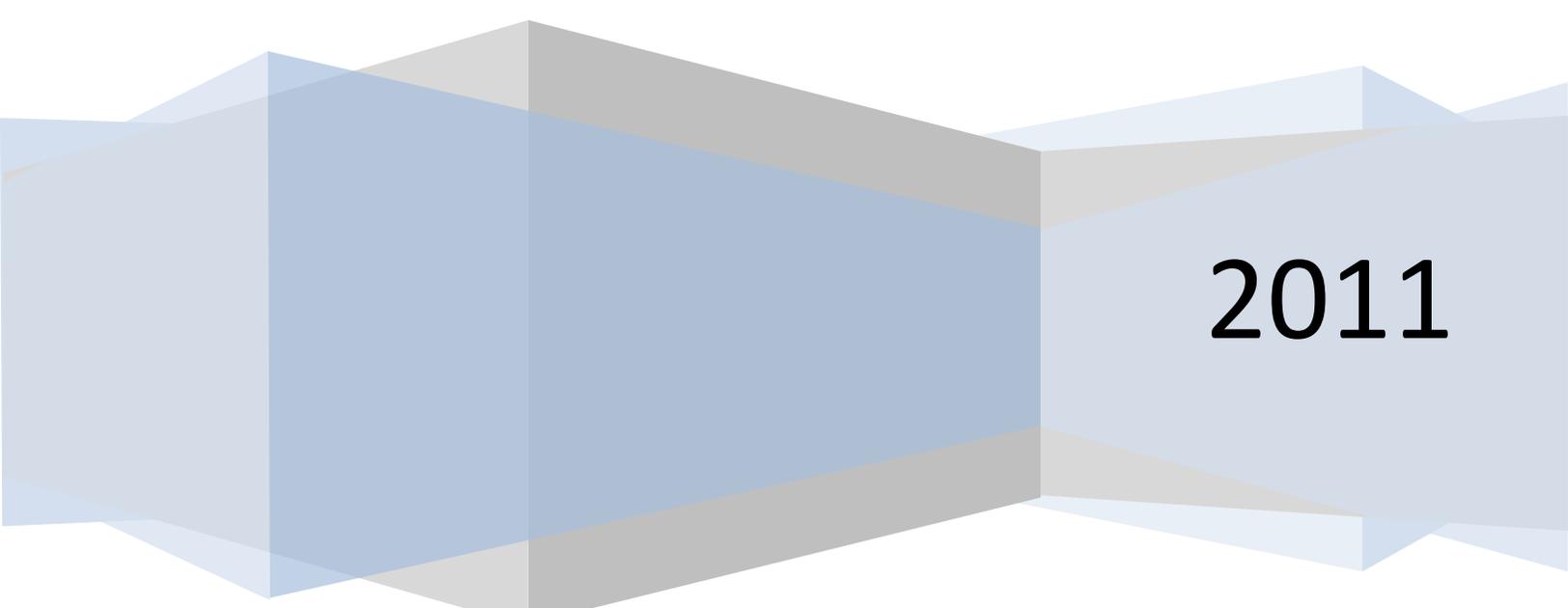


Olson Gravel, Inc.

Company Handbook & Employee Guidelines

Version 1.1

Curtis Olson



2011

SAFETY

On anything you do I want you to think safety first. When it comes to driving be a defensive driver, be a considerate driver. When it comes to repair work think about what you are doing before you do it. Ask yourself if you have done all that you could do to prevent injury to yourself and others. If you think it's dangerous then it is. When doing service work, the gravel boxes are not to be raised any higher than the safety stands allow unless you use the 6 foot safety stand to help you, if the box needs to go higher to make your job easier than find another way to do that job.

START/STOP TIMES

1. Work starts at 7:00 am every day Monday thru Saturday.
2. All full time employees will put in a 12 hour day except for Saturday in which they will work until 2:00 p.m. Work on Saturday may be repair work or it might be hauling. Friday is service day.
3. These hours will be kept from May 1st (or until you are called to work) thru August. At which time if things are slowing down then we will cut back. If things are not slow then we won't.
4. Part-time employees will start at the same time as full time employees but may put in an 8 to 12 hour day or more, we will have the understanding that I'll call you the night before for the next day's work. I will try and give more notice if I can.
5. If someone wants to come earlier than 7a.m. or work later and get more hours they are free to do so but I will have to ok it.
6. Everyone gets a coffee break and a dinner break you can take your 15 minute morning break between 9:30 – 10:30 as long as it's within the time frame allowed. Everyone gets a 15 min. morning break, ½ hour for dinner, 15 min afternoon break between 2:30 – 3:30. Loader operators are to alternate your breaks so the plant is never shut down or so that trucks can't get loaded. You get paid for the 2 coffee breaks but not for the dinner break. If you chose to eat on the go that is fine and you do not have to deduct it from your hours.

