussing terms and conditions of employment with others, reporting to the government possible violations of applicable federal or state laws or regulations, or making other disclosures to the government protected under the whistleblower provisions of applicable federal or state laws or regulations.

1-6. Reasonable Accommodations & Interactive Dialogue

GS Materials, Inc & GS Materials Transportation, Inc is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals for physical or mental disabilities, including those related to pregnancy, childbirth, or related medical conditions. To that end, we will endeavor to make a reasonable accommodation for applicants and employees who have requested an accommodation or for whom GS Materials, Inc & GS Materials Transportation, Inc, has noticed may require such an accommodation, without regard to any protected classifications, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Any individual who would like to request an accommodation based on any of the reasons set forth above should contact Human Resources. Accommodation requests can be made in writing. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the employee should contact Human Resources.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, GS Materials, Inc & GS Materials Transportation, Inc will engage in an interactive dialogue with the employee.

Even if employee has not formally requested an accommodation, GS Materials, Inc & GS Materials Transportation, Inc may initiate an interactive dialogue under certain circumstances, such as when GS Materials, Inc & GS Materials Transportation, Inc has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event GS Materials, Inc & GS Materials Transportation, Inc initiates an interactive dialogue with an employee, it should not be construed as GS Materials, Inc & GS Materials Transportation, Inc's belief that an individual requires an accommodation, but will serve as an invitation for the employee to share with GS Materials, Inc & GS Materials Transportation, Inc any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, GS Materials, Inc & GS Materials Transportation, Inc will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how GS Materials, Inc & GS Materials Transportation, Inc may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, GS Materials, Inc & GS Materials Transportation, Inc will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. GS Materials, Inc & GS Materials Transportation, Inc is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

As part of the interactive dialogue, GS Materials, Inc & GS Materials Transportation, Inc reserves the right to request supporting documentation, to the maximum extent permitted by applicable law.

GS Materials, Inc & GS Materials Transportation, Inc will endeavor to keep all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation confidential.

GS Materials, Inc & GS Materials Transportation, Inc prohibits any form of discipline, reprisal, intimidation, or retaliation against individuals who have requested an accommodation, for whom GS Materials, Inc & GS Materials Transportation, Inc has noticed may require such an accommodation, or who otherwise engage in the interactive dialogue process in good faith.

Employees with questions regarding this policy should contact the Human Resources/Benefit Help Line.

1-7. Non-Harassment

It is GS Materials, Inc & GS Materials Transportation, Inc's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics").

Such conduct will not be tolerated by GS Materials, Inc & GS Materials Transportation, Inc.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Company premises, while on Company business (whether or not on Company premises) or while representing the Company. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because

the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Manager. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should

contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy, including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

1-8. Drug Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Company property, and to ensure efficient operations, GS Materials, Inc & GS Materials Transportation, Inc has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Company.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises) or while representing the Company, is strictly prohibited. Employees and other individuals who work for the Company also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Company maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Company employee, including themselves.

Substance Abuse Policy

To maintain a Drug and Alcohol-Free Workplace, GS Materials, Inc. has established the following policy about the use, possession and sale of drugs and alcohol. Drug and alcohol testing practices will be adopted to identify employee or applicants using drugs and/or alcohol. "Drug" means non-prescribed or illegal amphetamines, benzodiazepines, cocaine, methaqualone, methamphetamine, phencyclidine, barbiturates,

cannabinoids, methadone, opiates, and/or propoxyphene. This includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.

Any employee refusing to cooperate with or submit to questioning, medical, or physical examinations, when requested or conducted by GS Materials, Inc. or its designee, is in violation of this policy and subject to termination of employment.

Any applicant who tests positive for a Drug defined above or has a blood alcohol level exceeding .02 may have their job offer withdrawn. Should an applicant refuse to cooperate with testing, the offer will immediately be withdrawn.

Any employee who tests positive for a Drug defined above and cannot produce a prescription for such will be subject to the disciplinary consequences and requirements outlined in this policy. If a test comes back positive for alcohol, the employee will be subject to disciplinary action up to and including termination.

Employee Reporting Requirements

Employees are required to report any conviction under a criminal drug statute occurring on the job or on Company premises within five (5) days of conviction.

Anyone who has reason to believe that the use of a legal drug may present a safety risk to himself/herself or others must report such drug use to the Company to determine the job-related consequences. The employee identified will be counseled to determine if they can safely perform their job functions. All employees are encouraged to report known or suspected violations of this policy to management. Every effort will be made to protect the reporting employee's identity in such circumstances.

Drug and Alcohol Testing

GS Materials, Inc. asserts its legal right and prerogative to test any employee for drug and/or alcohol abuse. Employees may be asked to submit to medical examination and/or submit to saliva testing for drugs or alcohol. Employees will receive any necessary information about the Company's drug and alcohol testing procedures prior to any testing. Any information obtained through such examination may be retained by GS Materials, Inc. and GS Materials, Inc. reserves the right, in its discretion and within the limits of federal and state laws, to examine and test for the presence of drugs and alcohol (as stated above) in situation such as, but not limited to, the following:

- 1. Post-Job Offer:** All offers of employment will be made contingent on the results of a drug test. Applicants will be required to voluntarily submit to a saliva test and sign an acknowledgement form which will release the Company from liability. GS Materials, Inc. will not discriminate against applicants for past drug abuse. It is the current abuse of drugs which prevents employees from properly performing their jobs.
- 2. Post-Accident:** A drug and/or alcohol test will be conducted on all employees involved in accidents occurring during work time or while on GS Materials, Inc. property. Covered accidents include, but are not limited to, accidents that the employee caused or contributed to that involve:
 - a. Personal injury to employees or others which necessitates medical attention (beyond first aid) or results in lost work time; and/or
 - b. Damage to GS Materials, Inc or customer property.

