INTRODUCTION

FOREWORD

We are very happy to welcome you to Sprint Sand & Clay, L.L.C. (Sprint Sand & Clay). Thank you for joining us. We want you to feel your employment with Sprint Sand & Clay will be mutually beneficial and pleasant.

You have joined an organization that has established an outstanding reputation for quality services. Credit for this goes to every one of our employees.

This handbook is intended to provide employees with basic information and is NOT intended to be all inclusive. The policies and practices described in this handbook reflect a great deal of concern for the people who make it possible for Sprint Sand & Clay to exist - our employees.

Nothing contained in this handbook is intended to create, nor shall be construed to create an express or implied contract of employment or a guarantee of employment for any term. There is no contract of employment between Sprint Sand & Clay and anyone (or all) of our employees unless explicitly stated elsewhere. Employment security cannot be guaranteed for or by any employee.

Sprint Sand & Clay is an "At Will" employer. At all times during your employment with Sprint Sand & Clay, any employee retains the right to leave employment if they choose. Sprint Sand & Clay retains the right, at all times to terminate any employee from employment at any time, with or without notice.

Policies, procedures, practices, and benefits may change with time. Sprint Sand & Clay maintains the responsibility and the right to make changes at any time and will advise employees when changes occur. This employee handbook supersedes any previous policies and handbooks. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy; nor will it constitute an agreement by the employer to alter any policy towards an employee.

Descriptions of various fringe benefits such as Group Insurance are summaries only. Should the descriptions in this handbook differ with any plan or document involved, the formal plan document will control the issue.

In some cases, local or state laws will require some sections of this book to be modified. Questions on any matter pertaining to employment or any information included in this handbook should be directed to Human Resources or your Manager.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Sprint Sand & Clay is committed to the principles of equal employment opportunity in all areas of our employment process and shall make all employment related decisions without regard to race, color, national origin, religion, age, gender, sexual orientation, or any other non-merit factor or condition protected by law, except where a bona fide occupational qualification (BFOQ) exists.

Sprint Sand & Clay shall recruit and hire individuals, as well as ensure that all personnel actions relating to recruitment, hiring, promotion, discipline, discharge, compensation, benefits, reductions-in-force, recalls, company-sponsored training,

social and recreational programs, etc. are conducted without regard to any status or condition protected by law, except where a bona fide occupational qualification exists.

OPEN DOOR POLICY

Sprint Sand & Clay recognizes that, from time to time, employees have questions or problems regarding their work, working conditions, wages and benefits, Sprint Sand & Clay policies and procedures and personal issues. In order to encourage employees to express these concerns and seek resolution of problems, questions and suggestions, an “Open Door” policy is established for all employees. All management personnel are responsible for ensuring compliance with this procedure.

Issues and questions should first be raised verbally by the employee to his or her immediate manager or Human Resources (HR). Every effort should be made to resolve the issue or answer the questions at this level as the information is readily accessible and most decisions can be made quickly.

If an issue or problem is not resolved to the employee’s satisfaction at the first level, or if the employee has a valid reason for not first presenting the issue to the manager or HR, the employee is encouraged to present their issue to the next level of management until the issue is resolved. They will investigate the matter, review the issue and progress to date, and make every effort to resolve the issue in a mutually satisfactory manner.

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EMPLOYMENT "AT WILL"

We hope that each employee's period of employment at Sprint Sand & Clay can be a rewarding experience. We recognize that circumstances change with the passage of time and that some employees may seek opportunities elsewhere or choose to leave Sprint Sand & Clay for other reasons. Others may not fulfill the operational needs of Sprint Sand & Clay, or changed circumstances may reduce available employment opportunities, which may result in involuntary terminations.

We sincerely hope that none of these situations occur, but realistically we acknowledge the possibility does exist. The right of an employee or Sprint Sand & Clay to terminate the employment relationship *"at will"* is recognized and affirmed as a condition of employment. "*At will"* means that an employee's employment can be terminated at any time with or without notice. Similarly, the employee retains the same rights. This does not represent a departure from a long-standing Company policy and is stated in this manual to prevent misunderstanding.

EMPLOYMENT PROVISION of the AMERICANS with DISABILITIES ACT (ADA) and AMERICANS with DISABILITIES ACT AMENDMENT ACT (ADAAA)

The Americans with Disabilities Act (ADA) and the (ADAAA) that extends the definition of disability and "major life activities", prohibits discrimination in any terms or condition of employment for individuals with a qualifying disability.

The ADA and ADAAA requires that employment decisions be based upon the ability of a person to perform a job according to the job's description and not the person's disability or limitations. Further, it requires management to reasonably accommodate individuals with disabilities, when possible.

IMMIGRATION and NATURALIZATION

The U. S. Immigration and Naturalization Service requires that Sprint Sand & Clay and candidates for employment provide specific information within three (3) days of commencing employment. Candidates for employment must complete Section I of Form I-9 and provide Sprint Sand & Clay with specific **unexpired** documents to establish their identity and employment eligibility.

- *Document that establishes Employment Eligibility and Identity or*
- *Document that establishes Identity and*
- *Document that establishes Employment eligibility*

Former employees who are rehired must also complete the form. Sprint Sand & Clay will make an effort to monitor expiration dates of work visas and eligibility documentation, but it is the employee's responsibility to provide Sprint Sand & Clay with the renewed or revised documentation.

In the event documents provided by the employee are determined to be invalid, the employee will be required to produce the required document(s) within three (3) business days; if an employee cannot produce the required documents, the employee will be terminated immediately.

Employees with questions pertaining to the validity of required work documents are encouraged to contact the Human Resources Department.

APPLICATION for EMPLOYMENT

All candidates for employment must fully complete, date and sign the standard Sprint Sand & Clay employment application form. *(A resume will not be accepted in lieu of a completed employment application.)* The form should be completed in detail and signed by the applicant to verify the accuracy and completeness of previous employment and personal information. Sprint Sand & Clay may investigate any portion of the requested information and may deny or later terminate the employment of anyone who provides false, misleading, or incomplete information.

It is essential that all applicants sign their employment application.

The completed application will be made part of the personnel file of any applicant accepted for employment.

CONFIRMATION of PREVIOUS EMPLOYMENT

Sprint Sand & Clay, at its sole discretion, may request information from a prospective employee's previous employers relative to the prospective employee's work record in connection with the application for employment.

EMPLOYEE REFERENCES

The Human Resources Department will coordinate the process of providing references relating to active employees. Information concerning an active employee will be released only with written authorization from the employee. The information provided will be dates of employment, position, and last rate of pay. The only exception to this policy is if Sprint Sand & Clay can be at risk for negligent referral or a bona fide request from federal, state or local agencies.

EMPLOYMENT PHYSICAL EXAMINATION

Some, but not all, employment positions at Sprint Sand & Clay require an employee to be qualified via a pre-employment physical. The examination will test essential job-related abilities. A Company appointed physician will conduct the pre-employment physical examination at Sprint Sand & Clay's expense.

For such positions, any employment offer is conditioned upon the receipt of a satisfactory physician's report.

If the physical examination excludes an applicant for employment, the employer will notify the employee of the medical basis for its decision.

A physical examination will be undertaken without regard for an applicant's membership in a protected job class. All applicants must be physically capable of performing required job tasks, where such capability is required for the position.

DRUG AND ALCOHOL TESTING

All prospective employees will be required to undergo drug and alcohol screening. In addition, current employees are subject to drug and alcohol screening in certain circumstances. Please read the CONTROLLED SUBSTANCES, ALCOHOL USE AND TESTING POLICY in Section 5 of this handbook for more details about this policy. Refusal of any applicant or employee to submit to drug and alcohol screening will result in refusal of employment or immediate termination of employment.

MOTOR VEHICLE RECORD (MVR) INQUIRY

Employees who conduct company business in company or personal vehicles will be required to provide Sprint Sand & Clay with current and valid driver's license information. If using a personal vehicle, updated proof of private motor vehicle insurance will be required. Employment with such driving positions is conditional pending the receipt of a satisfactory report from the State Department of Transportation, Division of Motor Vehicles, and a signed copy of Sprint Sand & Clay Fleet Vehicle Policy. Sprint Sand & Clay will run a Motor Vehicle Record report for all employees performing such driving positions at least once a year. Any changes in an employee's driving record must be reported to Sprint Sand & Clay immediately. Please refer to Company Fleet Vehicle Policy for further details. Failure to do so may result in corrective action, up to and including immediate termination of employment.

ORIENTATION

Upon acceptance of employment, a Manager will discuss job duties and areas of responsibility with a new employee. Company policies and procedures will be reviewed. A copy of the Employee Information Handbook will be given to each employee to read. Every employee will need to sign and acknowledge that they have received a copy of the Sprint Sand & Clay Employee Handbook (hereinafter referred to as "Employee Handbook"). When an employee signs this handbook, the employee affirms that he or she has had an adequate opportunity to read it and to understand the policies, procedures, rules and regulations contained in the handbook.

EVALUATION PERIOD (PROBATIONARY)

During the first ninety (90) days of employment, Sprint Sand & Clay and each new employee are given an opportunity to evaluate whether the employment relationship should continue.

During the probationary period, an employee may voluntarily terminate employment without notice, or if the performance of the employee is not satisfactory as determined by Sprint Sand & Clay, the employee may be released with or without notice. If an employee voluntarily terminates employment during the probationary period, the employee will be responsible for reimbursing Sprint Sand & Clay for the full cost of the pre-employment physical, drug and alcohol test and MVR. The employee will also be responsible for reimbursing Sprint Sand & Clay for any company items not returned including, but not limited to, uniforms, key, personal protection equipment (PPE) and any company items the employee may have in their possession.

The completion of the probationary period should not be considered a guaranty of employment. Sprint Sand & Clay evaluates employees on a continuing basis and reserves the right to terminate an employee at any time during or after the evaluation period.

JOB DESCRIPTIONS

Sprint Sand & Clay uses job descriptions to aid in staffing, wage and salary administration, and training. Job descriptions help employees and Managers communicate about job responsibilities. Job descriptions are only guidelines and may be expected to change as a result of circumstances. From time to time, employees are expected to perform duties and handle responsibilities that are not part of their normal job. If new duties and responsibilities remain a significant part of an assignment for more than a temporary period, the job description may require alteration after a review is performed by the Human Resources Department.

OUTSIDE EMPLOYMENT

If management feels that outside employment prevents an employee from fulfilling employment obligations to Sprint Sand & Clay, the employee will be asked to resign their outside employment. It is an absolute violation of Company policy to seek or hold outside employment with a direct competitor of Sprint Sand & Clay. All management and supervisory personnel are expected to enforce and to adhere to this policy.

CATEGORIES OF EMPLOYEES

Employees are divided into the following categories for the purpose of compensation and benefits. Company policies apply to all categories of employees.

REGULAR FULL-TIME - Employees that are routinely scheduled to work **32** *hours or more per week* are considered regular full- time employees for all compensation and benefit purposes.

REGULAR PART-TIME - Employees that are scheduled to work less than **32** *hours a week* are considered regular part-time employees for all compensation and benefit purposes. Regular part-time employees are <u>not</u> eligible for benefits, except as granted on occasion, or to the extent required by state and federal laws.

TEMPORARY- Employees hired and/or designated as temporary replacement for regular full-time or regular part-time employees, and/or for seasonal periods of employment such as summer months, peak periods and paid time off are considered temporary employees. Temporary employees are not eligible for benefits regardless of the number of hours or weeks worked. Normally, a temporary position should not exceed six (6) months in duration.

SERVICE DATE

A continuous service date will be designated for each regular full-time employee. The continuous service date commences on the employee's first day of employment and will continue as long as the employee remains a regular full-time employee of Sprint Sand & Clay. An employee's service date will be adjusted due to breaks in employment, as permitted by applicable law.

EMPLOYMENT OF MINORS

The following provisions apply with respect to Sprint Sand & Clay's employment age requirements:

- Sprint Sand & Clay will fully comply with the Child Labor provisions of the Fair Labor Standards Act and applicable state statutes, which govern the employment of minors.

PAYROLL INFORMATION

Every new employee will be given appropriate tax forms and/or insurance enrollment forms if applicable, to complete. Forms may include paper and/or electronic documents available online or through the company portal. These completed documents, the employment application form, and information regarding compensation, starting date and any other pay or benefit information will be forwarded to Human Resources.

