



JA DEVELOPMENT & CONSTRUCTION LLC

Welcome aboard! We are committed to making JA Development & Construction the most respected and honored company in our industry for our employees, customers, and communities in which we work. We have come a long way and built a reputation, not only as an exceptional place to work, but also as a company that can be trusted to do the right thing at all times. At each level of operations, we have accomplished this together by conducting our business honestly and ethically. Our Code of Conduct, is regularly reviewed by a team of JA Development & Construction to ensure that it continues to address current challenges and issues. Changes in legislations make periodic revisions necessary for the compliance section of the code. I believe that our commitment to our Core Values is the foundation for our success now and in the future. While this Code of Conduct does not address every issue you will encounter, it reviews the basic principles, company policies, and some of the laws that govern our business. All of us are expected to use good judgement and consult with management or refer to the Code if we are uncertain of the correct actions to take. Under no circumstances should any JA Development & Construction employee commit an unethical or illegal act. Under the pretense of being in the company's best interest. As a condition of your employment, please read, understand and then sign the Certification found on the back of this document and submit it with your I9, W4 and other required documents on your first day of employment. As you aspire to live the values and policies expressed in this document, you may discuss any questions you have with your supervisor or manager. I am fully committed to working with you to create this legacy for future generations. Thank you in advance for your cooperation and welcome to JA Development & Construction.

Sincerely,

Javier Leal
Javier Leal
CEO/Owner

INTRODUCTION

The “Golden Rule” is the cornerstone of JA Development & Construction’s core values as we continually strive to integrate its practice with our goal of rewarding careers, building individual character and growing a respectable and profitable business. Simply put, this Code of Conduct is our standard of behavior. It is how we deal with each other and how we treat everyone with whom we interact in our daily business. Honoring and maintaining our predecessors high standard of conduct will help ensure that all stakeholders will be well served and JA Development & Construction’s highly regarded reputation and integrity will be preserved. You are an important member of the JA Development & Construction’s team, and you are expected to embrace this Code. You and your coworkers also have a duty to hold each other accountable to this high standard of behavior. As an aid, use the following Ethics Check as a guide during decision making:

- Is your behavior/proposed action legal? Does it comply with law and Company policies?
- Is your behavior/proposed action something you would like to see published in the newspaper?
- Is your behavior/ proposed action something you could comfortably explain to your children?

In short, will your behavior or decision allow you to look in the mirror and feel proud about what you are doing? If the Ethics Check raises doubt, you have an obligation to seek guidance from your supervisor.

Furthermore, all supervisors have the additional responsibility to lead by example, to train their team, and to enforce these standards. The Code of Conduct consists of two sections: Core Values and Compliance Guidelines. Our Core Values are part of our heritage and are fundamental to who we are as an organization. Core Values are the basis for our decision-making. The Compliance Guidelines address some specific areas of concern, either due to the Company emphasis or legal requirements.

CORE VALUES

JA Development & Construction’s Core Values represent who we are and provide, without question, the standard of behavior by which we conduct business. These values are the heart, soul, and character of JA Development & Construction. Our Code embodies the vision of our company and encompasses the values that have been and will continue to be vital to the future success of the Company. Our Core Values represent how we treat each other, how we deal with our customers, how we respond to our stakeholders, and how we hold each other and ourselves accountable. This is the legacy we will leave for generations to come. The following eight ethical Core Values represent the cornerstone of our Code of Conduct.

OUR COMPLIANCE PROGRAM & GUIDELINES

JA Development & Construction has endorsed a strong compliance and ethics program for our Company. Our Chief Financial Officer has been designated as our Compliance Officer with responsibility for this program. Each of us has a responsibility to help assure that our company always does the right thing and complies with the law. The Company is subject to federal, state, and local laws and regulations. Management is committed to following not only the letter of these laws, but also the spirit. Beyond this, however, we are also committed to acting ethically. Following are some of the areas that apply to the company and its employees. Our code of conduct does not cover everything you need to know about your conduct as an employee. It is, however, a cornerstone of our commitment and a reference for other policies that provide more specific information. This code of conduct does not alter your status as an at-will-employee. Every JA Development & Construction employee has the status of “employee-at-will” meaning that no one has a contractual right, express or implied, to remain in JA Development & Construction’s employ. At-will means that you are free to leave your employment at any time, with or without cause or notice. Only the CEO has the authority to change the employment at-will relationship or to change any other policy or procedure in this Employee Code of Conduct. Any change will be in writing and personally signed by the Chief Executive Officer of JA Development & Construction. No supervisor, manager, or employee of JA Development & Construction has any authority to enter into any employment contract with an employee or to change the terms and conditions of employment. This code of conduct helps each of us to know what is expected of us to make sure we always act ethically.