Employees are expected to be available for Post-Accident testing. If circumstances require an employee to leave the scene of an accident, the employee must make a good-faith attempt to be tested and notify the Company of his/her location.

Employees tested due to circumstances under this section will not be permitted to return to work until results are received.

Failure to report any accident which meets the Post- Accident testing criteria is in violation of GS Materials, Inc. policy and subject to disciplinary action. Employees testing positive, under certain state laws, may be ineligible for workers' compensation benefits.

3. Reasonable Suspicion: Any employee may be asked to submit to a drug and/or alcohol test if reasonable cause exists to suggest that the employee's health or ability to perform expected job duties is currently impaired. Our Company's management team has been trained to identify symptoms of being under the influence of drugs and/or alcohol. If suspicion arises, at least two management personnel will assess the employee and will each complete a written report of their observations. If suspicion is confirmed between these two personnel, the employee will be counseled to determine if the employee is unfit to perform his/her duties and may be sent for testing.

Employees tested due to circumstances under this section will not be permitted to return to work until results are received.

5. Random: The Company will randomly test all employees for compliance with this policy. The random testing will be performed by an outside source to ensure equal probability of selection. Management has no authority to waive the selection of an employee, to include themselves.

6. Follow-Up: Any employee who has been removed voluntarily or otherwise from his/her job duties due to a verified positive drug test will be subject to unannounced drug testing to determine whether he/she is under the influence of drugs. The testing can continue for up to 24 months from the return-to-work date.

Procedures

Whenever possible, the drug test will be performed from saliva specimens collected at a qualified collection site. A saliva test will be performed for all post-accident and reasonable-cause situations to determine alcohol levels.

With respect to the results of a drug test, a "positive" test means a test result showing the presence of drugs or controlled substances at a level specified to be a positive test. A blood alcohol concentration of 0.04 or higher is considered a positive alcohol test. A blood alcohol concentration of 0.02 or greater may require a confirmation test.

Applicants and employees will be notified in writing of any confirmed positive test result. These individuals have the right to request the confirmed positive sample to be retested. Generally, the original laboratory conducts the retesting, but individuals may request a different SAMSHA – Certified Laboratory. Request for retesting must be made by written notice no more than five (5) business days of being notified of a positive test result and, if applicable, must contain the request to have the sample retested at a different certified laboratory. The cost of requested retesting will be the responsibility of the individual.

If the test results were impacted by taking lawfully prescribed drugs, the employee or applicant must submit documentation of such within five (5) days of the results. Employees may be suspended pending receipt.

All information regarding the drug and/or alcohol test results or failure to complete rehabilitation will remain confidential and will only be given out on a strict need-to-know basis.

Employees who test positive for a drug in violation of this policy will be terminated from employment for a minimum of thirty (30) days. After this term, if the employee completes a rehabilitation program or obtains professional support from a counselor, the employee may be rehired after providing proof of said completion and a review by the Safety and Liability Committee. The employee will be subject to follow-up testing per this policy. If these requirements are not met, the employee will not be eligible for re-hire for at least two (2) years. Applicants who test positive for drugs or alcohol will not be considered for employment.

Failure to submit to drug and/or alcohol testing can lead to disciplinary action up to and including termination.

1-9. Workplace Violence

GS Materials, Inc & GS Materials Transportation, Inc is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

GS Materials, Inc & GS Materials Transportation, Inc does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, GS Materials, Inc & GS Materials Transportation, Inc specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, GS Materials, Inc & GS Materials Transportation, Inc does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language, or any other acts of aggression or violence made toward or by any Company employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede GS Materials, Inc & GS Materials Transportation, Inc's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Company to be aware of any potential danger in its offices. Indeed, the Company wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

1-10. Medical Surveillance

Medical surveillance exams will be offered at no cost to any employee who is or may be exposed to respirable

crystalline silica at or above the action level of 0.025 mg/m³ (8-hour TWA), or who is required to wear a respirator for silica exposure control.

A baseline medical examination will be provided to all employees new to the mining industry and with exposure to respirable crystalline silica within 60 days of beginning employment. A follow-up exam will be provided no later than 3 years after the baseline. If the 3-year follow-up shows reduced lung function or abnormal chest X-ray results, a second follow-up will be provided within 2 years. After these follow-ups, exams will be offered at least every 5 years while exposure or respirator use continues.

Medical examinations will be offered to all employees who are not new to the mining industry for an initial period of one year with subsequent tests offered at least once every 5 years.

All medical examinations and procedures will be performed by or under the supervision of a licensed physician or Licensed Health Care Professional (PLHCP) and will include:

- Medical and work history with an emphasis on respiratory health and silica exposure.
- Physical examination with emphasis on respiratory health.
- Chest X-ray classified per ILO standards.
- Pulmonary function test.