SPRINT SAND & CLAY CONSIDERS PAYROLL INFORMATION TO BE CONFIDENTIAL. DISCUSSION OF YOUR COMPENSATION WITH OTHER EMPLOYEES IS PROHIBITED AND WILL RESULT IN CORRECTIVE ACTION UP TO AND INCLUDING IMMEDIATE TERMINATION. EMPLOYEE ACTS WHICH INVOLVE DELIBERATE EFFORT TO OBTAIN SUCH CONFIDENTIAL INFORMATION ABOUT OTHER EMPLOYEES IS PROHIBITED AND ARE SUBJECT TO CORRECTIVE ACTION UP TO AND INCLUDING IMMEDIATE TERMINATION.

EMPLOYEE INFORMATION

Employees are requested to keep Sprint Sand & Clay informed about any major change which may affect their employment benefits status. Important changes to report include:

- Name, address and telephone number
- Marital status
- Number and name (s) of dependents
- Emergency telephone numbers and who to notify in case of emergency.
- Change of life insurance beneficiary
- Driver’s license, if operating company vehicle, and proof of insurance, if you receive a car allowance & conduct company business in your personal car.
- Any change in exemptions on W-4 tax form.

PERSONNEL FILES

Sprint Sand & Clay will maintain a confidential file on each employee. An employee's personnel file begins with his/her completed employment application form. During employment, information will be added to this personnel file. Personnel files are the property of Sprint Sand & Clay,

The following provisions apply with respect to Sprint Sand & Clay's standards for establishing, maintaining and handling employee personnel files:

- All official records concerning an employee should be kept up to date insofar as possible, and all employees should promptly report any pertinent personal information and data changes to Human Resources.

- Information regarding employee background investigation and the medical condition or history of an employee will be maintained in a separate file with restricted access.
- The personnel file of an employee terminating employment will be maintained for the minimum period required by law.

CONTENTS of PERSONNEL FILES

Employee personnel files may include the following:

- Original employment application
- Performance appraisal reports
- Corrective action notices
- Special recommendation information
- Education achievement records
- Status changes affecting employee's work and salary history.
- Employee's resume (if submitted)
- Recognitions
- Other relevant documents as determined by Sprint Sand & Clay

Employee Background and Health File may include the following:

- Physical Examination results
- Drug screening information
- Background Investigation
- Any health-related information
- Status change affecting benefits, dependents, etc.

EMPLOYEE'S REQUEST FOR REVIEW OF PERSONNEL FILE

The following provisions apply with respect to an employee's request to review their personnel file:

- Personnel files are the sole property of Sprint Sand & Clay and employees have no legal right to demand to see and/or copy such a file.
- Employees may review their personnel file based on management discretion. If permitted to review their file, the following condition apply:
  - Management must be present while the employee reviews his/her personnel file.
  - The employee may NOT take notes, remove, photocopy, deface or otherwise make any notations on the documents in his/her personnel file.

MANAGEMENT REVIEW of PERSONNEL FILES

All information in employee personnel files is considered confidential. This information will only be available to the employee, senior management, and the employee’s direct supervisor. Any violation of this policy is a serious offense and may result in corrective action up to and including immediate termination of employment.

Upon transfer within Sprint Sand & Clay, the Manager of the new department to which an employee may be transferred may be permitted to review the employee's file, after obtaining approval to do so from the employee’s immediate Manager, and Human Resources.

WORKING HOURS

The work week starts on Sunday and runs consecutively until Saturday. The immediate Manager will inform employees of any exceptions to the work week schedule. Each employee is expected to complete a normal workday and work week, overtime hours may be required to meet Company needs.

The immediate Manager will inform employees of scheduled lunch and/or break periods. Employees are expected to be back at their workstation, ready to start work, at the end of each scheduled lunch period. If overtime is required, employees will be expected to work any necessary hours.

PAY PERIOD and PAYMENT DATE

Sprint Sand & Clay work week begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 pm.

The Weekly Payday is normally on Friday. The pay period covers services performed during one week period ending the previous Saturday at 11:59 pm.

PAY RATES

Sprint Sand & Clay has established certain pay rates for employees based upon work classification. Length of employment by Sprint Sand & Clay does not necessarily result in automatic promotion or pay increases.

Sprint Sand & Clay also uses general guidelines for levels of qualification. The rate will be explained to a new employee at the time of hiring. It is the goal of Sprint Sand & Clay to pay competitive wages for our industry.

BONUSES and COMMISSIONS

Under certain circumstances, Sprint Sand and Clay will reward its employees with bonuses/commissions. Bonuses and Commissions are to be disbursed at Sprint Sand and Clay's discretion. The formula that is used to determine who is eligible for these bonuses/commissions is based upon the employee's individual performance as well as Sprint Sand and Clay's overall productivity and performance. If an employee is terminated and/or quits prior to any bonuses/commissions being paid, then the employee automatically forfeits any potential bonuses/commissions. In order to receive bonuses/commissions the employees must be considered a regular full-time employee in good standing at the time the bonuses/commissions are paid.

Sprint Sand & Clay reserves the right to evaluate each employee on an individual basis when calculating any such bonus or commission.

EXPENSE REIMBURSEMENT

Employees must have their manager's written authorization prior to incurring an expense on behalf of Sprint Sand & Clay. To be reimbursed for all authorized expenses, submit an expense report approved by your manager and accompanied by all itemized receipts. Expense report must be submitted each week, as authorized

expenses are incurred. Expense reports for meals and entertainment expenses must include the names of the individuals present at the meal or event and include an itemized receipt as required for audit purposes. Sprint Sand & Clay reserves the right to deny payment if the expense is not reported in a timely manner.

OVERTIME

Employees may be expected to work overtime in case of emergency or, when necessary, in the best interests of Sprint Sand & Clay. Overtime work, beyond an employee's standard work week, must be authorized by management. Non-exempt employees will be paid one and one half (1-1/2) times their regular rate of pay for overtime hours worked in excess of forty (40) hours per week. Paid time off (PTO), bereavement, jury duty, or holiday pay will NOT be considered in the computation of overtime. Overtime will be calculated in compliance with applicable labor laws.

Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required work week of the employees who are members of the department or operation. If you need to be excused from performing scheduled overtime, please speak with your manager in advance. The Manager will consider your situation and the requirements of the department or operation in deciding whether you may be excused from working the scheduled overtime.

Incidental overtime is not scheduled and is necessary to respond to extenuating circumstances. The opportunity to perform incidental overtime will be given to a suitably qualified employee who is available to perform the overtime work.

NON-EXEMPT from FEDERAL WAGE and HOUR LAW

Non-exempt employees are expected to confine their work to the normal day and work week unless overtime is required. Non-exempt employees will receive overtime pay for all hours worked in excess of forty (40) hours per week as required by law. If Overtime is not authorized in advance by management, it could result in corrective action, suspension and/or immediate termination of employment. When a non-exempt employee has completed work for the day, the employee should leave the work premises and shall not remain at work.

EXEMPT from FEDERAL WAGE and HOUR LAW

The hours worked by exempt employees are often irregular and begin and end beyond the normal workday. Exempt employees are exempt from the overtime provisions of the Federal Wage and Hour Law and do not receive overtime pay.

Any questions regarding an employee's status, all exempt or non-exempt employees, shall be directed to human resources and not a direct manager.

ERROR in PAY

Sprint Sand & Clay takes precautions to ensure that employees are paid correctly. However, if an error does occur, the employee should notify their manager immediately. Sprint Sand & Clay will research the problem and correct the error promptly. Sprint Sand & Clay reserves the right to correct and to collect any over payments made to the employee.

GARNISHMENT of EMPLOYEE WAGES

Garnishment of wages can only occur in compliance with a court order. A garnishment order requires Sprint Sand & Clay to withhold specified amounts from an employee's wages for payment of a debt owed by the employee to a third party. The law requires Sprint Sand & Clay to honor garnishments of employee wages *(including child support)* as a court or other legal judgment may instruct. The law also provides for an administrative fee to be charged to the employee when a garnishment occurs. An employee may inquire of garnishment status and/or calculations to human resources.

AUTHORIZED CHECK PICKUP

If an employee is absent on payday and instructs someone to pick up their paycheck, a note must be signed by the employee authorizing the person to pick up the check and this note must be provided to the person who releases the check. The person picking up the paycheck must show proper identification and sign the check.

SEVERE WEATHER CONDITIONS

If there is any question regarding hours of work during severe weather conditions, employees are responsible for contacting their manager or the office regarding opening and closing hours. If no contact is made the employee should show up at their normal reporting place and time ready to work.

PERFORMANCE EVALUATIONS

The performance of employees will normally be evaluated annually by management. The evaluation consists of a personal assessment during which an employee's strengths and weaknesses are discussed and evaluated and recommendations for improvements are made. These interviews also identify the short and long-range goals of employees and determine how such goals interrelate with Sprint Sand & Clay's purpose and objectives. Any recommendation for promotion, a change of duties or an increase in pay must be approved by Sprint Sand & Clay Management before any change takes effect. A performance evaluation does not necessarily mean a change in pay or duties. The primary purpose of such an evaluation is to assist employees in their professional development and in achieving Sprint Sand & Clay's goals and objectives. Employees may be asked to sign an evaluation form at the end of the assessment. The employee signature on the form is not an acknowledgement of employee agreement with the assessment, rather it is an indication that the employee has been advised of the analysis of their past performance and expected performance in the future.

ADVANCEMENT

Sprint Sand & Clay believes in promoting from within the Company. We want employees to have the opportunity for promotion to higher paying positions within Sprint Sand & Clay. A promotion will be based on factors such as competencies, quality of work, prior job performance, experience, educational background, attendance record, safety record and the ability to work well with others.

Sprint Sand & Clay is entitled to search for a qualified employee outside of Sprint Sand & Clay without prior notice.

SECTION 3
BENEFITS

Sprint Sand & Clay provides employees with a well-balanced program of benefits.

The information contained in this handbook regarding employee benefits is not a contract to provide these benefits to any employee. The eligibility requirements of these benefits are described in the Benefit Summary Pamphlet.

Regular full-time employees are eligible for health benefits provided by Sprint Sand & Clay's health insurance carrier on the first day of the month after 60 calendar days of employment.

Questions concerning benefits should be directed to your immediate Manager or Human Resources.

Part-time and temporary employees are not eligible for benefits.

> The terms of the Health benefit plans described are subject to change at any time by the insurer(s) or by Sprint Sand & Clay. Please refer to the Benefit Summary Pamphlet for details or contact Human Resources.

GROUP MEDICAL COVERAGE

Sprint Sand & Clay offers group medical coverage for employees and their families. As health care costs continue to rise, Sprint Sand & Clay will attempt to provide suitable health coverage to our employees at an affordable price. However, when necessary, Sprint Sand & Clay reserves the right to increase the employees' share of health insurance premiums.

Elective health, dental and vision insurance contributions will be deducted from the employee's paycheck on a pre-tax basis.

HEALTH and WELFARE PLANS

Group insurance is available to all regular full-time employees. All employees must complete the electronic enrollment through the Company portal within 30 days of date of hire. Coverage will become effective on the first day of the month after 60 days of employment. Sprint Sand & Clay currently pays a portion of the premium for employee coverage. Employees who want to include coverage for their eligible dependents may do so by making the appropriate election during enrollment of medical benefits. Premium payments for the employee and eligible dependents will be paid through payroll deductions. Under Sprint Sand & Clay's current Plan, premiums are deducted through payroll deductions on a pre-tax basis. Changes to coverage can be made during the annual Open Enrollment period or during the policy period due to the occurrence of a Qualifying Event. Contact Human Resources for details on Qualifying Events.

Upon termination, medical, dental and vision coverage will continue until the end of the month in which the employee resigns or terminates. The portion of premium

necessary to extend coverage until the end of the month will be deducted from the employee's final paycheck.

CONTINUATION OF GROUP HEALTH INSURANCE (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time, at their own expense, under certain circumstances such as: voluntary or involuntary job loss, reduction in the hours worked; transition between jobs; death; divorce; and other life events. If termination is for gross misconduct (drug, alcohol abuse, theft, or any type of violent event) the employee may not be eligible for COBRA.

What is the length of COBRA?

- If you qualify, the continuation of coverage may be up to eighteen (18) months.

How can COBRA be extended?

- Dependent child ceasing to be dependent, divorce or legal separation, covered employee's entitlement to Medicare, and death of covered employee, may allow dependents to elect continuation coverage under the plan for a maximum of 36 months.
- Disability can extend the 18-month period of continuation coverage for a qualifying event. To qualify for an additional 11 months of COBRA continuation coverage, the qualified beneficiary:
  - The Social Security Administration (SSA) must determine that the qualified beneficiary was disabled at some time during the first 60 days of continuation coverage, and you must notify your HR department and/or your COBRA administrator of that fact within 60 days of the SSA's determination and before the end of the first 18 months of continuation coverage. All the qualified beneficiaries who have elected continuation coverage will be entitled to the 11-month disability extension if one of them qualifies. If the qualified beneficiary is determined by SSA to no longer be disabled, you must notify HR department and/or your COBRA administrator of that fact within 30 days of SSA's determination.