ATTENDANCE POLICY

JA Development & Construction expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits form an integral part of every employee’s job description. Among other things, “good attendance habits” mean the following:

- Appearing for work no later than the start of the shift;
- Being at your work location ready for work by the start of the shift;
- Remaining at your workstation unless the needs of the Job require being elsewhere, except during authorized breaks (including restroom breaks);
- Taking only the time normally allowed for breaks;
- Remaining at work during your entire shift, unless excused by a supervisor;
- Not leaving work until the scheduled end of your shift, unless excused by a supervisor;
- Leaving promptly at the end of your shift, unless you have been given advance permission from your supervisor to work past that point;
- Calling in and personally notifying the scheduling supervisor if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so (see “Notice of Absence or Tardiness” below for details).

Notice of Absence or Tardiness:

Under some circumstances, absence or tardiness on your part may be excused, but only if you give proper notice of such a problem before the start of your shift. JA Development & Construction needs advance notice of attendance problems so that other arrangements can be made to cover your

needs advance notice of attendance problems so that other arrangements can be made to cover your absence, if necessary. "Proper notice" means that you call JA Development & Construction at a designated number for such calls 4 hrs prior to the start of your shift and personally notify the scheduling supervisor about the problem, unless a verifiable emergency makes it impossible for you to do so. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including termination. If you are absent without notice for 3 days in a row, you will be considered as having abandoned your job, and JA Development & Construction will process your work separation as voluntary resignation on your part.

STANDARDS OF CONDUCT IN BUSINESS TRANSACTIONS

Several general rules that apply to all management, supervisors, and employees include:

- All who act for the Company must comply with applicable federal, state, and local laws, rules, and regulations.
- Use of Company funds or property for any purpose that is in violation of applicable laws or Company policy is prohibited.
- Employees, supervisors and management are prohibited from competing with the Company and from personally taking themselves opportunities that occur in the course of Company business such as, using corporate property, equipment, information, or position for personal gain. Employees, supervisors, and management owe a duty to the Company to advance its legitimate interests when the opportunity arises.
- The use of Company equipment, materials or other resources for other than Company business (for example, charitable or personal work), must be approved in advance by your supervisor. They may never be used in a way that harms the Company
- Employees, supervisors, and management must maintain the confidentiality of information entrusted to them by the Company or its customers, except when disclosure is authorized or legally mandated. Confidential information includes all non-public information that might be of use to competitors, or harmful to the Company or its customers, if disclosed.
- Each employee, supervisor, and management should deal fairly with the Company's customers, suppliers, competitors, and employees.

CONSTRUCTION BUSINESS STANDARDS

- The way each of use conducts the Company's business influences how other people (customers, subcontractors, suppliers, the public, regulators) perceive us. Some of the standards that we as a Company subscribe to include the following:
- Fair treatment of subcontractor and supplier quotations: Prior to bid, all quotations the Company receives are considered confidential, proprietary, and for internal use only.
- The Company subscribes to the principles embodied in the implied covenant of good faith and fair dealing. In essence, the covenant requires that both the Company and whomever we contract will be faithful to the agreed common purpose of the contract. A practical implementation of the covenant is the formal partnering process.
- Each customer comes to us with a different expertise in construction and contracting. For example, each employee who provides quotes to customers has a responsibility to ensure quotes and any subsequent construction work meet the customer's needs expressed at bid time.