Employees will receive their exam and test results from the physician or PLHCP within 30 days. The physician or PLHCP will provide GS Materials, Inc & GS Materials Transportation, Inc. a written medical opinion of the employee's health status, limited to:

- Date of the medical examination
- Statement that the medical examination has met the requirements in 30 CFR 60.15
- Any recommended limitations on the miner's use of a respirator

Employees are not required to nor expected to share genetic information with GS Materials, Inc & GS Materials Transportation, Inc. Genetic information includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services or the participation in clinical research that includes genetic services by the individual or a family member of the individual, and the genetic information of a fetus carried by an individual or by a pregnant woman who is family member of the individual.

Section 2 - Operational Policies

2-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for Company benefits, but are eligible to receive statutory benefits.

Employees who regularly work at least 30 or more hours per week who were not hired on a short-term basis are eligible for health insurance benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt are generally executives, managers, professional, administrative, or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees generally receive the same weekly salary regardless of hours worked. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

2-2. Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing Human Resources of any changes. Employees also should inform Human Resources of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

2-3. Working Hours and Schedule

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point GS Materials, Inc & GS Materials Transportation, Inc may need to change individual work schedules on either a short-term or long-term basis.

Employees may be provided a paid 15-minute break at the discretion of their supervisor. A supervisor will provide further details.

2-4. Timekeeping and Working off the Clock

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management. Non-exempt employees may not start work

until their scheduled starting time.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave, or personal business.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

All non-exempt employees are prohibited from performing any work without recording their time for payroll purposes (i.e., “working off the clock”). No one at the Company is authorized to work off the clock and no one at the Company has the authority to require any employee to perform off-the-clock work.

It is the employee's responsibility to record time and to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors. If you have any questions or concerns regarding your hours or if you have worked off the clock or are aware of any violations of the Company’s timekeeping policies (including, but not limited to, those on recording all hours worked, rest and meal periods, and overtime), you should contact your supervisor or Human Resources/Benefit Help Line. The Company will not retaliate against you for such reports or complaints.

2-5. Overtime

When GS Materials, Inc & GS Materials Transportation, Inc experiences periods of extremely high activity, additional work may be required. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations. Employees may work overtime only with prior management authorization. Any non-exempt employee who works overtime without authorization may be subject to disciplinary action, up to and including termination.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their regular hourly wage for all time worked in excess of 40 hours each workweek, unless otherwise required by applicable law. Overtime pay is calculated based on actual hours worked. Paid time off, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

2-6. Safe Harbor Policy for Exempt Employees

It is GS Materials, Inc & GS Materials Transportation, Inc's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for GS Materials, Inc & GS Materials Transportation, Inc. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;

- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the Company has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Human Resources or any other supervisor in GS Materials, Inc & GS Materials Transportation, Inc with whom the employee feels comfortable.

2-7. Your Paycheck

The pay period is Sunday through Saturday with payday being the following Friday. We do not issue paper paystubs. Paystubs are accessible electronically on the ADP app. If direct deposit is not utilized your paycheck will either be mailed to your address of record or it will be available in the office of the site you are located.

In the event of inclement weather or other emergency conditions that result in office or site closures, paychecks will be mailed or distributed once operations safely resume. GS Materials, Inc & GS Materials Transportation, Inc is not responsible for any delay in receiving paycheck due to these circumstances. To ensure timely access to pay during inclement weather, the use of direct deposit is strongly encouraged.

Payroll stubs itemize deductions made from gross earnings. By law, GS Materials, Inc & GS Materials Transportation, Inc is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the ADP My Life Advisors and Human Resources immediately so the Company can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in

writing that another person may accept the check.

2-8. Direct Deposit

GS Materials, Inc & GS Materials Transportation, Inc strongly encourages employees to use direct deposit. Authorization forms are available from the ADP My Life Advisors and Human Resources.

2-9. Salary Advances

GS Materials, Inc & GS Materials Transportation, Inc does not permit advances on paychecks or against accrued paid time off.

2-10. Performance Review

Depending on the employee's position and classification, GS Materials, Inc & GS Materials Transportation, Inc endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Company encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

2-11. Record Retention

GS Materials, Inc & GS Materials Transportation, Inc acknowledges its responsibility to preserve information relating to litigation, audits, and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Company and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the Human Resources and the CEO to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the Company that may have an impact on record retention protocols.

2-12. Job Postings

GS Materials, Inc & GS Materials Transportation, Inc is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet the following requirements:

- be a current, regular, full-time or part-time employee;
- have been in current position for at least six (6) months;
- maintain a performance rating of satisfactory or above;
- not be on conduct/performance-related probation or warning;
- meet the job qualifications listed on the job posting; and
- provide their current manager with notice prior to applying for the position.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an online job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The Company reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources Department.

2-13. Remote Work/Telecommuting

GS Materials, Inc & GS Materials Transportation, Inc may allow employees to work remotely if their job duties and work performance are determined to be eligible for remote work. Eligibility will be decided on a case-by-case basis by the Company. Employees also may be required to work remotely during periods of public health emergencies if government orders and mandates recommend such work.

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should consult their individual agreement for specific details of their remote work/telecommuting arrangement, such as expected work hours, equipment provided, and other important information.

Any remote work/telecommuting arrangement may be discontinued by the Company at any time and at the discretion of the Company. Employees also may discontinue the arrangement but may not be guaranteed office space at the Company's location.

At-Will Employment

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by the Company or employee without notice, cause, or liability.

Hours of Work

Employees will work full time from home. Scheduled hours of work will be set by the employees' manager or supervisor. Employees should maintain regular contact with their supervisors and managers.