How much does COBRA cost?

- Qualified individuals may be required to pay the entire premium for coverage, up to 102 percent of the cost of the plan.
- Plans may charge 150 percent of the premium if the qualified individual qualifies for the additional 11- month disability extension.

COBRA notification, costs, application, and procedure information will be mailed to the employee when applicable.

The employee must notify Sprint Sand & Clay or agent of their intent to continue coverage within sixty (60) days of the date of termination and must pay premium according to the premium schedules. The initial payment is due within 45 days of the COBRA election. If you do not make your first payment for continuation coverage, you will lose all continuation rights under the Plan. Sprint Sand & Clay has no obligation to

provide COBRA coverage if the former employee does not pay the first month's premium.

PAID TIME OFF (PTO)

Sprint Sand & Clay grants Paid Time Off (PTO) to full-time, regular employees. Please note that the transition date for the Company's revised PTO policy as described below is January 1, 2024. PTO days can be used for reasons based on the employee's discretion including vacation, sickness, personal time off, or mental health time off. PTO will be granted on the anniversary date of each employee and will be earned as follows:

- After ninety days (90 days) of continuous service, full-time employees are eligible for five (5) days of PTO.
- After one-year (12 months) of continuous service, full-time employees are eligible for thirteen (13) days of PTO.
- After five years (5 years) of continuous service, full-time employees are eligible for eighteen (18) days of PTO.

PTO Carryover: PTO time may NOT be carried over to subsequent anniversary years. We have a *"use it or lose it" policy.* Exceptions to this policy may be made in unusual circumstances at management's discretion.

PTO Scheduling: PTO is requested to be taken in 5-day increments if the periods chosen does not disrupt the business' normal operations and are approved by the employees' Manager. Employees should submit the PTO request to their manager in advance, at least one month (30 days) before the date they wish their time off to begin. Failure to plan your allocated PTO in advance of your anniversary date is a problem. Do not run the risk of not being approved for your PTO dates by submitting those days within 2 weeks of your anniversary date. The company will not be pressured into approving your PTO days just because you forgot to submit them well in advance of your anniversary date. PTO is to be scheduled for no more than five (5) consecutive days (One calendar week); any request for longer or shorter periods must be approved by management. PTO can only be scheduled on weekdays, Monday-Friday. If any conflicts arise with requests for PTO, preference will be given to the employee with the most seniority. Some departments and/or locations may have different schedule requirements and approval.

PTO for Sickness: Employees taking two (2) or more PTO days due to sickness will be required to provide a doctor's note allowing for the return to work without restrictions. As further clarification, the company requires a doctor's note anytime an employee is out for 2 or more days for sickness regardless of whether PTO days are to be used or not. Refer to the Attendance Policy for more information regarding what documents will be requested for an employee to return to work who is out for 2 or more days due to sickness.

Pay In Lieu of PTO: Employees are encouraged to take their granted PTO. No payments will be made in lieu of taking PTO, except for extreme circumstances. Such payments require the approval of Executive

Management. If payment in lieu of taking PTO is approved, one (1) day of PTO is equivalent to eight (8) hours at the non-overtime rate. No unused PTO will be paid out to any employee that quits without giving the company an appropriate 2 weeks' notice.

Holiday within PTO Period: In the event that a holiday observed by Sprint Sand & Clay falls within a scheduled PTO period, employees will be granted an alternate day of PTO at a later date as determined by management.

PTO for Terminated employees: Sprint Sand & Clay is not obligated to offer any unused PTO to an employee that has been terminated for cause or quits without giving a 2-week advance notice. Employees who are terminated for reasons other than cause, after 90 days of employment, may be paid unused PTO time at Sprint Sand & Clay's discretion assuming they have given a 2-week advanced notice. Newly hired employees that have completed their initial 90 days but have yet to complete a full 12 months of employment who are terminated for cause or quit regardless of the reason, will not be paid for any remaining PTO days.

PTO during Inclement Weather: Employees are encouraged to use PTO days as needed for inclement weather. Employees should not rely on any company supplement of pay during inclement weather. The number of PTO days have increased in 2024 so they could be used to further support employees during inclement weather. All employees are encouraged to keep track of their number of PTO days throughout the year so they can use them as necessary during inclement weather.

Time Off without Pay

In 2024, the company increased the number of PTO days for all employees. Therefore, any additional time off requested by an employee outside of the allocated PTO days and holidays recognized presents a problem to the company and will not be approved unless an emergency exist that would further need HR and/or Management approval. The company hereby requests that all time off request be an approved PTO day, Holiday, Jury Duty and/or bereavement day. Time off outside of the allocated days set aside for employees creates a difficult situation for the company as we strive to maintain our core business and service levels to our customers. Approved PTO days will always take precedent over those days submitted as Time Off without Pay request.

Using PTO days in Conjunction with a Holiday

Using PTO days in conjunction with a holiday can pose scheduling problems for the company as the company strives to maintain customer service levels. Therefore, PTO requests both before and/or after a holiday will be scrutinized and approved on a case-by-case basis. All employees requesting PTO both before and/or after a company recognized holiday will be reviewed closely before a recommendation for approval is made. It should be noted that if an employee has already been approved for a PTO the day before or after a prior holiday, they will likely not get that same approval the next holiday to be fair to all employees.

OBSERVED HOLIDAYS

Sprint Sand & Clay normally recognizes the following seven (7) paid holidays. Sprint Sand & Clay may decide to work on a holiday depending upon job requirements or the needs of the business.

New Year's Day	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	
Independence Day	Friday After Thanksgiving Day	

Different holidays may be observed depending on the needs of the business. In order to serve customers, some operations may remain open.

The following provisions apply with regards to holidays observed by Sprint Sand & Clay:

- Pay for holiday time will be at the employee's regular rate of pay.
- An employee who works on a holiday will be paid the regular hours worked at straight time plus 8 hours of holiday pay at straight time.
- Observance of a holiday that falls on Saturday will be on Friday. Observance of a holiday that falls on Sunday will be on Monday.
- To be eligible for holiday pay, an hourly employee must have completed their first 90 days of employment.
- An employee must work their regularly scheduled work hours before and after a holiday to be eligible for holiday pay.
- If you get sick before or after a holiday you must present a doctors' excuse in order to get paid for the holiday.
- An employee may elect to observe a recognized religious holiday of their own faith in lieu of Christmas Day. This election must be cleared with human resources in advance of the selected holiday. An employee will not receive compensation for the selected holiday and Christmas Day, this is an either/or election and should be submitted to human resources, in writing.

JURY DUTY

In the event that a regular, full-time, eligible employee (after the first 90 days of employment) is required to serve, the employee will be paid his/her regular pay as described below.

When an employee is required to serve as a juror and this is required during regular working hours, time off with pay will be granted as follows:

- The employee must notify their Manager upon receipt of a summons.
- The employee must submit a document from the court showing the time spent.
- Sprint Sand & Clay will pay up to eight (8) hours of regular straight time pay per day.

- The employee is limited to forty (40) hours of pay for jury duty in a twelve-month period. Any employee who is required by a court to serve for a longer period must discuss this situation with his or her manager upon receipt of this information. Sprint Sand & Clay will comply with the law regarding compensation for jury duty.
- If the court dismisses the jury early, the employee is expected to return to work as soon as possible.
- In the event the employee's work duties with Sprint Sand & Clay are determined to be vital to our operation, Sprint Sand & Clay may ask the court to excuse the employee from jury duty.

An employee who is subpoenaed to serve as a witness for reasons not related to Company business must use earned PTO time.

FUNERAL LEAVE (BEREAVEMENT)

Sprint Sand & Clay will grant full-time eligible employees (after the first 90 days of employment) three (3) days of time off with pay in the event of an absence due to a death in their immediate family. Immediate family is defined to include your spouse or life partner, parents, stepparents, spouse's parent, children, stepchildren, son/daughter-in-law, grandchildren, grandparents, spouse grandparents, brother, sister, brother/sister-in-law.

Bereavement days off with pay can only be requested in eight (8) hour increments on weekdays, Monday-Friday.

Documentation supporting paid time off for Funeral (Bereavement) Leave is required. Contact Human Resource for clarification of acceptable documentation.

Management has the discretion to allow an employee to use PTO time if additional time is needed or if the particular circumstances warrant it. Managers may allow you to take a day without pay to attend funerals of other relatives or friends.

MILITARY LEAVE

Sprint Sand & Clay fully complies with the Uniformed Employment and Reemployment Rights Act (USERRA) of October 13, 1994, and will grant a leave of absence, without pay, to employees who perform duty, in the "Uniformed Services". Restoration rights are based on the duration of military service and different conditions will apply. To qualify, the employee must have given notice to Sprint Sand & Clay that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity; the cumulative period of service must not have exceeded five (5) years; the employee must not have been released from service under dishonorable or other punitive conditions; and the employee must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment.

MEDICAL LEAVE

Sprint Sand & Clay will comply with the Family and Medical Leave Act (FMLA) of 1993 and its latest amendment.

- Employees must use all accrued PTO to cover some or all of the FMLA leave. Any unused paid time off will run concurrently with FMLA.
- Company will provide FMLA leave in a rolling 12-month period. To determine how much time the employee has left in a "rolling period" Sprint Sand & Clay will add all FMLA time the employee has used during the previous 12 months and subtract that total from the employee's leave allotment.
- Spouses employed by Sprint Sand & Clay are limited in the amount of leave they may take for the same FMLA leave triggering event.
- Upon approval, if eligible, you are entitled to the approved time or the duration of your disability whichever is less.
- In order for Sprint Sand & Clay to approve FMLA leave, <u>every time</u> FMLA leave is activated, the employee requesting the leave will need to ask Human Resources for the form that the physician will need to complete to document the circumstances of the condition. If you are requesting any other type of FMLA leave, additional documentation needs to be provided. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.
- Employees out on medical leave are required to contact Human Resources regularly (at least once a week) to keep Sprint Sand & Clay apprised of your status. **Noncompliance will be considered job abandonment and your employment will be subject to corrective action up to and including immediate termination of employment.**

  NOTICE AND CERTIFICATION - Employees are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is not foreseeable, the employee must provide notice as soon as practicable and generally must comply with Sprint Sand & Clay normal call-in procedures.

  MAINTENANCE OF HEALTH BENEFITS- Sprint Sand & Clay will maintain all benefits whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. While receiving pay (i.e., PTO), your contribution will continue through payroll deduction. After that time, you must make arrangements with Human Resources to continue making the contribution for you or your dependant coverage. In some instances, Sprint Sand & Clay may recover premiums it paid to maintain health coverage for an employee who fails to pay or fails to return to work from FMLA leave.

  JOB RESTORATION- Upon return from FMLA leave, an employee will be restored to the employee's original job, to the extent the identical position still exists (i.e., job has not been eliminated) or to an equivalent job. Because of the nature of our business, we cannot guarantee the same geographic location of employment. If you decline a new but equivalent position after returning from FMLA leave, employment will be

terminated. If a bonus or other payment is based on the achievement of a specified goal, and the employee has not met the goal due to the leave, payment may be denied. If for any reason, you are unable to return to work within the prior approved time of your leave, you will no longer be considered an active employee (termination will occur).

The details described here are only a summary of the FMLA policy, for more details about the FMLA policy contact Human Resources. All time off for any type of leave will be administered in accordance with FMLA and ADA policy.

PARENTAL LEAVE

Sprint Sand & Clay does not offer paid Maternity or Paternity Leave. For more details for time off for Maternity Leave, refer to the Medical Leave section of this Handbook or contact Human Resources.

SOCIAL SECURITY

The cost of Social Security is shared between employees and Sprint Sand & Clay. Social Security provides benefits for employees and their families as specified by law in the event of death, disability or if the insured has reached retirement age. Social Security also provides hospitalization through Medicare. For more information, contact the local Social Security Office.

UNEMPLOYMENT COMPENSATION

Unemployment compensation is another form of insurance, which is paid for entirely by Sprint Sand & Clay. Unemployment insurance provides temporary wage replacement benefits to qualified individuals who are separated from employment, through no fault of their own.

WORKERS' COMPENSATION

Employees of Sprint Sand & Clay are covered by Workers' Compensation insurance.