CONFLICTS OF INTEREST

All employees, officers, and management must be free of outside influence or interests which conflict with their duty to act in the best interests of the Company in business relationships and dealings. Employees will deal with owners, suppliers, customers, contractors, and all others without favor or preference. A “conflict of interest” occurs when an individual’s private interest interferes in any way with the interests of the Company as a whole. A conflict situation can arise when an employee, officer, or director takes actions or has interests that may make it difficult to perform his or her Company work objectively and effectively, including situations when there only appears to be a conflict to others. Conflicts of interest also arise when an employee, supervisor or management, or a member of his or her family, receives improper personal benefits as a result of his or her position in the Company. When dealing with individuals or organizations that are doing or seeking business with the Company, employees, supervisors and management:

- May not accept cash or any cash equivalent, any gift or offer that would be illegal, anything which is part of a “quid pro quo” (i.e., something is given in return), or any payment, loan, or service.
- May never solicit anything of value.
- May never participate in any work-related entertainment that is unsavory, sexually oriented or otherwise violates our commitment to mutual respect.
- May not accept an offer of entertainment, travel or gifts valued at more than \$200 fair market value (total value of all gifts, etc., from one source in one calendar year) without the approval of the employee’s manager. As a further guideline, they should not accept offers that exceed the amount the Company would pay for the same activity (for example, the Company would not pay for a stay in a presidential suite).
- Employees, supervisors, and management:
- Or their immediate family members – may not provide goods or services to the Company, or own greater than 10% beneficial interest in an entity (e.g. corporation, partnership, estate, trust, or sole proprietorship) that supplies goods or services to the Company, unless expressly authorized in writing by the employee’s manager. “Immediate family member” means: a person’s spouse, parents, children, stepchildren, siblings, mothers and fathers-in-law, sons and daughters-in-law, and anyone (other than the domestic employees) who shares such person’s home
- May not offer any entertainment, travel or gifts to employees of any other organization that would violate the law or the other organization’s rules or policies.
- May not compete with the Company, nor own an interest in a privately held competitor, nor own more than the lesser of \$10,000 in value or one percent of the outstanding shares of a publicly traded competitor.

For the purposes of this section “employee’s manager refers to:

- Area Managers
- Regional Managers
- Group Managers
- For employees in higher management level, refer matters to the next senior level of management
- All managers have the responsibility to ensure their employees understand the requirements of this section, to monitor compliance, and to apply appropriate disciplinary action when necessary.

ACCIDENT & INJURY PREVENTION

- The Company is committed to the prevention of accidents and injury to our employees and

the general public.

- Supervisors are responsible for safe work procedures within the scope of their authority in accordance with applicable laws and regulations.
- All employees are responsible for the following instructions and safe work procedures established to protect them, like those contained in the Company's Workplace Safety Rules.

WORKPLACE SAFETY RULES

Accident Reporting

Any injury at work — **no matter how small** — must be reported immediately to your supervisor and receive first-aid attention. Serious conditions arise from small injuries if they are not cared for at once. After any accident that requires medical attention, a drug test must be performed upon discharge from medical facility.

Safety Rules & Guidelines

To ensure your safety, and that of your co-workers, please observe and obey the rules and guidelines appropriate to the general populace or specific jobs:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his or her own or someone else's injuries or attempt to remove foreign particles from someone else's eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another person, as you might cause him or her to be injured. If necessary to get the attention of another person, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, hard hats, masks, gloves, hair nets, safety vests, ear plugs, etc. appropriate to the task.
- Safety equipment such as restraints, pullbacks, and two-handed devices are designed for your protection. Be sure such equipment is adjusted for you.
- Pile materials, skids, bins, boxes, or other equipment so as to not block aisles, exits, fire fighting equipment, electric lighting, or power panel, valves, etc.
- Keep your work area clean.
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it, and do not fool around with it.
- Observe "No Smoking" regulations.
- Shutdown your machine before cleaning, repairing, or leaving it.
- Tow motors and lift trucks will be operated only by authorized personnel. Walk-type lift trucks will not be ridden and no one by the operator is permitted to ride the tow motors.
- Do not exceed a speed that is safe for existing conditions.
- Do not block access to fire extinguishers.
- Do not tamper with electronic controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any unsafe condition or acts to your supervisor.
- Help to prevent accidents.

- Use designated passages when moving from one place to another; never take hazardous shortcuts (i.e. between moving equipment or across roadways)
- Lift properly—use your leg muscles, not your back muscles. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil moving machinery.
- Keep machine guards in their intended places.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Wear appropriate clothing for the job you are doing.
- Place trash and paper in proper containers.