Nonexempt employees must accurately record all hours worked pursuant to the Company's timekeeping system and take rest and meal breaks as if in the Company's workplace and as required by law. Nonexempt employees may not work beyond scheduled working hours (including working more than 40 hours in a workweek) without prior written authorization from their manager or supervisor.

Location

Employees will provide, at their expense, a secure, dedicated work area. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times. Employees will maintain security devices and procedures necessary to prevent use by unauthorized persons, including by preventing the connection of any Company-furnished computer system, network, or database to any computer, network, or database other than a computer, network, or database to which connections are provided or authorized by the Company.

Duties

Employees are expected to follow all existing Company policies and procedures. The duties, obligations, responsibilities, and conditions of employment with the Company remain unchanged. Employees must stay

engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties remotely, this arrangement will be revoked. Employees are expected to follow existing Company policies with respect to scheduled and unscheduled time off, including the obligation to speak with their manager or supervisor before the scheduled start time in the event of an unscheduled absence, tardy, or early departure.

Accidents and Injuries

Employees agree to maintain safe conditions in the remote work space and to practice the same safety habits and rules applied on Company premises. If employees incur an injury arising out of the course and scope of the assigned job duties while working in the remote work space, the workers' compensation provisions in place for the state in which the employees are working will apply. Employees must notify their supervisor or manager immediately and complete all necessary and/or requested documents regarding the reported injury. The Company assumes no responsibility for injuries occurring in the remote work space outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote work space.

Equipment

Employees agree to use electronic equipment that has been encrypted and meets all of the Company's security requirements. If the Company provides equipment for home use, employees agree to provide a secure location for Company-owned equipment and will not use, or allow others to use, such equipment for purposes other than Company business. Employees have no expectation of ownership in such equipment, linkages, property, or other items installed or provided by the Company. The Company will bear the expense of removal of any such equipment, linkages, and installations provided by the Company upon the termination of the remote work/telecommuting arrangement but not modification of or repairs to the work location. Employees hereby release the Company from any damage or liability incurred in the installing or removal of the equipment provided by the Company.

Return of Company Property

All equipment, records, and materials provided by the Company will remain Company property. Employees agree to return Company equipment, records, and materials upon request. All Company equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination of the remote work/telecommuting arrangement. All equipment must be returned within five (5) business days of written notice to the employees.

Expenses

Upon presentment of receipts and in accordance with the Business Expense Reimbursement policy, the Company will reimburse employees for certain approved expenses.

Regular household utility charges, such as electricity, water, phone, internet service, auto, homeowners' insurance, etc., are not reimbursable unless state law requires reimbursement.

Confidentiality

Employees agree that they are subject to the Company's policies prohibiting the nonbusiness use or dissemination of the Company's confidential business information. Employees will take all appropriate steps to safeguard the Company's confidential business information, including segregating it from personal papers and documents, not allowing non-employees to access such information, and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain confidential information, including, but not limited to, information regarding the Company's products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new

product and/or service developments, project reports, sources of supply and material, operating and cost data, and corporate financial information.

Contact

If employees have any questions concerning this policy or would like to apply to work remotely, they should contact the Human Resources/Benefit Help Line.

2-14. ADP Workforce Now® Portal

ADP Workforce Now® is a secure internet-based portal intended to address employee's human resource needs. Employees may be able to complete the following forms if applicable:

- W-4: Federal and state tax withholding
- Direct Deposit: Enroll to have pay deposited directly into bank account(s)

The portal is a resource for Company announcements as well as for the following:

- View electronic copies of paychecks
- Update personal information, such as name, and address
- Change tax withholdings
- Access Benefit Summary Plan Descriptions (SPDs)
- Access the Employee Handbook and other policies

Employees should keep their user IDs and Passwords confidential. It is their responsibility to keep their information up to date, including current name, address, email address, telephone number, emergency contacts, and family status.

2-15. ADP My Life Advisors

The Company has established a relationship with ADP My Life Advisors. ADP My life advisors are available to assist employees with ADP Workforce Now® and other pertinent information that could affect employment or benefit status. Some common requests that can be routed to the ADP My Life Advisors include:

- Password Reset
- Assisting managers with approving time cards
- Assisting with paystub view
- Direct Deposit and W-4 process
- Review of benefits and where to change them on the portal
- Portal registration
- Pay check questions

If you have any questions or problems, please contact the ADP My Life Advisors. They can be reached Mon-Fri from 8:00 am - 11:30 pm EST by phone: (855) 547-8508 or email MyLifeAdvisor@adp.com

Section 3 - Benefits

3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is GS Materials, Inc & GS Materials Transportation, Inc's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, insurance, and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs GS Materials, Inc & GS Materials Transportation, Inc provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Human Resources/Benefit Help Line. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, GS Materials, Inc & GS Materials Transportation, Inc (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Company intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Human Resources/Benefit Help Line.

3-2. Paid Holidays

Full-time employees will be paid for the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, & Christmas Day

You are eligible to receive paid holidays if you are a full-time status employee scheduled to work at least 40 hours per week and you have been employed for 90 days. If you are terminated voluntarily or involuntary and you are rehired, you must work 90 days to be eligible for paid holidays.

You will not be paid for the holiday pay if you take an unapproved day off the work day before or work day after a paid holiday.

All holiday pay will be paid as 8 hours of regular pay with no overtime. The work week starts on Sunday and ends on Saturday.

You must check with your supervisor to see if there is scheduled work on any of these holidays. If you are required to work you will receive holiday pay in addition to your regular pay.