- If you experience an occupational injury or illness, you should immediately (within 1 hour) contact your Manager to ensure proper and timely medical treatment. Failure to report an occupational injury or illness within 1 hour of its occurrence will result in corrective action up to and including immediate termination.
- You must submit **written** documentation regarding your work status to the designated member of management on a **weekly basis (every Friday) and after each doctor's visit.** This documentation may be hand delivered, faxed, emailed, or mailed to:

  Sprint Sand & Clay
  Attention Human Resources
  2141 Preston St., Richmond TX 77469
  Fax: 832-383-7694

  It is your responsibility to keep Sprint Sand & Clay informed of your status and progress. Noncompliance will be considered job abandonment and your employment will be subject to corrective action up to and including immediate termination. It is the employee's responsibility to comply with this requirement and Sprint Sand & Clay will not spend resources to inquire of the status of non-reporting employees.

- When you are able to return to work, you should give Sprint Sand & Clay at least one week's notice by contacting your designated member of management and delivering your doctor's statement that you are physically able to return to work. Sprint Sand & Clay will make every reasonable effort to return you to the same or a similar job, subject to the business needs that exist at the time. Failure to notify Sprint Sand & Clay of your availability to work or your failure to return to work when you are scheduled will be deemed a voluntary termination of your employment.
- While employed Sprint Sand & Clay will maintain all benefits for an employee whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. For benefits not covered by the company, you must make arrangements with Human Resources to continue making the contribution for you and/or your dependent coverage. Payments need to be sent to:

  Sprint Sand & Clay
  Attention Human Resources
  2141 Preston St.
  Richmond Texas 77469

  If the required payment is not received in full, five (5) days prior to the month to be covered, that benefit will be terminated.

Sprint Sand & Clay fully complies with all state and federal laws pertaining to Workers' Occupational Diseases and Workers' Compensation.

SECTION 4

TRANSFER of EMPLOYEES, SEPARATION from EMPLOYMENT

TRANSFER of EMPLOYEES

Transfer of employees from one department to another or from one location to another for Sprint Sand & Clay's convenience may be made to meet Company requirements. A request for a transfer should be made in writing and submitted to your manager and/or Human Resources for consideration. A transfer may be made if management determines it is in the best interests of Sprint Sand & Clay and the employees.

VOLUNTARY RESIGNATION

Sprint Sand & Clay is an “At Will” employer. The employee and the employer have the right to terminate employment at any time with or without notice. If any employee voluntarily resigns their position with Sprint Sand & Clay, he/she is encouraged to provide two weeks’ notice in writing. All employees that voluntarily resign giving the proper 2 weeks advanced notice will be paid for their accumulated PTO time. If less than 2 weeks’ notice is provided, you may be deemed ineligible for rehire depending on the circumstances and any PTO time will be paid only at management discretion. In cases where **NO** Advance notice is given the employee will **NOT** be paid for any unused PTO time. Sprint Sand & Clay reserves the right to accept the notice or accept the resignation effective immediately.

EXIT INTERVIEW

An employee planning to leave Sprint Sand & Clay may be asked to participate in an exit interview with their manager or Human Resources to discuss their decision to leave the Company. The exit interview will afford an opportunity to discuss such issues as employee benefits, repayment of outstanding debts to Sprint Sand & Clay, or return of company-owned property. Suggestions, complaints, and questions can also be voiced. At the time of the exit interview, matters relating to final pay and any other applicable considerations will be arranged.

FORMER EMPLOYEE REFERENCES

The Human Resources Department will coordinate the process of providing references for former employees. Information concerning a former employee will be released only with written authorization from the former employee. The information provided will be dates of employment, position, last rate of pay and current re-hirable status. The only exception to this policy is if Sprint Sand & Clay can be at risk for negligent referral or a bona fide request from federal, state or local agencies.

PAY DURING SEPARATION from EMPLOYMENT

Sprint Sand & Clay will determine if the terminating employee has any outstanding debt owed to the Company and whether the individual has in their possession any Company credit cards, uniforms, tools, keys, safety equipment, manuals, vehicles, laptop, cellular phone, trucks, ID cards/badges or any other Company property. Any employee terminating employment is expected to return any Company property in their possession.

If at the time of termination, the employee does not return the items that were provided to perform their job, Sprint Sand & Clay reserves the right to deduct from the employee's final check any expenses the company incurred to replace such item(s).

After a full reconciliation of the employee's and Sprint Sand & Clay's account is completed (as determined by the Company), employees who are laid off, discharged, fired, or otherwise involuntarily separated from employment, the final pay will be due within six (6) calendar days of discharge. If the employee quits, retires, resigns, or otherwise leaves employment voluntarily, the final pay will be due on the next regularly scheduled payday following the effective date of resignation. The Employee will only be paid for time worked *(less deductions.)*

ATTENDANCE POLICY

It is the policy of Sprint Sand & Clay to require employees to report for work punctually as scheduled, to work all scheduled hours and any required time over 8 hours. Tardiness and poor attendance will disrupt workflow and customer service and will not be tolerated.

A record of attendance and punctuality is kept, both to satisfy legal requirements and as one of the measures of an employee's performance. Management reserves the right to request proper documentation to justify the reason for tardiness or absence. If an employee's attendance and punctuality do not meet company expectations, Sprint Sand & Clay could take corrective action up to and including immediate termination.

Non-exempt employees are expected to scan their fingerprint in at the time clock when they start their work shift at the beginning of each scheduled workday and fingerprint out when they leave at the end of their scheduled workday. Non-exempt employees are also required to fingerprint when they go to lunch (if required) and when they leave the premises for any reason. Employees must fingerprint when they return from lunch and when they return to the premises. If the system does not recognize your fingerprint, report immediately to your manager or Human Resources.

Call In procedure: Any employee not able to report to work at their scheduled start time without prior approval of management must contact their immediate manager a minimum of two (2) hours before their designated start time unless an emergency exit that would not allow the call 2 hours prior. If the immediate manager/supervisor is not available, the employee must contact that manager's supervisor or Human Resources. The contact should be by phone and/or text message. If the person does not answer a phone call and/or text, a voice message should be left. It is still the employee's responsibility to continue to call every 15-30 minutes until direct communication or until an acknowledgement text message is received. Supplemental communication is welcomed in the form of an e-mail if you have that capability to do so but is not a substitute for the phone call or text message with direct communication with your supervisor**.**

Overtime approval: Non-exempt employees should not clock in and start working more than 5 minutes prior to their regular starting time or clock out 5 minutes after their regular ending time unless they have been pre-approved for overtime pay.

Punctuality: All non-exempt employees who are not at their assigned workplace and prepared to work at their scheduled time will be considered late. Sprint Sand & Clay allows employees to clock in no more than 5 minutes before their scheduled start time. If an employee is late, they will need to immediately call their manager to inform them they are late. Unexcused tardiness in a sixty (60) day period will be handled with the following Corrective Action process: One (1) tardy, the employee's immediate Manager will have a conversation to address the problem; two (2) tardies will result in a write up;

three (3) tardies will result in a final warning, and possibly immediate termination.

Absence: Sprint Sand & Clay provides employees (exempt/nonexempt) with a numerous amount of Paid Time Off days that the employee can benefit from if they qualify, such as PTO days, FMLA Leave, Military Leave, Bereavement Leave, Jury Duty and company observed Holidays. (For details about these policies, read section 3 of the Employee Handbook) Any additional time taken off **will not be paid and** will be considered excessive. Sprint Sand & Clay will follow a Corrective Action process as follows: At one (1) absence, the employee's immediate Manager will have a conversation to address the situation; two (2) days of absence is a write up; three (3) days absence is a final warning and could result in immediate termination. Extreme circumstances (hospitalization and others) will be evaluated by the immediate Manager, Human Resources of Sprint Sand & Clay to determine if the occurrence can be an exception to this policy. If an employee is absent from work for 2 or more days due to sickness the company will require the employee to provide a doctor's note that further provides a release back to work. Only in extreme cases as determined by management and HR will the company allow an employee to return back to work after they have been out for sickness without a doctor's release.

Regardless of how many days off you have available (PTO days, Holiday, Bereavement, etc.) a no call/no show is reason for immediate termination. This policy is enforced, and all employees are urged to make specific note of this policy.

Failure to properly report absences, including tardiness, could result in corrective action up to and including immediate termination. All absences will need to be approved in advance; this policy applies to all salaried and hourly employees. Management reserves the right to authorize or deny exceptions to this policy.

TIMECLOCKS

- Time clocks are the official way of recording the time each employee has spent working.
- Each employee must scan their fingerprint and enter their own 4-digit code at the beginning of the workday, as well as before and after the lunch break (if required), and at the end of the workday. Employees are also required to scan their fingerprint when they leave the premises for any reason.
- The handwritten time sheets are also commonly used at locations as a back-up document only. The time recorded by the employee in the handwritten time sheets must be identical to the hours registered in time clocks.
- In the event of temporary locations that do not have power readily available, employees may be required to use their personal cell phone to access the timeclock app or a handwritten time sheet will be made available as the official document used for reporting time. Each employee will be responsible for recording their own time on the sheet and the sheet will be approved by the proper manager prior to finalizing the official time.
- Any changes to the scanned fingerprint time must be approved by the employee and Manager.

- Non-exempt employees are not allowed to work from home, before their shift or after their regular shift unless is approved by their manager.
- You are not permitted to scan your fingerprint more than five (5) minutes before your scheduled starting time nor more than five (5) minutes after your scheduled end time without your manager's approval.

Violation of this policy can result in corrective action up to and including immediate termination. See Attendance Policy for more details about these procedures.

In the event of an error in recording your time, please report the matter to your manager or Human Resources immediately.

FAMILY EMERGENCY

In the event of an emergency related to a member of an employee's family, the employee will be notified as soon as possible. Should an employee be at a location away from their normal workplace, arrangements will be made to contact the employee, and if necessary, arrange for the employee to return home immediately.

PERSONAL APPEARANCE/CLOTHING

Every employee of Sprint Sand & Clay contributes to our overall public image. We would like to present a professional image during working hours. To help present this image, all employees must dress appropriately for their work assignment. Appropriate attire enhances an employee's effectiveness in providing superior service.

> **Dress Code for All Employees:** Employees will wear clean and well-maintained attire appropriate to the type of work that they do. Shoes are required and must also be well-maintained. Good grooming is required. (Below is a list of Unacceptable attire. These are just examples and is not intended to be all inclusive: torn, patched/faded clothing, halter tops, tube tops, tank tops, muscle shirts, tee shirts, shirts with slogans or large letter advertising, strapless sun dress, pants above the calf of the leg, short pants or skirts, sweat suits/ warm-up suits; sweat pants, thong-type/flip-flop sandals, baseball caps). Some departments will have different requirements, the department Manager or Human Resources will determine if the attire is appropriate for the position.

As required by applicable law, certain employees may be required to utilize safety garments such as steel toe boots, eye protection, respiration protection and safety helmets. Compliance with such requirements is required and failure to comply may be considered grounds for immediate termination.

Personal appearance should be a matter of concern for each employee. If your manager feels that your attire is out of place, you may be asked to leave the workplace until you are properly attired. You will not be paid for the time away from work and you are subject to corrective action procedure for repeated violations of the dress code.

PERSONAL BELONGINGS

Sprint Sand & Clay recognizes an employee's desire to display mementos pertaining to their family or other personal items. While Sprint Sand & Clay can take no responsibility for the safekeeping of these items, we welcome our employees to personalize their work areas for added comfort or pleasantness. Several guidelines must be observed as follows:

- Safety comes first - No object can interfere with job safety as viewed by Company management.
- Nothing can be displayed that (in the opinion of management) is derogatory to any person or system of beliefs.
- Objects (in the opinion of management) that are inappropriate or hinder work efforts will not be allowed and must be removed upon request.

ATTITUDE IN THE WORKPLACE

Sprint Sand & Clay takes pride in having employees with a positive “can do” attitude. A positive attitude is the key to a healthy work environment, and we are very strict in addressing these issues. Below is a list of some behaviors that will not be tolerated. This list is not intended to be all inclusive, additional behaviors might apply: persistent negativity; poor attitude; persistent complaining; excessive gossiping; expression of jealousy/envy of others; disruption; confrontation; rudeness; disrespectful or improperly abrasive behavior toward Sprint Sand & Clay, co-workers, managers or customers and poor or unprofessional quality of work. Employees showing any of these characteristics will face the corrective action process up to and including immediate termination.