Time off

1. If time off is needed it must be given in writing at least 2 weeks before time off is needed, you can give it sooner.

2. You are not granted time off at that time. I will let you know 5 days before the time you have requested, if it's OK. If time off is not granted and you do not show up for work you will be fired.
3. Time cards/Late times
4. If you are late for work I will make a note of it on the side of your time card on the day you where late. On the 3rd time of being late you will be terminated.
5. If an emergency arises and you cannot make it to work you must call me and let me know. That's on any emergency.
6. If you don't show and don't call you will be terminated.

For the drivers when making out your tickets I want them printed. I want them just like the examples that I have made on the next page. The date in the upper-left then in the upper-right your truck number and your name printed. Then the customer's name printed with the size of the load below that then on the same line the type of material that was hauled and then below that the code and then circle the code. Times of when you load are to start in the upper-right and work your way down. Put the times loaded with the customer you loaded for. Privates go on the same tickets. Townships have their own tickets, as do contractors. Each time a driver enters the pit you are to let the loader operator know that you are here to load. If he does not answer you that will mean he is working on the plant and you should go look for him so the truck can get loaded quickly just don't wait by a pile or get the loader and load yourself. All drivers are to stay in the truck while getting loaded. You should hook your spreader chains or check you truck over up by the shop.

For the loader operators when loading Olson Gravel trucks, each time a truck comes into the pit to load you are to let the driver know the time and at what time you will write him down for loading. I want the loader operator to say the time, not the drivers. After six loads have been made then the loader operator will do a time check with the driver to make sure that no loads have been missed. If you are loading yourself then at the sixth load take your book to the loader and do a time check yourself. If loader operators spill any material on the ledge make sure it gets whipped off. Loader operators should also remind the drivers about putting their pusher axle down and that their chains are unhooked. I will pay all overweight tickets if your 3rd axle is down, if you get caught with the axle up you will pay the fine.

I ask that there is no visiting on the business band radios and that there is pretty much complete silence on the radios unless you have a question for me. Otherwise you can talk on the CB.

As far as driving goes I want the trucks to drive 10 mph below the posted speed limited through towns and do not use the Jake break in towns. When dumping in town or at lake lots do not let your tailgate slam against the box of your truck, you should try and prevent that from happening at all times anyways. When out on the open road the trucks are not to go over 62 mph. 10 mph in the pit.

There is a smoking policy in place. I ask that you do not smoke around me or another employee, even if that employee says it's OK. There is no smoking in the shop or around the fuel barrels. There is no smoking in any piece of equipment.

Cell phones are not allowed in the trucks or in the loaders. If you need to make a call feel free to use the phone in the shop or in the office during your break time, you do not need to use a calling card for a long distance call I will pay for the call. Personal calls are to be made during your break times only.

You are to never use the Jefferson cut a cross to bypass Gully. The trucks are to go through Gully loaded and empty. When meeting someone on a county gravel road whether they are walking or in a car I want you to meet them with no dust being raised. When you meet a car on a township road I want you to pull over and stop and let that car go by. When coming to the hwy on the pit driveway the truck coming off the hwy has the right away and you are to stop and let that truck in. I do not want anyone to tell another driver to keep it coming. When going by hwy crews or someone walking, slow the truck down to 20 mph or less and get completely into the other lane. If someone is walking on the gravel make sure there is no dust when going by him or her. And no dust by homes that are right along the gravel roads.

I do not want a mess left in the trucks or in the loaders. At the end of each day take all wrappers and pop cans out the trucks and loaders. At the end of each day all windows and mirrors should be washed so they are clean for in the morning. All the trucks and loaders are to be fueled at the end of each day. All full time employees are responsible for servicing their own truck or loader and anything else I need you to help service.

Everyone should turn around and step down off their piece of equipment as if they were coming down off a ladder, and no jumping off any piece of equipment.

Trucks are to always stop at all stop signs.

If there is any emergency in the pit or on the road you should help or check the person first, then call 911, then let me know.

Starting January 1st 2003 all new full time employees are required to have first aid training.

Everyone must wear pants and a shirt to work (T-shirts are ok) and wear some type of steel toe work boot. If you are running loader you must wear steel toe shoes. If you're out of the loader or truck and within 100 yards of the plant and the plant is running you must have a hard hat on. If the plant is not running you do not need to wear a hard hat by law, but I want you to.

Everyone needs to come to work clean and clean looking; facial hair must be kept trimmed and neat looking and cannot be more than ½” in length. Hair must be kept shorter than the top of a person shoulders. No earrings are allowed.

Applicant must sign and date the line below to acknowledge that they have read, understand and agree to the guidelines in this handbook.

Name: _____ Date: _____

Olson Gravel, Inc.

2 WEEK NOTICE REQUEST FOR TIME OFF

Name: _____

Date: _____

Request for time off day and date:

Return to work day and date: _____

Reason: _____

REQUEST GRANTED: Yes ___ No ___

Reason: _____

Curtis Olson