3-3. Paid Time Off

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking paid time off. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

Full-time employees accrue paid time off as follows:

Eligibility:

You are eligible to receive PTO and bereavement leave if you are a full-time status employee scheduled to work at least 40 hours per week.

PTO Accumulators:

After one year of employment, an eligible employee will be granted 5 days of paid time off. Every year after their first, an employee will be granted an additional day to the five they already have. PTO will be capped at 10 days per employee.

Any unused PTO will be paid to the employee at their anniversary date (most recent hire date). Unused balances will not carry over.

All paid time off will be paid as 8 hours of regular pay per day with no overtime.

Every effort will be made to grant requests, consistent with our operating schedule. However, if too many people request the same period of time off, the Company reserves the right to choose who may take time off during that period. Individuals with the longest length of service generally will be given preference.

If an employee will be out of work due to illness or due any other emergency for which notice could not be provided, the employee must call in and notify his or her supervisor as early as possible, but at least by the start of the employee's workday. If an employee calls in sick for three (3) or more consecutive days, the employee may be required to provide his or her supervisor with a doctor's note on the day the employee returns to work.

Paid time off may be used only in half-day increments.

Termination:

Upon termination an employee will forfeit any accrued paid time off without pay. Upon rehire, employees must work one year before being eligible for PTO.

3-4. Lactation Accommodations

GS Materials, Inc & GS Materials Transportation, Inc will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The Company will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable. Please consult the Human Resources/Benefit Help Line with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not

be discriminated against or retaliated against for exercising their rights under this policy.

3-5. Workers' Compensation

On-the-job injuries are covered by GS Materials, Inc & GS Materials Transportation, Inc's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow Company procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-6. Jury Duty

GS Materials, Inc & GS Materials Transportation, Inc realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

GS Materials, Inc & GS Materials Transportation, Inc will provide full-time employees the difference between pay received by a court for jury duty and the employee's regular day's pay, for a maximum of three (3) workdays. All Jury Duty pay will be paid as 8 hours of regular pay with no overtime.

To be eligible for Jury Duty pay, employees must provide their supervisor with the notification from the state or federal courts of an obligation to serve on jury duty. The employee is required to provide copies of the jury duty notice to his or her supervisor and the payroll department.

Exempt employees will be paid their full salary for any week in which time is missed due to jury duty if any work is performed for the Company during such week.

3-7. Bereavement Leave

The death of a family member is a time when employees wish to be with their families. If the employee is full-time and loses a close relative, the employee will be allowed paid time off of up to two (2) workdays to assist in attending to obligations and commitments. For the purposes of this policy, a close relative covers a wide range of relationships, including spouse; parents; parents-in-law; children; brothers; sisters; grandparents; grandchildren; step parents; step children; foster parents; foster children; guardianship relationships; same sex and opposite sex domestic partners; and spouses or domestic partner of the aforementioned, as applicable or any other relation required by applicable law.

Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. Employees must inform their supervisor prior to commencing bereavement leave.

In administering this policy, GS Materials, Inc & GS Materials Transportation, Inc may require verification of

death and may require the employee to document his or her relationship to that immediate relative.

With a maximum of four days per year (32 total hours). Unused balances will not carry over and will not be paid at the end of the year.

3-8. Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, employees may take off enough working time to vote. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day. Time off will not be provided if the polls are open for at least two (2) hours before or two (2) hours after the employee's shift.

3-9. Insurance Programs

Employees who regularly work at least 30 or more hours per week and who were not hired on a short-term basis are eligible for GS Materials, Inc & GS Materials Transportation, Inc's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact the Human Resources/Benefit Help Line with any further questions.

3-10. Salary Continuation

GS Materials, Inc & GS Materials Transportation, Inc provides, at cost to the employee, enhanced monetary short-term disability benefits to full-time employees. These enhanced monetary benefits are inclusive of any monetary workers' compensation or statutory short-term disability benefits.

This is not a leave of absence provision. Employees who will be out of work must request a leave of absence. See the Leave of Absence sections of this handbook for more information. Employees will be required to submit medical certification as requested by GS Materials, Inc & GS Materials Transportation, Inc. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested.

3-11. Employee Assistance Program

The Company recognizes that a wide range of problems - such as marital or family distress, alcoholism, and drug abuse - not directly associated with an individual's job function can nonetheless be detrimental to an employee's performance on the job. Consequently, we believe it is in the interest of employees and the Company to provide an effective program to assist employees and their families in resolving problems such as these as the need arises. To this end, the Company provides an Employee Assistance Program (EAP) for employees and their eligible family members. The EAP is designed to provide voluntary, private, confidential, and professional counseling outside the workplace for any type of personal problem. The EAP provides consultation services for referrals to local community treatment sources. All employees are eligible to use this program and are encouraged to do so. Employee visits to the EAP are held in confidence to the maximum possible extent.

Participation in the EAP does not excuse employees from otherwise complying with Company policies or from meeting normal job requirements during or after receiving assistance. Nor will participation in our employee assistance program prevent the Company from taking disciplinary action against any employee for performance problems that occur before, during, or after the employee seeks assistance through the program.

Please refer to the benefit plans you have enrolled in for the availability of EAP for you.

3-12. Retirement Plan

Eligible employees are able to participate in GS Materials, Inc & GS Materials Transportation, Inc's retirement plan. Plan participants may make pre-tax and/or post-tax contributions to a retirement account.

Upon becoming eligible to participate in this plan, employees will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to the Human Resources/Benefit Help Line if there are any further questions.