INSUBORDINATION

Insubordination is the direct or indirect refusal by an employee to perform a legal, ethical, and reasonable directive from a supervisor or manager. Sprint Sand & Clay will not tolerate employees who are insubordinate and disobey lawful instructions from managers or supervisors. Insubordination will result in corrective action up to and including immediate termination. Refusing to perform an action which is unethical or illegal is not insubordination; neither is refusing to perform an action which is not within the scope of authority of the person issuing the order.

CORRECTIVE ACTION PROCESS

Sprint Sand & Clay believes in correcting personnel problems before they become so serious that termination is unavoidable. Therefore, we believe in progressive discipline, which emphasizes correcting the problem, and finally, termination as a last resource.

Generally, there are three steps to the process:

1) Verbal warning,
2) Written or Final Warning (including possible probation and/or suspension)
3) In the event of an additional offense, termination of employment.

The signature of the employee in a corrective action document does not mean that the employee agrees with what was discussed, it is an indication that the employee has been advised of the areas to improve immediately, the expectations for the future and the consequences.

This document will be part of the employee personnel file even if the employee refuses to sign it.

There are varying degrees of seriousness involved in the violation of employment policies. There are certain instances where conduct and/or poor performance is of such a serious nature that immediate termination, without prior warning or consultation, may be the justified course of action. The decision to elect to terminate

without prior verbal or written warning is up to the exclusive decision making of the employer. Cause for immediate termination may include, but is not limited to any type of violence in the workplace, misconduct in the workplace, serious breach of our Social Media Guidelines Policy (Page 37), fighting, threats, theft, embezzlement, violation of Sprint Sand & Clay's policies or rules, violation of the drug-free workplace policy, unauthorized gifts or gratuities to/from customers or contractors, violation of the conflicts of interest policy and/or the harassment policy, within others.

PROHIBITED CONDUCT

Threatening, abusive, or vulgar language or conduct or any other acts of aggression or violence, direct or implied, made toward co-workers, managers or customers, will not be tolerated. For purposes of this policy, a threat includes, but is not limited to, any verbal, physical or written harassment or abuse, attempts to intimidate or to install fear in others, menacing gestures, bringing weapons (including but not limited to: knives, guns, or explosives-see pg. 53) to the workplace, stalking or any other hostile, aggressive, injurious and/or destructive actions undertaken for the purpose of disruption, domination, intimidation or sabotage. Any employee determined to be engaging in any of the above-mentioned conducts will be subject to corrective action up to and including immediate termination.

SOCIAL FUNCTIONS

Sprint Sand & Clay sponsors a variety of Company events each year. These get-togethers or meetings are designed to either pursue a specific training goal or business objective. An event may also serve to bring several employees together in a family or social environment to promote fellowship and goodwill. It is expected that all employees and their guests who attend these types of events will conduct themselves in a professional and mature manner. Any employee who utilizes such an occasion to engage in behavior unacceptable to Sprint Sand & Clay, will be requested to leave and follow up discipline may occur.

On occasion, Sprint Sand & Clay employees are required to represent Sprint Sand & Clay in different activities and events sponsored by Sprint Sand & Clay, clients, vendors, associations and others. For different reasons these activities can be conducted at night or during the weekend. We expect all employees who represent Sprint Sand & Clay during work or off-work hours to conduct themselves in a professional and mature manner.

In the event that, during a company sponsored or other events where the employee represents Sprint Sand & Clay, the employee's conduct is found to be inappropriate by management, the employee will be escorted out of the event. Apparent intoxication and/or influence of drugs, of any kind may be grounds for immediate termination.

CUSTOMER RELATIONS

Each time an employee makes or receives a telephone call they represent Sprint Sand & Clay. The manner in which a call is handled determines how Sprint Sand & Clay is judged by our customers. To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.

You are the ambassador for our customers and Sprint Sand & Clay. The more goodwill you promote, the more our customers will respect and appreciate us as a

complete company. Here are several things you can do to help give a good impression of Sprint Sand & Clay.

- Act competently and deal with customers in a courteous and respectful manner
- Communicate pleasantly and respectfully with all.
- Follow up on questions promptly, provide business like replies to inquiries and requests, and perform all duties in an orderly manner.
- Set up clear expectations. Do not inform clients of internal problems or issues, find the best way to answer all clients' concerns by providing useful information that can guide the client on what to expect from the service we are about to provide.

Take great pride in your work and enjoy doing your very best.

SEXUAL HARASSMENT POLICY

Every employee of Sprint Sand & Clay and their subsidiaries has a right to freedom from harassment in the workplace. This policy covers vendors, customers, or others who enter our workplace, as well as all employees. Managerial personnel are responsible for taking proper action to end such behavior in their workplace.

In an effort to prevent sexual and other forms of harassment from occurring, this policy against harassment will be communicated to each employee. No employee of this company is exempt from this policy.

Each employee has a right to be free from sexual advance or solicitation made by a person in a position to grant or deny a benefit or advancement to the employee and where the person making the solicitation or advance knows or ought to know that it is un-welcome. Fraternization or a consensual relationship of a sexual nature among any employees during the workday is considered a deviation from course and scope of employment and is not permitted. An employee also has the right to be free from a reprisal or threat of reprisal for the rejection of sexual solicitation or advance where the reprisal is made or threatened by a person in a position to grant or deny a benefit or advancement to the person being harassed.

Sexual Harassment is defined as any comment, reference or physical conduct made with respect to one's gender that is known or reasonably known to be un-welcome by that person. They are two (2) types of sexual harassment recognized by the law:

1] ***Quid pro quo harassment "this for that"*** "Quid pro quo" behavior involves express or implied demands for sexual favors in exchange for some benefit (a promotion, a raise, or recommendation) or to avoid some detriment (termination, demotion) in the workplace. By definition, it can only be perpetrated by someone in a position of power over another. Quid pro quo harassment may be as obvious as a direct solicitation or it may take the form of an indirect sexual proposition or a clearly unwelcome dating invitation.

2] ***Hostile work environment harassment*** is unwelcome sexual conduct that has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment.

Offensive conduct or harassment of a sexual nature, or harassment based upon race, color, religion, age, sex, national origin, disability, status as a veteran or any protected status is prohibited. This includes but is not limited to:

- Offensive physical actions, written or spoken, and graphic communication.
- Any type of physical contact when the action is unwelcome by recipient such as patting, pinching and/or brushing against another person's body.
- Expectations, requests, demands or pressure for sexual favors.
- The display of sexually suggestive objects and/or pictures. Slurs, jokes, posters, cartoons, and gestures that are offensive.
- Unwelcome sexual flirtations, advances and/or propositions.
- Verbal or written comments, teasing and/or other communication of a sexual nature.
- Graphic comments about an individual's body.
- The use of sexually degrading words to describe an individual.
- Foul or obscene language and/or gestures.

Any such offensive conduct will be considered a prohibited form of harassment when:

- There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions, status, promotional opportunities, evaluations, wages, duties, shifts and/or any other terms or conditions of employment.
- Such conduct has the effect of creating an intimidating or hostile or offensive work environment, or unreasonably interferes with a person's work performance.
- Unwelcome acts of a sexual nature, committed by either manager or non-supervisory personnel, which interferes with an employee's performance and/or create an intimidating, hostile or offensive work environment.
- A third party is offended by the sexual conduct or communication of others.

The implementation and continued support of this Policy is the responsibility of each and every Manager and Supervisor. Full cooperation and assistance are expected from all those associated with the hiring, developing, and promoting of Company personnel.

Any employee, either male or female, who feels that this Policy has been violated, believes he or she is being discriminated against because of harassing behavior (for example other employees being given special treatment in exchange for sexual favor(s)), is encouraged to report it. If you are subjected to and offended by any of the behaviors listed above, you are encouraged to contact the Human Resources Department at the main office of Sprint Sand & Clay.

Complaints should be made to the employee's immediate supervisor or to the Human Resources Manager. At that time, Sprint Sand & Clay shall conduct a confidential investigation and act, as necessary, to remedy the situation. No adverse employment

action will be taken against any employee making a good faith report of alleged harassment.

Harassment and fraternization are considered a form of employee misconduct. Any employee whom Sprint Sand & Clay believes has committed harassment or fraternization will be strictly disciplined, up to and including immediate termination. Any supervisor or manager who has knowledge of such behavior yet takes no action to end it is also subject to corrective action.

Harassment is not acceptable conduct at Sprint Sand & Clay. Sprint Sand & Clay will act to ensure that necessary measures will be taken to preserve each employee's individual rights and dignity.

FRATERNIZATION POLICY

Fraternization or a consensual relationship of a romantic or sexual nature among any employees during the workday is a form of employee misconduct that is considered a deviation from the course and scope of employment and is not permitted. This includes a consensual relationship between employees and/or between employees and customers, vendors, and sub-contractors. Such relationships during the workday distract employees from their job duties, disrupt normal operations and offend other employees. Fraternization is prohibited and will lead to disciplinary action up to and including termination.

SMOKING/TOBACCO USE POLICY

If you smoke or use tobacco products, there are designated smoking areas provided for you to use outside the building. Smoking in company machines and vehicles is strictly prohibited. Those that use tobacco products will need to smoke during their scheduled lunch break unless work permits and managers approve it.

Items not permitted within the offices, shops, trailers, equipment and vehicles are Traditional Cigarettes, Cigars, Chewing Tobacco, Snuff, Snus, Dissolvable Tobacco, E-Cigs, Vape Pens, APV, Mods, Smokeless Cigarettes and any other items that are similar to these products. Although some of these products may or may not contain nicotine or produce smoke as traditional cigarettes/cigars, they can still be offensive to others in the workplace and thus should only be used in the designated smoking areas outside the buildings, vehicles and equipment.

Sprint Sand & Clay is dedicated to providing a healthy, comfortable and productive work environment for our employees and we are proud to offer a smoke/tobacco-free working facility. This goal can only be achieved through ongoing efforts to protect non-smokers and to help employees adjust to restrictions on smoking. The preferences and requests of nonsmokers regarding smoking exposure issues will result in favorable policies towards non-smokers.

Employees are expected to conform to our customer's smoking/tobacco use policies when working on a customer's site.

Anyone found violating this policy will be subject to progressive corrective action up to and including immediate termination.

CONTROLLED SUBSTANCES, ALCOHOL USE AND TESTING POLICY

A standardized substance abuse policy has been established while continuing to promote a “substance abuse-free” work environment to minimize the burden of complying with these multiple substance abuse policies.

During the hiring process, everyone is required to take a controlled substance drug and alcohol test for the purpose of employment with Sprint Sand & Clay LLC. **Additionally**, upon employment, employees will be enrolled in a random drug and alcohol screening program. All test results will be released to a designated Sprint Sand & Clay, LLC representative.

Sprint Sand & Clay, LLC drug and alcohol policy prohibits any employee possessing or from being present on Sprint Sand & Clay premises with unauthorized, performance altering substances in their systems. Management and Supervisors will not utilize the service of any person on Sprint Sand & Clay LLC premises who fails or refuses to take an alcohol test, or a drug screening test required under this policy. A person who has tested positive or refuses to take a test will be removed from all responsibilities, be terminated and be placed in an “inactive” status.

Prescribed and over the counter medications are also covered by this Policy as they may cause side effects that have potential safety implications. When an employee has a legitimate need to use a medically prescribed drug or over the counter drug that could impair their work performance, the employee is required to notify their supervisor so that a risk assessment can be conducted to ensure the safety of the individual and others. Employees or other people obtaining treatment or medicines for themselves should be aware of the conditions and side effects notified in the label and seek out alternatives that do not impair performance through drowsiness or other symptoms.

With regard to potential re-hire, Sprint Sand & Clay, LLC has a ZERO tolerance of those existing employees testing positive on a random, post-accidental, return to duty, follow-up, wall to wall, suspicion or candidates who fail the pre-employment drug and alcohol screening unless the employee completes a rehabilitation program. In such case, the employee or candidate must complete an MRO approved rehabilitation program at their own cost, as specified in the Return-to-Duty provisions, only after a successful completion of the rehabilitation program, may a former employee reapply for employment. Under no circumstances may a former employee, who completes a qualifying rehabilitation program in conjunction with this policy, apply for rehire less than six (6) months subsequent to testing.

An individual who completes a rehabilitation program under this provision or any Pre-employment, Reasonable Suspicion/Cause, Random, General Management Initiated or Wall-to-wall, or Post-Accident/Incident testing and subsequently fails a drug/alcohol test shall be classified as inactive and the individual will not be allowed to reapply for a period of one (1) year. Same will result from instances such as refusing to test, failing to comply with collection procedures, or adulterating a specimen.

This policy applies to all Employees of Sprint Sand & Clay, LLC including temporary and part-time Employee. Failure to comply with the requirements of this policy will result in termination of employment and will be placed in an "Inactive" status.