Safety Checklist

It is every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting
- Poorly lighted stairs
- Loose handrails or guardrails
- Open, loose or broken windows
- Dangerously piled supplies or equipment
- Unlocked doors and gates
- Electrical equipment left operating
- Open doors on electrical panels
- Leaks of steam, water, oil, other liquids
- Blocked aisles
- Blocked fire extinguishers, hose sprinkler heads
- Blocked fire doors
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly
- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed

Safety Equipment

Your supervisor will see that you receive the protective clothing and equipment required for your job, such as hard hats, gloves, earplugs, and safety glasses. Use and wear them as instructed and take care of them. You will be charged for equipment if you lose or intentionally damage equipment and it must be replaced.

The wearing of the above mentioned personal protective equipment by all employees and volunteers is mandatory. Strict adherence to this policy can significantly reduce the risk of injuries. You will be charged for the safety equipment that is provided due to forgetting to bring it with you. If refusal to sign for the replacement safety gear happens, you will be asked to go home without pay for that day.

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Seat Belts

All paid and volunteer staff must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on organization business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

Company Vehicles, Equipment, & Cell Phones

Watch over and take care of all company vehicles. This includes checking for timely oil changes, tire pressure or the need for tire replacement, gas refills, etc. Drive them safely to and from the job sites. Although a list of activities that could be considered distractions would be too numerous to mention, JA Construction & Development prohibits the use of the following devices by the driver while the vehicle is in motion:

- Texting with a cell phone
- Cell phone use, unless coupled to a hands free device
- Use of radio, CD player or stereo headphones
- Electronic games
- NO SMOKING in our vehicles
- No driving our vehicles unless you have approved by our insurance company
- Any device in violation of any applicable local ordinance, state or federal statute

Cell phone conversations should be limited to conversations related only to the delivery task. JA Construction & Development also prohibits driving while impaired mentally or physically, including driving while in a fatigue state. It is important to understand that Federal Motor Carrier Safety Regulations 49 CFR Part 390.17 prohibits texting while driving a commercial motor vehicle (CMV) and violation of this regulation may result in steep fines.

FAILURE TO COMPLY WITH THE ABOVE SAFETY PROCEDURES WILL RESULT IN ONE WARNING FOLLOWED BY TERMINATION.

DRUG AND/OR ALCOHOL POLICY & TESTING

JA Development & Construction is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees and to promote productivity. This policy applies to all employees, contractors, and temporary workers. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

We reserve the right to inspect our premises for these substances. We reserve the right to conduct alcohol and drug tests at any time. We may terminate your employment if you violate this policy, refuse to be tested, or provide false information.

Definitions under this policy

A “substance” includes alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

An “illegal drug” is any substance that is illegal to use, possess, sell, or transfer. “Drug paraphernalia” are any items used or intended for use in making, packaging, concealing, injecting, inhaling, or consuming illegal drugs or inhalants. A “prescription drug” is any substance prescribed for an individual by a licensed health care provider.

An “inhalant” is any substance that produces mind-altering effects when inhaled. “Company

An inhalant is any substance that produces mind altering effects when inhaled. Company premises” include our buildings, grounds, parking lots, and company provided vehicles.

You must follow these rules while you are on company premises and while you conduct company business. The rules apply any place you conduct company business, including a company vehicle or your own vehicle:

- You may not use, possess, or be under the influence of alcohol on company premises. If management approves, you may drink moderately at certain off-premises, business-related meetings or social gatherings.
- You may not use, possess, or be under the influence of illegal drugs.
- You may not sell, buy, transfer, or distribute any drugs. It is against the law to do so, and we will report such actions to the authorities.
- You may not use, possess, sell, buy, transfer, or distribute drug paraphernalia.
- You may not use or be under the influence of inhalants.
- You must follow these rules if you take prescriptions or over-the-counter drugs on the job.
- You may use a prescription drug only if a licensed health care provider prescribed it for you within the last year.
- You may use a prescription or over-the-counter drugs only if they do not affect your ability to work safely.
- You must follow directions, including dosage limits and usage cautions.
- You must keep these drugs in their original containers or bring only a single-day supply.
- You may not use machinery while taking prescription or over-the counter drugs that impair your ability to work safely. This includes vehicles.