Section 4 - Leaves Of Absence

4-1. Personal Leave

If employees are ineligible for any other Company leave of absence, GS Materials, Inc & GS Materials Transportation, Inc, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to four (4) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days, or sick days. Health insurance coverage is subject to the terms of the plan documents.

When the employee anticipates returning to work, he or she should notify management of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the personal leave of absence, the Company will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified, or a continued absence from work beyond the time approved by the Company will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Company-provided Short-Term Disability Leave of Absence.

4-2. Military Leave

GS Materials, Inc & GS Materials Transportation, Inc strictly prohibits discrimination against past and present members and applicants of the uniformed services. If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that GS Materials, Inc & GS Materials Transportation, Inc can maintain proper coverage while employees are away.

4-3. Family and Medical Leave

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. Eligible employees may request a leave of absence under FMLA for the purposes, and subject to the terms

and conditions described below. If employees have any questions concerning FMLA leave, they should contact Human Resources.

Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by the Company for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Employee Request for and Notice of Leave

Employees must provide sufficient information so the Company can determine whether the request for time off qualifies as FMLA leave, as well as the timing and duration of the leave. When the need for family and medical leave is foreseeable, such as due to a planned medical procedure, an employee must notify the Company of the need for the leave at least thirty (30) days before the leave begins. If thirty (30) days advance notice is not practicable because the employee just learned of the need for leave or a change in circumstances or a medical emergency has occurred, then the employee must report the leave as soon as practicable (generally the same day or the day following the day the employee learned of the need for leave).

When the need for leave arises suddenly, the employee must notify his or her supervisor or Human Resources as soon as possible – either before leaving work or not later than the start of the employee's next regular workday. The employee must follow the Company's standard call-in procedures for unscheduled absences. Failure to comply with the request and notice procedures may delay or prevent the start of leave.

Reasons for Leave

Family and Medical Leave may be taken by an eligible employee for the following reasons:

- (a) The birth of a child or placement of a child with the employee for adoption or foster care, so long as the leave is completed within twelve months of the birth or placement of the child
- (b) To care for the employee's spouse, son, daughter, or parent with a serious health condition
- (c) Due to the serious health condition of the employee that renders the employee unable to work or in need of medical treatment
- (d) Because of any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member who is on covered active duty or has been notified of an impending call or order to covered active duty while in the uniform services; or
- (e) To care for a covered service member (who is the employee's spouse, child, parent, or next of kin) with a serious illness or injury

Duration

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period for FMLA leave is measured forward from the first day an employee takes FMLA leave. An eligible employee may take up to 12 work weeks of leave during this 12-month period. Once the 12-month period ends, a new 12-month period will begin on the first day the employee takes FMLA leave after the completion of the previous 12-month period.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of

26 weeks available.

Eligible spouses who both work for the company may only take a combined total of 12 weeks leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent “in-law”) with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child, or next of kin of the service member”

Use of Leave

Family and medical leave should be used as needed but must be used in minimum increments of at least one hour. Intermittent or reduced-schedule leave is available if medically necessary. Employees must make a reasonable effort to schedule planned medical treatments so as not to unduly disrupt business operations. For planned absences that are intermittent or on a reduced schedule, the Company may require the employee to temporarily transfer to an alternative position for which the employee is qualified, with equivalent pay and benefits, that better accommodates the recurring periods of leave than the employee’s regular position. Leave due to qualifying exigencies may also be taken on an intermittent basis.

For the birth, adoption, or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

Medical Certification

When leave is requested for the employee’s or a family member’s serious health condition, the employee must submit appropriate medical certification from the health care provider of the patient. Human Resources will provide the appropriate certification form. A complete and sufficient certification must be provided as soon as is reasonably practical, and not later than the date leave begins or within fifteen (15) days of the Company’s request, whichever is later.

It is asked that employees not provide any genetic information when responding to a request for medical information for purposes of absences or otherwise. Genetic information includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, and the fact that an individual or an individual’s family member sought or received genetic services. If you have any questions about the information to be provided, please contact Human Resources.

If the Company has reason to doubt the validity of the first medical certification, it may require, at its expense, that the employee get a second opinion from a healthcare provider chosen or approved by the Company. If the opinions of the healthcare providers for the first and second certifications differ, the Company may require the employee to obtain a certification from a third healthcare provider (approved jointly by the Company and the employee) at the Company’s expense. The third certification shall be final and binding.

The Company will notify the employee if the certification is incomplete or insufficient and provide the employee seven (7) calendar days to correct the deficiency. The Company reserves the right to contact the healthcare provider to seek authentication or clarification of information in the verification, as needed, and may require recertification, as appropriate and permitted by law.

Before returning to work at the conclusion of leave due to the employee’s own serious health condition, the employee is required to provide certification from his or her health care provider regarding the employee’s fitness for duty.

Certification of Military Qualifying Exigency

When leave occurs due to a qualifying exigency, the employee must submit a completed Certification of Qualifying Exigency for Military Family Leave to establish the employee’s eligibility for this leave. Human

Resources will provide the appropriate certification form. A complete and sufficient certification must be provided as soon as is reasonably practical, and within fifteen (15) days of the Company's request.

Pay and Benefits

Employees must use any accrued paid time while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with the employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Company will allow employees to use accrued paid time to supplement any paid disability benefits.