REFUSAL TO TEST OR FAILED A DRUG/ALCOHOL TEST

I understand that I have refused to take a drug/alcohol test or failed a drug/alcohol test if I:

- Fail to appear for any test within a reasonable time, as determined by the employer.
- Fail to remain at the testing site until the testing process is complete.
- In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring the provision of a specimen.
- Fail to provide a sufficient amount of hair, blood, urine, saliva or breathe specimen when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- Fail or decline to take a second test the employer or collector has directed him/her to take.
- Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by Sprint Sand & Clay. In the case of a pre-employment drug test, I am deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment.
- Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection/testing process).
- Have an MRO confirmed positive drug test result or an alcohol test result of 0.04 or greater; and/or
- Have an MRO reported verified adulterated or substituted test result.

CONSEQUENCES OF PROHIBITED CONDUCT

Any employee who has a POSITIVE drug test result, an alcohol test with a result of 0.04 OR GREATER or has engaged in other conduct prohibited of this policy, will be immediately removed from all responsibilities and/or safety sensitive functions and will be subject to immediate termination.

CBD (CANNABIDIOL) PRODUCTS

While the use of CBD products has become more widespread, please be aware that not all CBD products are pure and free of THC (tetrahydrocannabinol). Just a trace of THC in a CBD product may impair an employee and could result in a positive outcome of a urine drug test. Please be aware that most CBD products are not regulated by the FDA so there is no meaningful guarantee of what is in any CBD supplement. Any trace of THC present in a CBD product will likely violate Sprint Sand & Clay's Substance Abuse Policy as described above.

DAILY WORK MONITORING/CAMERA SURVEILLANCE

Sprint Sand & Clay strongly believes that our number one priority is to provide a safe and secure environment for our employees. For this reason, activity at most of our buildings and transactions made at our remote locations are being recorded. Sprint

Sand & Clay reserves the right to use such recordings for the purpose of investigating unacceptable conduct. Sprint Sand & Clay advises that work activity is taking place on the employer's private premises and employees do not have an expectation of privacy to commit acts in violation of company policy while upon such premises. Sprint Sand & Clay reserves the right to record (video with audio) daily transactions to ensure daily operations are within standards.

Audio and Video monitoring includes but is not limited to recording of daily operations, recording of phone calls and monitoring internet usage. The information collected will be used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Sprint Sand & Clay will not permit videotape equipment to be used for the purposes of observation of employees for any prurient purpose which does not further the business purposes of Sprint Sand & Clay. Any person who engages in such an act will be subject to discipline and/or immediate termination and potential criminal investigation.

These recordings may be used as evidence in subsequent proceedings and/or employment discipline and termination decisions. Videotaped activity which is considered misconduct will result in corrective action up to and including immediate termination.

COMMUNICATION SYSTEM POLICY/ TRANSACTION MONITORING

We have a limited number of telephone lines at Sprint Sand & Clay and therefore we need to keep those lines open for customers. Sprint Sand & Clay computers, telephones, hot spots, internet devices, cellular phones, facsimile, voicemail, e-mail and other communication systems are the private property of and are intended only for exclusive use by employees of Sprint Sand & Clay and are for legitimate business purposes of this organization. Sprint Sand & Clay reserves the right to audit, monitor records and preserve telephone conversations, e-mail communications, fax correspondence and text messages delivered via Sprint Sand & Clay communication devices. As required by law, Sprint Sand & Clay will disclose such information to law enforcement authorities and will do so without the necessity of a court order or subpoena. It must be plainly understood by each employee of Sprint Sand & Clay that employee access to and use of any of these systems represents express consent to such monitoring, access, preservation, use and disclosure by Sprint Sand & Clay in furtherance of the legitimate business interest and to comply with the law.

There should be **no expectation of privacy** with respect to any communications which occur using these telecommunications systems. THEREFORE, EMPLOYEES SHOULD NOT STORE OR TRANSMIT ANY INFORMATION THAT IS PRIVATE, SENSITIVE OR WHICH COULD RESULT IN DISCLOSURE OF PRIVATE AND/OR SENSITIVE PERSONAL INFORMATION, IF THIS INFORMATION IS DISCLOSED TO THIRD PARTIES, INCLUDING MANAGEMENT OF SPRINT SAND & CLAY. Sprint Sand & Clay recognizes the use of e-mail, voicemail, facsimile, a telephone, cellular phone and other computer equipment is of benefit to the business interest of Sprint Sand & Clay, however, Sprint Sand & Clay places certain restrictions on their use in the workplace.

Sprint Sand & Clay expressly prohibits the following activities related to the use of these systems:

- Use of the Systems other than for work-related reasons.

- Engaging in personal commercial ventures, political and religious causes.
- Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws, including removing any company software and/or company equipment.
- Using the system to access social networks such as You Tube, Facebook, Instagram, Twitter, Snapchat, TikTok or any other social networks.
- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of Sprint Sand & Clay in violation of company policy.
- Sending or soliciting offensive or harassing statements or language including disparagement of others based on their race, creed, color, marital status, citizenship or national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- Visiting or viewing internet sites that contain materials listed above and/or the use of such systems to view/purchase pornography.
- Sending or soliciting sexually oriented messages or images.
- Sending or soliciting messages containing obscenities, foul language, or defamatory remarks or visiting internet sites that contain such material.

For more details about the use of the internet read the Computer Email and Internet Usage Policy (section 5.)

This policy does not pertain to communications made by employees using privately owned cell phones, fax machines, e-mail systems and computers unless the communication involves an interface with telecommunication devices owned or operated by Sprint Sand & Clay or communication is done during working hours. For more details about the use of personal electronic equipment please read the Use of Personal Phones and Laptop policy (section 5.)

COMPUTER EMAIL AND INTERNET USAGE POLICY

Sprint Sand & Clay recognizes that the use of the Internet has many benefits for Sprint Sand & Clay and our employees. The Internet and e-mail make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place Sprint Sand & Clay and others at risk. This policy discusses acceptable usage of the Internet and of our email.

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner.

- The internet and e-mail are to be used to conduct company business only.
- Sprint Sand & Clay Internet and e-mail access may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.

- Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon Sprint Sand & Clay or be contrary to our best interests; and any illegal activities -- including piracy, cracking, extortion, blackmail and copyright infringement are forbidden.
- Copyrighted materials belonging to entities other than Sprint Sand & Clay may not be transmitted by employees on Sprint Sand & Clay's network. All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his/her own computer.
- Do not use the system in a way that disrupts its use by others. This includes excessive dial-in usage, sending or receiving many large files and "spamming" (sending e-mail messages to thousands of users). Every time an email is sent, a new type of “electronic fingerprinting” is created that indentifies our organization’s reputation for sending email-based communications. Through the advent of the FTC CAN-SPAM Act, federal requirements are in place for commercial e-mailers. The primary goal of this act is to protect individuals from the “assault” of non-solicited marketing (e.g., email blasts). Not following the rules set forth by Sprint Sand & Clay will result in a poor Digital Reputation and can lead to significant fines (up to $11,000) per incident and even jail.
- The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Instructions on how to check for viruses are available through the IT Department. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network, and such may cause problems. Therefore, please refrain from downloading such plug-ins.
- Each employee is responsible for the content of all text, audio or images that he/she places or sends over Sprint Sand & Clay's Internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that Sprint Sand & Clay name is attached to all messages so use discretion in formulating messages.
- E-mail is not guaranteed to be private or confidential. All electronic communications are Sprint Sand & Clay property. Therefore, we reserve the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don't assume that others cannot read, or possibly alter, your messages.
- Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside Sprint Sand & Clay.

Sprint Sand & Clay Right to Monitor and Consequences

All company-supplied technology, including computer systems and company-related work records, belong to Sprint Sand & Clay and not to the employee. Sprint Sand & Clay routinely monitors usage patterns for our e-mail and Internet communications. Employees should use discretion in the sites that are accessed. Since all the computer systems and software, as well as the e-mail and Internet connection, are Sprint Sand & Clay owned, all company policies are in effect at all times. Any employee who abuses the privilege of Sprint Sand & Clay facilitated access to e-mail or the Internet may be denied access to the Internet and, if appropriate, be subject to corrective action, up to and including immediate termination.

If you have questions regarding the appropriate use of the Internet or E-mail, contact the IT group. For more information about the use of Sprint Sand & Clay equipment please read the Communication System Policy/Transaction Monitoring (section 5.)

SOCIAL MEDIA POLICY

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and company voice, Sprint Sand & Clay has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

As employees of Sprint Sand & Clay you are representatives of our company, our name, our public image and reputation and you must act accordingly.

Social media is defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, Instagram, Snapchat and TikTok. Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with Management, other Sprint Sand & Clay personnel, partners, clients, vendors and competitors apply online as in the real world. *Employees are liable for anything they post to social media sites.*

Section 1: Policies for all Social Media Sites, Including Personal Sites

- Protect confidential and proprietary information: Some topics relating to Sprint Sand and Clay are sensitive and should never be discussed, even if you are expressing your own opinion and using a disclaimer. Do not post confidential or proprietary information about Management, other Sprint Sand & Clay personnel, partners, clients, vendors or competitors. Adhere to all applicable Sprint Sand & Clay privacy and confidentiality policies.
- Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of Sprint Sand & Clay. For guidance, consult Human Resources.
- Do not use Sprint Sand & Clay logos for endorsements: Do not use the Sprint Sand & Clay logo, or any other Sprint Sand & Clay images or iconography on personal social media sites. Do not use Sprint Sand & Clay's

name to promote a product, cause, political party or candidate. *Employees who display the Sprint Sand & Clay logo on personal social media sites do so at the risk of disciplinary action or termination.*

- Respect Sprint Sand & Clay time and property: Sprint Sand & Clay computers and time on the job are reserved for Sprint Sand & Clay related business as approved by management and in accordance with the Sprint Sand & Clay Handbook.
- Terms of service: Obey the Terms of Service of any social media platform employed.

Section 2: Best Practices

Sprint Sand & Clay employees must avoid any situation involving a conflict between their personal interest and the interest of Sprint Sand & Clay or which adversely affects Sprint Sand & Clay reputation.

- Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the person posting and Sprint Sand & Clay LLC. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about a posting or responding to a comment, obtain guidance with Sprint Sand & Clay's Human Resources at 832-449-7600.
- Strive for accuracy: Get the facts straight before posting on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of Sprint Sand & Clay in any capacity. Only those in specific Management positions to Sprint Sand & Clay should post information regarding Sprint Sand & Clay on social media sites. This applies to anyone including conversations to the press or other third party. Furthermore, any Sprint Sand & Clay employee approached by the media should refer all questions to Sprint Sand & Clay Human Resources at 832-449-7600. Unauthorized comments regarding Sprint Sand & Clay are in direct violation of our Confidentiality policy, as well as our Conflict-of-Interest policy.
- Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the person posting and/or Sprint Sand & Clay.
- Remember your audience: Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective employees, current employees, current or prospective clients, competitors and vendors. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- On personal sites, identify your views as your own. If you identify yourself as a Sprint Sand & Clay staff member online, it should be clear that the views expressed are not necessarily those of Sprint Sand & Clay.

- Photography and other Posts: It is against company policy to "post" about work, Management, other Sprint Sand & Clay personnel, partners, clients, vendors or competitors. Photographs posted on social media sites easily can be appropriated by visitors, therefore, do not post pictures of Management, other Sprint Sand & Clay personnel, partners, clients, vendors or competitors unless you have explicit permission to do so. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing. Remember that the policies of Sprint Sand & Clay related to using Management, other Sprint Sand & Clay personnel, partners, clients, vendors and competitor's images apply online as well as in print.

This policy applies to all Sprint Sand & Clay employees. Sprint Sand & Clay has the right to amend this policy at any time. Contact Sprint Sand & Clay Human Resources if you have questions regarding this policy. Violation of this policy regarding Sprint Sand & Clay and personal social media sites may lead to disciplinary action, up to and including termination.

CELL PHONE USE

Employees must adhere to all federal, state, or local laws and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones if any law, regulation or other ordinance prohibits such conduct.

The use of handheld cell phones or other electronic communication devices for the purposes of speaking, texting, emailing, accessing the internet, or any other use is strictly prohibited while driving a company vehicle or personal vehicle during the course and scope of your employment, or while operating heavy equipment while in the course and scope of your employment. Should an employee need to make a call, send a text or email, or any other electronic communication while driving or operating heavy equipment, he should locate a lawfully designated area to park or bring the heavy equipment to a safe stop before making such call or communication.

The use of such devices within a school zone, during work hours and/or while driving a company or personal vehicle in the scope of Sprint Sand & Clay's business is always forbidden. Violation of this policy may result in immediate termination regardless of whether an accident occurs.

USE OF PERSONAL PHONES OR LAPTOPS

In an effort to reduce distractions, employees may use personal cell phones or other electronic communication devices only during designated break periods and in designated locations. Sprint Sand & Clay prohibits the use of personal phones or personal Laptops during working hours. Using personal phones or Laptop for texting, calling or to access social networks such as You Tube, Facebook, Twitter, Snapchat, TikTok and others during working hours is prohibited. Any employee that participates in the conduct mentioned above is subject to corrective action up to including termination.

SOLICITATION and/or DISTRIBUTION

In an effort to ensure a productive and harmonious work environment, persons not employed by Sprint Sand & Clay may not sell, solicit or distribute literature in the workplace at any time for any purpose.

Sprint Sand & Clay recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time, or in the workplace.

Below some examples of impermissible forms of selling, solicitation or distribution of literature:

- The collection of money, goods, or gifts for religious, political or charitable groups
- The circulation of petitions regardless of the objective
- Distribution of literature, materials, goods, contest promotions
- The distribution of literature is not approved by the employer.
- The solicitation of memberships, fees, or dues
- The sale of chocolates, jewelry and other items, regardless of the organization which may benefit.

If employees have a message of interest in the workplace, they may submit it to Human Resources for approval. Human Resources will post all approved messages.

VISITORS AND PERSONAL COMMUNICATIONS

For reasons such as safety, security and confidentiality, visitors are not permitted to enter certain areas of our company facilities without authorization. If you see a person who may not have proper authorization enter the premises or buildings, please notify your manager.

In order to best maintain a normal flow of business, personal visits and telephone calls are discouraged during work hours. If you receive a personal call, we will take a message and make every effort to notify you promptly. If friends or relatives call or visit you in case of an obvious emergency, we will arrange to have you immediately relieved from work so you can speak with them. If you must make an emergency telephone call, please advise your manager.

Personal calls should be made during your designated break or lunch period.

Personal mail should be directed to your home and not the company.

BULLETIN BOARD / POSTING AREAS

Sprint Sand & Clay maintain bulletin boards and posting areas to keep employees informed of current items of general interest. Employees should check the bulletin board regularly. Posting and/or removal of notices must have the approval of your Manager.

EMPLOYEE MEETINGS

From time to time, the Company/location/department will call and/or require a meeting. These meetings are designed to keep you informed of changes in policies, discuss operational concerns, product knowledge, or just to talk things over. These meetings are held at convenient times and are usually mandatory. All non-exempt employees attending these meetings will be paid at their regular pay rate.

PARKING

An adequate parking area is provided for employees. Employees may park in any space that is not marked reserved. Please cooperate by not blocking any gate, door, driveway or main entrance. Sprint Sand & Clay assumes no responsibility for an employee's vehicle or its contents while on Company property.

BUSINESS ETHICS/CONFLICT OF INTEREST

A conflict of interest is a divided loyalty between the interests of Sprint Sand & Clay and the personal interests of an employee. Employees must not let personal considerations or relationships, either actual or potential, influence them in any way when representing Sprint Sand & Clay in dealings with other persons or organizations.

A Sprint Sand & Clay employee has the obligation to avoid not only situations that give rise to a conflict of interest, but also those situations that create the appearance of a conflict of interest.

Employees of Sprint Sand & Clay may encounter potential conflicts of interest in a variety of situations. Some of the more likely areas are:

- Relationships with customers, Independent Contractors or vendors, especially relating to entertainment situations or gifts.
- Financial or business transactions with Sprint Sand & Clay customers, competitors, and all outside organizations.
- Outside employment with any competitor, customer, or vendor of Sprint Sand & Clay, or any other outside employment arrangements that could jeopardize Sprint Sand & Clay interests or interfere with Sprint Sand & Clay productivity.

Sprint Sand & Clay employees should re-examine their investments, relationships, and activities periodically to avoid becoming involved in a conflict of interest. If in doubt concerning the propriety of any activity, employees are obliged to review the situation with Management.

Sprint Sand & Clay reserves the right to determine whether certain activities constitute a conflict of interest. Sprint Sand & Clay reserves the right to terminate, without prior notice, any employee that is found to be involved in a conflict of interest.

COMPANY RECORDS

Each entry made in Sprint Sand & Clay books, records and accounts must properly and fairly reflect the events.

Regardless of your position with Sprint Sand & Clay, you are involved in our database. All employees at Sprint Sand & Clay report and manage Company information, funds and assets. All employees are required to disclose and record the facts completely, correctly and honestly.

Our policy expressly forbids any employee to alter informational facts. This may include but is not limited to: unnecessary voiding of information, alteration of deposit slips, set up any account or set aside any funds for any reason, improper handling of our funds and assets, keeps secrets that will benefit a customer, driver or anybody else, or any other act that will adversely affect the well being of Sprint Sand & Clay.

Anyone who reports or records false information and/or engages in any act that can be considered a threat to the well-being of Sprint Sand & Clay, will be immediately terminated.

CONFIDENTIALITY

Sprint Sand & Clay requires that a strict code of confidentiality of information be maintained. No employee will store information outside of Sprint Sand & Clay (either in written or electronic form) about any matter pertaining to the conduct of Sprint Sand & Clay business. Information regarding selling or purchasing price to one customer or vendor shall not be given to another customer or vendor.

Do not discuss selling prices of products or have discussions regarding prices, service, problems, etc., with vendors or independent contractors. This exchange of information should only be held by personnel designated for this task. Lack of discretion in these matters could lead to disciplinary action, up to and including immediate termination from Sprint Sand & Clay.

In addition, idle gossip or dissemination of confidential information within Sprint Sand & Clay, such as personnel information, financial information, etc. will subject the responsible employee to disciplinary action and/or possible immediate termination.

BRIBES, KICK-BACKS AND OTHER ILLEGAL PAYMENTS

Bribes, kickbacks and other illegal payments to or from any individual with which we conduct business (in any form and for any purpose) are prohibited. Any person caught receiving bribes, kickbacks and other illegal payments will be terminated immediately.

PATENTS AND COPYRIGHTS

Any patent or copyright developed by an employee in conjunction with and/or as a result of their employment with Sprint Sand & Clay is the property of Sprint Sand & Clay. Any information pertaining to such patent or copyright must remain on Company premises.

GIFTS

Normally a gift to an individual from an outside source is considered the property of Sprint Sand & Clay unless management makes an exception. It is the policy of Sprint Sand & Clay that no employee shall receive any gift, money, excessive or unusual entertainment, loan or other favor from any outside source including customers, vendors, independent contractors and suppliers without approval from management. Any employee failing to abide by this policy will be subject to corrective action up to including immediate termination.

USE OF COMPANY NAME

You may not use Sprint Sand & Clay name in connection with personal activities, except as part of a biographical summary of work experience. If you intend to participate in meetings or publish materials where Sprint Sand & Clay name is coupled with the participant's or author's name, you must have advance written approval by the Owner(s).

USE OF COMPANY INFORMATION

Company information is valuable both to Sprint Sand & Clay and to outsiders. Each employee should follow the only safe rule: Outsiders should only be given information which is clearly immaterial, and which is already available to the public.

The protection of confidential business information and trade secrets is vital to the interests and the success of Sprint Sand & Clay. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Computer programs and codes
- Customer lists
- Marketing plans
- Pricing Schedule and information
- Financial information
- Pending projects and proposals
- Corrective actions or investigations within the organization

Regardless of whether you have signed a non-disclosure agreement, employees who have been provided access to confidential information and who improperly use or disclose trade secrets or confidential business information will be subject to corrective action, up to and including immediate termination of employment and legal action, even if they do not actually benefit from the disclosed information.

COMPANY COMMITMENT

Our Company is committed to the safety of our employees, independent contractors, visitors, our property, equipment and the environment. We play a vital role in the completion of work in a safe manner. Employee recommendations to improve safety and health conditions are encouraged; and all will be given thorough consideration by our management team. The goal is to get all employees to accept and exhibit specific safety behavior. We utilize a safety program in our daily activities to reflect the way we do business. We are here to make a living and support our families by avoiding accidents through early recognition of hazardous conditions.

Our Company is fully committed to providing a safe and healthy work environment for every employee. We have dedicated our resources to creating a Safety Awareness Manual (SAM) that provides more specific safety standards and procedures for all departments to follow.

Sprint Sand & Clay safety rules are to encourage active participation in identifying ways to make our company a safer place to work. It is the basic safety policy of Sprint Sand & Clay that no task is so important that an employee must violate a safety rule to take a risk of injury or illness in order to get the job done.

All employees are required to comply with all provisions of the Occupational Safety and Health Act of 1970, and Mining Safety and Health Act of 1977 along with all other laws pertaining to the environment and safe practices.

Management will do its best to devote the resources necessary to enforce a safety mentality in the workplace involving any employees, contractors and visitors to our sites. We will continue to do our best to develop systems to identify and correct hazards. We do the best possible to provide the proper initial and ongoing training for employees and Managers. We have established a disciplinary policy to ensure that company policies are followed.

Sprint Sand and Clay will ensure that all employees are carrying out their responsibilities as described in their job description and in this handbook and the in the Safety Awareness Manuel (SAM).

Any employee who disregards any Company safety rule and/or regulation is subject to corrective action up to including immediate termination of employment.

SPRINT SUPERVISOR AND MANAGER RESPONSIBILITIES

- Ensure that each employee you supervise has received an initial orientation before beginning work.
- Communicate with their team, share goals with other managers and subordinates. Give specific orientation to convey your vision to your team.
- Monitor and inspect unsafe practices or conditions and take corrective action where the hazard was observed.
- Ensure that all hazardous containers are properly labeled.

- Maintain and make available to employee's safety datasheets (SDS) for each hazardous substance in the workplace.
- Ensure that each employee is competent or receives training on the safe operation of equipment or task before starting work on that equipment or project.
- Ensure that each employee receives the required personal protective equipment (PPE) before starting work on a project requiring PPE.
- Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
- Set a good example for employees by following safety rules and attending required training.
- Investigate all incidents and document all required paperwork and report your findings to higher management.
- Share with other managers about changes to work practices or equipment that will improve employee safety.

ALL EMPLOYEES RESPONSIBILITIES

- Report all injuries, regardless of severity, to the immediate supervisor and/or manager as soon as possible and cooperate with any investigation to determine the cause and future preventative measures.
- Do a daily walk-around safety check of the work area. Promptly correct any hazards you find.
- Never operate a piece of equipment unless you have been trained and are authorized to use it.
- Be familiar with your workplace surroundings and hazards presented at your site.
- Follow safety rules described in this handbook, OSHA & MSHA safety standards and any training you receive.
- Report all near-miss incidents and all unsafe conditions to the appropriate Manager promptly.
- Do not remove or deface any safety device or safeguard provided for employee protection.
- Encourage co-workers with your words and example to use safe work practices on the job.
- Make suggestions to your manager about changes you believe will improve employee safety.
- Perform your duties according to established safe operating procedures.
- Recognize the hazards of the job and take steps to ensure their safety, as well as the safety of others.
- Become familiar with and abide by the safety rules, and local work rules.

- Follow the instructions of your managers and/or work guidelines to ensure the safe performance of a given task.
- Use all the required personal protective equipment provided and maintain this equipment in a satisfactory manner.
- Help maintain good housekeeping standards.
- Active participation and cooperation with the overall safety program.
- All employees have “Stop Work Authority” if a situation occurs where there is imminent danger and others are not around to make an executive decision to halt work immediately. Employee safety is of the upmost importance.

The **most important** part of SAFETY is YOU. It is your responsibility to abide by the safety rules - these rules are made for your protection. Report any personal injury IMMEDIATELY, however minor. Report all dangerous conditions and practices to your manager.

GENERAL SAFETY RULES for ALL EMPLOYEES

Safety is everyone's responsibility and for the employee’s benefit. Failure to observe any part of these rules or common safe work practices will result in corrective action up to and including immediate termination:

Arms weapons/explosives-

- Do not bring firearms or explosives onto Sprint Sand & Clay property. **(See NO WEAPONS POLICY pg. 55)**

Cell Phones, radios and other electronic devices-

- The use of personal phones shall be used during your lunch. Do not use cell phones while operating equipment.

Clothing –

- While working around moving equipment, loose clothing, jewelry or open shoes will not be permitted.
- Closed footwear with slip resistant soles must be always worn by all employees while in the Pit.

Fire exits.