During a family and medical leave, group health benefits will be maintained for up to twelve workweeks (up to twenty-six (26) workweeks for military caregiver leave) as if the employee were continuously employed, however, the employee must continue to pay the employee's share of premiums for the employee and any covered dependents, if any, during the leave. The Company's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If the employee fails to return to work at the conclusion of the approved leave, the Company may recover its share of the premiums paid during the leave, unless the inability to return is due to circumstances beyond the employee's control or otherwise excused. An employee on an approved family and medical leave will not lose any benefits accrued before the leave began.

Reinstatement

Employees who return to work immediately after the end of an approved family and medical leave will normally be reinstated to the same or equivalent position and will receive pay and benefits equivalent to those the employee received prior to the leave, as required by law. If the employee does not return to work on the first workday following the expiration of an approved family and medical leave and has not been granted an extension of leave by the Company, the employee will be deemed to have resigned from employment.

In certain circumstances "key" employees may not be eligible for reinstatement following family and medical leave. The Company will provide written notice to any "key" employee who is not eligible for reinstatement. "Key" employees are salaried employees who are among the highest paid ten percent of employees employed by the Company within seventy-five miles of the facility at which the employee is employed.

Company Responsibilities

Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Company's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Company and employee can mutually agree that leave be retroactively designated as FMLA leave.

No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for

immediate discharge, to the extent permitted by law.

Anti-Retaliation

If you have questions regarding this FMLA policy, please contact Human Resources. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

4-4. School Attendance Leave

GS Materials, Inc & GS Materials Transportation, Inc will grant employees who are parents or guardians of school-age children up to four (4) hours of unpaid leave during any 12-month period to participate in activities at their children's school. Forty-eight hours' written advance notice is required. The leave shall occur at a time mutually agreed upon by the employee and the Company. The Company may require verification of the employee's participation in the school activities. Employees must first use accrued paid time off for this purpose.

Section 5 - General Standards Of Conduct

5-1. Workplace Conduct

GS Materials, Inc & GS Materials Transportation, Inc endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing GS Materials, Inc & GS Materials Transportation, Inc property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of GS Materials, Inc & GS Materials Transportation, Inc's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of GS Materials, Inc & GS Materials Transportation, Inc's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Company property.
11. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of GS Materials, Inc & GS Materials Transportation, Inc's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of GS Materials, Inc & GS Materials Transportation, Inc policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and GS Materials, Inc & GS Materials Transportation, Inc reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, GS Materials, Inc & GS Materials Transportation, Inc will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Punctuality and Attendance

Employees are hired to perform important functions at GS Materials, Inc & GS Materials Transportation, Inc. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend, or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the Company.

This policy is not intended to limit an employee's right to engage in a lawful strike, work stoppage, or other protected conduct.

5-3. Use of Communications and Computer Systems

GS Materials, Inc & GS Materials Transportation, Inc's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the GS Materials, Inc & GS Materials Transportation, Inc systems.

GS Materials, Inc & GS Materials Transportation, Inc may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The reasons for which the Company may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during the employee's absence.

Further, GS Materials, Inc & GS Materials Transportation, Inc may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate. The reasons for which the Company may review employees' use of the Internet with Company property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during the employee's absence. Employees should have no expectation of privacy when using company provided equipment.

The Company may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Company's policies prohibiting harassment, in their entirety, apply to the use of Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

Nothing contained in this policy is intended, nor shall it be used to infringe upon employees' rights to express themselves as protected under the National Labor Relations Act or other applicable federal or state laws.

5-4. Use of Cell Phones

The use of personal cell phones is strictly prohibited while on working on mine sites. If an employee needs to use their cell phone for any reason, they must let their supervisor know and go to the parking lot area or office area to use the phone. If you think you may have an emergency phone call during work hours, give the caller your supervisor's phone number to call.

It is unlawful and strictly prohibited to use a hand-held mobile device while driving a CMV.

If you are observed using your phone, you will be disciplined according, up to and including termination. There is no exception to this rule, and it will be strictly enforced.

5-5. Use of Social Media

GS Materials, Inc & GS Materials Transportation, Inc respects the right of any employee to maintain a blog or web page or to participate in a social networking. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform during work time or at any time with Company equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions that could pose an actual or potential conflict of interest with the Company, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Company policies apply equally to employee social media usage.

GS Materials, Inc & GS Materials Transportation, Inc encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline,

up to and including discharge.

Nothing contained in this policy is intended, nor shall it be used to infringe upon employees' rights to express themselves as protected under the National Labor Relations Act or other applicable federal or state laws.

5-6. Personal and Company-Provided Portable Communication Devices

Portable communication devices (PCDs) provided by GS Materials, Inc & GS Materials Transportation, including cellphones and personal digital assistants should be used primarily for business purposes.

Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Company-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Company information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Company information. This is the only way currently possible to ensure that all Company information is removed from the device at the time of termination. The removal of Company information is crucial to ensure compliance with the Company's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Nothing contained in this policy is intended, nor shall it be used to infringe upon employees' rights to express themselves as protected under the National Labor Relations Act or other applicable federal or state laws.

5-7. Inspections

GS Materials, Inc & GS Materials Transportation, Inc reserves the right to require employees while on Company property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Company or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment,

as well as personal mail sent to the Company or to its clients. Employees are expected to cooperate in the conduct of any search or inspection and may be subject to inspection at any time without prior notice or the employee present.

Nothing contained in this policy is intended, nor shall it be used to infringe upon employees' rights to express themselves as protected under the National Labor Relations Act or other applicable federal or state laws.