- Fire exits must be always kept unobstructed. Be familiar with the locations of fire alarms, exits and the evacuation plan for each facility.

First Aid

- Familiarize yourself with first aid locations in your facility.

Food and Smoking

- Food is allowed in designated areas only.
- Smoking is only permitted outside the building away from any entry or ventilation intake (it is not permitted inside any building or equipment). It is prohibited to throw any residuals to the ground around the building; all residuals must be disposed of in containers assigned for this purpose.

Housekeeping-

- Good housekeeping is the foundation of a safe workplace. You can make a worthwhile contribution by keeping your work area, equipment, and tools neat and clean.
- Clean up spills immediately.
- Put away all tools and supplies after use.
- Do not allow scraps to accumulate where they will become a hazard.

Lifting -

- Use available equipment to handle materials. Use proper lifting technique. Get help when assistance is needed.

Machinery and electrical work –

- Machine adjustments and electrical work will be made by authorized personnel only.
- Employees are not to operate equipment unless appropriate safety guards are in place.
- When repair or maintenance activities are being conducted, required lockout/tag-out procedures will be strictly followed.

Personal protective equipment-

- Employees will be provided with safety equipment if it is a requirement for a particular job. This equipment is the responsibility of the employee and replaced at the employee's expense if lost, damaged or stolen. Replacement will be provided if the equipment is shown to be defective. It is your responsibility to take care of your safety equipment and wear it as required by company rules. Non-compliance will result in corrective action up to immediate termination.
- PPE is (maybe) required for certain areas of our facilities. It is your responsibility to contact your Manager concerning the appropriate protective equipment required.
- Always wear your safety glasses when operating open cab equipment and while working outside.
- Always wear your earplugs while operating open cab equipment.
- Always wear your hardhat while working outside the office, outside your vehicle or when operating open cab equipment.
- Always wear gloves when working in conditions that could cause injury to your hands. Examples: using a knife, using a chain, using a cable, hammering, working on equipment, etc.
- Dust masks are provided for your protection in dusty environments.

Prescribed/ Illegal Drugs and Alcohol–

- Illegal Drug and Alcohol use while on company property is prohibited. Being under the influence of any drugs or alcohol is not permitted on company property.
- If you are taking prescribed medication that inhibits your ability to operate the equipment you are assigned to, stop and inform your manager immediately. For more details read the Control Substance Alcohol Use and Testing Policy (section 5.)

Safety signs and posters –

- Signs and posters are for your information and protection and must be followed.
- Always obey all safety signs and warnings. The speed limit is 15 MPH outside the loading area and 5 MPH in the loading area.

Visitors –

- No unauthorized visitors are allowed in Sprint Sand & Clay locations and Sand Pits.
- All visitors must check in with the dispatcher before entering loading areas.

Unsafe conditions-

- Report all unsafe acts or conditions to your manager immediately.
- Report any problems with equipment daily on the Operator Checklist.

Work habits –

- Concentrate on your work - do not look around or converse with others while operating a machine. Never distract the attention of other employees.
- Always wear your seatbelt while operating equipment.
- Never walk under any conveyor belts while they are in operation.
- No riders on equipment -Operators only
- Do not let truck drivers out of their trucks. If they need to get out of their vehicle, they must wear a hardhat, high-visible safety vest, safety glasses, long pants, a shirt and proper footwear.
- When loading trucks, never leave your bucket in the air, if you must stop, put the bucket on the ground.
- Always look before backing up, use the horn, always be cautious of what is going on around you.
- Always look while swinging your bucket.
- Always pre-inspect your equipment before starting to get back to work.
- Horseplay, running and fighting is prohibited and may be grounds for immediate termination.

DRIVING IN THE PIT

- Off-road heavy equipment has the RIGHT of WAY. Stay clear of all equipment. Due to their size, they have many blind spots, and if you cannot see the operator most likely the operator cannot see you.
- Always remain in your vehicle while in the Pit area.
- Operators are not allowed to:
  - Leave truck/equipment unattended at any time.
  - Get out of their trucks/ equipment while loading.
  - Use cell phones in the loading area.
- While any truck/equipment is in motion all people on the equipment must be in a seat with a seat belt on.

If you see anyone doing any of these things, you are authorized to advise them that these are unsafe conditions, and this is prohibited on Sprint Sand & Clay sites.

DAILY EQUIPMENT INSPECTION

All equipment is subject to inspection prior to its use. This will be referred to as a pre-inspection check. If an employee is being **relieved** for lunch, the employee taking over the equipment is required to inspect the equipment and analyze the work area, NO EXCEPTIONS. Inspections should be, but not limited to:

- Check your work area for potential hazards.
- Check for seatbelts that are working properly.
- Tires must have proper air pressure.
- Clean all windshields and mirrors.
- Check seats and make sure they work properly, including the seat air system.
- Check backup alarms and horn.
- Check all tracks for dozers and backhoes.

Different work atmosphere or equipment may require different and more thorough inspections.

COMPANY TOOLS and EQUIPMENT

Sprint Sand & Clay will furnish all necessary tools and equipment to complete all job assignments. Each employee is reminded that all items purchased by Sprint Sand & Clay are company property and represent a very valuable asset for the company. It is the responsibility of the employee to whom tools and equipment are assigned to maintain and safeguard these assets as if they were their personal property. Corrective action up to and including immediate termination could result for not following these rules:

Use of Company Equipment: Sprint Sand & Clay works very hard to keep the equipment maintained and in safe condition. You as an employee should take great pride in operating this equipment.

All problems concerning equipment operation and safety shall be reported immediately to your Manager and must be documented on the daily equipment inspection form and reported through the electronic maintenance application.

- Do not abuse the equipment.

Care of equipment and Facilities: All employees should be concerned with the care and safe use of Company-owned equipment and facilities. Good housekeeping is expected of every employee. If an employee finds a machine is not working properly or in any way appears unsafe, please notify your manager immediately and submit details through the electronic maintenance application or through other means so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Alteration of company machinery or vehicles of any kind, to defeat safety mechanisms, guards or restraints is grounds for immediate termination.

Any effort to override a lockout of a device or system is grounds for immediate termination.

Return of Company Property: Sprint Sand & Clay property issued to you, such as tools, advertising material, Lap top computer, truck, phone and any other equipment provided to help you perform your job; must be returned to Sprint Sand & Clay at the time of your termination. If at the time of termination, the employee does not return the items that were provided to perform their job, Sprint Sand & Clay reserves the right to deduct from the employee's final check any expenses the company incurred to replace such item(s).

Employees are responsible for paying for any lost or damaged items during employment.

Use of Company Assets: You should regard the protection of Company assets and services as a vital responsibility. Company assets include, for example, Company manuals, samples, forms, plans, customer lists and files, software, and all other documents, writings, and copies used or relied upon in your employment. These materials and property are proprietary to Sprint Sand & Clay. They must not be used for personal benefit or any other improper purpose. They must not be sold, lent, given away, or otherwise disposed of, regardless of condition or value, except with proper authorization. They must be returned upon request or upon termination of employment.

Company Postage Meter: The use of Sprint Sand & Clay postage meter for personal correspondence is not permitted.

REPORTING INJURIES AND ACCIDENTS

Employees must advise their managers of all accidents, injuries or illnesses that occur while at work **immediately,** no matter how slight.

The Operations Manager must use a "First Report of Injury Packet" (DWC-1), to report more serious injuries. The packet must be completed within 24 hours of a reported accident. All paperwork must be filled out even if it's a report only.

Sprint Sand & Clay will provide the proper forms for reporting job-related accidents, injuries and illnesses. Any employee failing to report these occurrences within one (1) hour is subject to corrective action up to and including immediate termination.

In the event of a vehicular accident involving a Company-owned vehicle or while on Company business, report all information immediately to your Manager and/or the Office. In no instance should responsibility for an accident be expressed to anyone until the proper person in Sprint Sand & Clay has been notified and permission has been obtained to make statements.

EMERGENCY ACTION PLAN

The following procedures should be followed in the event of an emergency situation (i.e., fire, earthquake, bomb threat, riot):

- Call 911 to notify the police and/or fire department immediately.
- All employees (customers if applicable) should be informed about the emergency situation. This should be done using the PA system, if available, to ensure that all individuals hear the information. In case of a fire, locations equipped with a fire system will automatically sound an alarm and activate the sprinkler system.
- Evacuate the location.
  - Employees (customers if applicable) should leave the facility using the nearest exit. Management is in charge and should direct everyone to these exits.
  - Management should remain in the location (if reasonable) until he/she is sure the building is completely evacuated.
  - All employees should report to the designated meeting area so they can be accounted for by management.
- Only employees trained in the proper use of a fire extinguisher should use this tool to put out a fire. The employee should at no time put him/herself in danger of injury or death.

SECURITY

All doors, files, desk, gates and other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Company vehicles should be kept locked at all times when not in use. Lost keys must be reported to your manager immediately. Firearms and other potentially dangerous weapons are prohibited on Company property.

Sprint Sand & Clay reserves the right to inspect all packages or closed containers brought into or taken out of the work area(s).

SECURITY INSPECTIONS

Sprint Sand & Clay wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Sprint Sand & Clay prohibits the possession, transfer, sale, or use of such materials on our premises. Sprint Sand & Clay requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of Sprint Sand & Clay. Accordingly, any agent or representative of Sprint Sand & Clay can inspect them, as well as any articles found within them, at any time, either with or without prior notice. Employees are advised that they do not possess a reasonable expectation of privacy for materials placed in company provided storage and lockers.

Sprint Sand & Clay likewise wishes to discourage theft or unauthorized possession of the property of employees, Sprint Sand & Clay visitors, and customers. To facilitate enforcement of this policy, Sprint Sand & Clay or our representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Sprint Sand & Clay premises. If at the time of an inspection illegal materials or lost items that belong to others are found, could result in immediate termination.

RESTRICTED AREAS

In the interest of safety and security, certain portions of Sprint Sand & Clay facilities may be restricted to authorized personnel only.

NO WEAPONS POLICY

Sprint Sand & Clay seeks to provide a safe, secure environment in which to pursue its business accordingly. Consequently, all employees are prohibited from possessing firearms, explosives, other dangerous weapons while on Sprint Sand & Clay properties and Sprint Sand & Clay customer sites. This prohibition against weapons possession is in effect to the fullest extent allowed under Texas laws.

Any employee violating this policy is subject to immediate termination and will be banned and permanently removed from any opportunities with Sprint Sand & Clay. It is Sprint Sand & Clay's right as a private business to abide by the Texas Penal Codes: 03.05, 03.06, and 30.07 listed below:

TEXAS PENAL CODE SECTION 30.05
PURSUANT TO SECTION 30.05, PENAL CODE, A PERSON MAY NOT ENTER THE PREMISES WITH A FIREARM OR OTHER PROHIBITED WEAPON
TEXAS PENAL CODE SECTION 30.06
PURSUANT TO SECTION 30.06, PENAL CODE TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN, A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (CONCEALED HANDGUN LAW) MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN/WEAPON.
TEXAS PENAL CODE SECTION 30.07
PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY

REPORTING PROCEDURE IN THREATENING SITUATIONS

All potentially dangerous situations, including threats by coworkers, should be reported immediately to your Manager, Human Resources or any other member of our management team with whom you feel comfortable. Reports of threats can be made anonymously. All threats will be promptly investigated.

If you are the recipient of a threat made by an outside party, vendors, clients, visitors or sub-contractors, please notify your manager or any member of our management team immediately. It is important for us to be aware of any potential danger to our workplace. We want to take every precaution to protect all employees from a violent act by an employee or any party from outside Sprint Sand & Clay.

No employee will be subject to retaliation, intimidation or discipline as a result of reporting a threat in good faith under this policy. If you have any questions about this policy, please speak with your manager.

WORKPLACE VIOLENCE

We are 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 property. We specifically discourage you from engaging in any verbal or physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations to avoid them. Any employee that acts violently against another person on Sprint Sand & Clay property will be subject to corrective action up to immediate termination.

DISCLAIMER OF LIABILITY

The English version of this manual controls the definition of the policies and procedures described in this handbook.

CONCLUSION

We are pleased that you are part of our team. Your contribution is important to ensure our company's continued growth and success. We hope your career with our company will be rewarding.

This employee handbook is intended to provide employees with basic information and is NOT intended to be all inclusive. Nothing contained in this handbook is intended to create, nor should be construed as creating, an express or implied contract of employment or guarantee of employment for any term.

Take the time to carefully read and understand the information provided in this handbook.

We have an outstanding team ready and willing to support you. If you have any questions, please do not hesitate to contact Human Resources.