5-8. Smoking

Smoking, including the use of e-cigarettes, is prohibited in all Company offices/buildings and in all Company areas where flammable or combustible liquids, including greases and flammable gases are stored or handled.

5-9. Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompanying them anywhere in GS Materials, Inc & GS Materials Transportation, Inc facilities other than the reception areas.

5-10. Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for GS Materials, Inc & GS Materials Transportation, Inc. Solicitation of any kind by non-employees on Company premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Company is prohibited at all times. Distribution of literature by non-employees on Company premises is prohibited at all times.

Nothing in this policy is intended, nor shall it be used to infringe upon employees' rights to express themselves as protected under the National Labor Relations Act or other applicable federal or state laws.

5-11. Bulletin Boards

Important notices and items of general interest are continually posted on GS Materials, Inc & GS Materials Transportation, Inc bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at GS Materials, Inc & GS Materials Transportation, Inc. To avoid confusion, employees should not post or remove any material from the bulletin board.

5-12. Confidential Company Information

During the course of work, employees may become aware of confidential information about GS Materials, Inc & GS Materials Transportation, Inc's business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to the Company's clients. It is extremely important that all such information

remain confidential, and particularly not be disclosed to GS Materials, Inc & GS Materials Transportation, Inc's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

Nothing contained in this policy is intended, nor shall it be used to infringe upon employees' rights to express themselves as protected under the National Labor Relations Act or other applicable federal or state laws.

5-13. Conflict of Interest and Business Ethics

It is GS Materials, Inc & GS Materials Transportation, Inc's policy that all employees avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the Company;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company or which competes with the Company; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Company.

5-14. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio

and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

5-15. Health and Safety

The health and safety of employees and others on Company property are of critical concern to GS Materials, Inc & GS Materials Transportation, Inc. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Employees are required to immediately report any work-related injury, accident, illness, or near miss, no matter how small, to their supervisor or Human Resources if their supervisor is unavailable. The supervisor or Human Resources will provide the employee with any required paperwork. The employee is expected to cooperate in the reporting process.

5-16. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, GS Materials, Inc & GS Materials Transportation, Inc may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Company generally will attempt to identify other available positions, but if no alternate position is available, the Company retains the right to decide which employee will remain with the Company.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-17. Employee Dress and Personal Appearance

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire.

5-18. Publicity/Statements to the Media

All media inquiries regarding the position of the Company as to any issues must be referred to the CEO/or Vice President. Only the CEO/or Vice President is authorized to make or approve public statements on behalf of the Company. No employees, unless specifically designated by the CEO/or Vice President, are authorized to make those statements on behalf of Company. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the CEO/or Vice President.

5-19. Operation of Vehicles

All employees who are required to drive for the Company are expected to do so in a safe, courteous manner. Employees are expected to comply with all local, state, and federal laws while operating company vehicles and other equipment or driving a personal vehicle for business purposes. The Company may discipline employees who engage in unlawful conduct.

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current valid driver's license, an acceptable driving record, and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment. Any change in license status or driving record must be reported to management immediately.

Any accidents in company vehicles or while driving on company business, regardless of severity, must be reported immediately to the police and Human Resources. Failing to stop after an accident and/or failing to report an accident may result in disciplinary action, up to and including termination of employment.

Company-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

All employees are expected to follow applicable company, local, state, and federal laws and regulations regarding the use of personal communication devices (PCD) and cellphones at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a PCD (cell phone or personal digital assistant) are expected to refrain from using their phone while driving; use of a cellphone while driving is not required by the company. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Special care should be taken in situations where there is traffic or inclement weather, or if the employee is driving in an unfamiliar area.

Reading or sending text messages while driving is strictly prohibited.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their PCD while driving will be solely responsible for all liabilities that result from such action.

5-20. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the Accounting Department along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

5-21. References

GS Materials, Inc & GS Materials Transportation, Inc will respond to reference requests through the Human Resources Department. The Company will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

Only the Human Resources Department may provide references.

5-22. If You Must Leave Us

Should the employee decide to leave the Company, we ask that they provide a Supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All Company property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the Company's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Company (through payroll deduction, if lawful) for any lost or damaged Company property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

Employees who resign are requested to participate in an exit interview with Human Resources, if possible.

5-23. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about GS Materials, Inc & GS Materials Transportation, Inc. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, GS Materials, Inc & GS Materials Transportation, Inc, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the Company or its personnel policies and practices.

General Handbook Acknowledgment

This Employee Handbook is an important document intended to help employees become acquainted with GS Materials, Inc & GS Materials Transportation, Inc. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention. Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statement and sign below to indicate your receipt and acknowledgment of this Handbook.

I hereby acknowledge receipt of the GS Materials, Inc & GS Materials Transportation, Inc Employee Handbook (Handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Company has maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the company or affect the right of the company to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by management representation or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by the CEO and/or Vice President, I am employed "at-will" and this handbook does not modify my "at-will" employment status.

I understand that this handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRA), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by GS Materials, Inc & GS Materials Transportation, Inc.

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

Receipt Of Non-Harassment Policy

It is GS Materials, Inc & GS Materials Transportation, Inc's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics").

Such conduct will not be tolerated by GS Materials, Inc & GS Materials Transportation, Inc.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Company premises, while on Company business (whether or not on Company premises) or while representing the Company. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;

3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Manager. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and I understand GS Materials, Inc & GS Materials Transportation, Inc's Non-Harassment Policy.
Employee's Printed Name: __

Employee's Signature: _____ Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.