Drug Testing Consult:

I hereby agree, upon a request made under the drug/alcohol testing policy of JA Development & Construction to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug or alcohol test under company policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have JA Development & Construction and/or its company physician send the specimen or specimens so collected to a laboratory or other testing facility to release any and all documentation relating to such test to JA Development & Construction and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, I authorize JA Development & Construction to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only duty-authorized Company officers, employees, and agents will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless JA Development & Construction, its company physician, and any testing laboratory JA Development & Construction might use, meaning that I will not sue to hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a Company or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless JA Development & Construction, its company physician, and any testing laboratory the Company might use for any alleged harm to me that result from the release or use of information or documentation relating to

he drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT THE COMPANY WILL REQUIRE A DRUG SCREEN AND/OR ALCOHOL TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT, AND I AGREE TO SUBMIT TO ANY SUCH TEST.

EQUAL EMPLOYMENT OPPORTUNITY & OTHER LAWS

- Employees will comply with all federal, state, and local equal employment opportunity laws.
- The Company will employ persons and make employment related decisions without regard to an individual's race, color, religion, sex age, creed, national origin, citizenship, ancestry, marital status, sexual orientation, gender identity, disability, medical condition, genetic information, veteran status, or any other characteristics protected by law.
- The Company is committed to compliance with the Americans with Disabilities Act ("ADA"). The company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the company. If you believe you are in need of a reasonable accommodation, please contact Human Resources.
- It is the Company's policy to provide all employees with a workplace free of harassment, intimidation, coercion, and retaliation.
- All employees, supervisors, and directors are also responsible for conducting themselves so that their action are not considered sexually harassing, demeaning or intimidating in any way.

Under the law, sexual harassment is generally defined as either:

- Unwelcome sex-based conduct that so severe and persuasive that it creates an intimidating, hostile, or offensive work environment;

OR

- Sex-based conduct by someone's supervisor or manager that tangibly affects the employee's job – for example, imposition of discipline, rejection for promotion, or loss of pay or benefits.

Sexual harassment can occur in a variety of forms. It may include:

- Unwelcome sexual advances;
- Requests for sexual favors; and

OR

- Verbal remarks or physical contact or conduct of an intimate or sexual nature, such as uninvited touching or sexually suggestive comments, that interfere with another person's work performance or that create an intimidating, hostile, or offensive working environment.
- The Company has zero tolerance for discrimination or harassment of any kind, and employees will be subject to disciplinary action, including termination, for violations.
- The Company will not tolerate retaliation against anyone who in good faith raises a concern or reports a violation.

For specific information regarding your rights and responsibilities under EEO laws. Questions that

arise should be referred to Human Resources. The company is also committed to full compliance with all immigration, labor standards and wage and hours laws.

Procedure for Reporting an Incident of Harassment, Discrimination or Retaliation:

Any employee who believes that he or she is a victim of any type of harassment, discrimination, or retaliation, should immediately report such actions to their immediate supervisor. If any employee's immediate supervisor is involved in the alleged harassment, discrimination, or retaliation, it is necessary to make a report to that individual. The company takes all complaints seriously and handles complaints as promptly, thoroughly and confidentially as possible.

ENVIRONMENTAL

- The company will comply with all applicable environmental laws, ordinances, and regulations.
- All employees are responsible for following environmental health and safety instructions in the performance of their duties.
- Any concerns or questions that arise should be referred to JA Development & Construction.

TRADE SECRETS & COMPANY INFORMATION

In our competitive markets, it is important to protect the Company's business information. Confidential information about plans for future bids, how we develop our bids, employee data, customer information and similar business activities should not be disclosed, or even shared within the Company unless they have a business need to know. Access to personnel data should be limited to those who are authorized to use such data for Company purposes. Those who have access to such data should protect it appropriately. At the same time, we respect other individuals' and organizations' confidential information. You should not see nor should you accept such information from others, unless it is provided lawfully under a non-disclosure agreement.

Legitimate sources of competitive information include:

- Newspapers and press accounts.
- Public filings.
- Talking with customers – but not to obtain confidential information.
- Information that is observable on the street.
- Customers giving you a competitor's proposal, but only if it is not confidential. If it is a government bid always consult the Legal Department first.
- Trade shows (but not information from competitors).
- Information publicly available on the Internet.
- Industry surveys by reputable consultants.

Never Use the Following:

- A competitor's confidential information – any and all questions as to whether competitive information is confidential must be reviewed by the Legal Department.
- Papers or computer records brought by new hires from prior employers.
- Information marked "confidential" or something similar, belonging to anyone else – consult our General Counsel if you have such information.
- Marketing or other business information exchanged with competitors – this should never be done.
- Confidential information about a competitor's bid if you are involved in bidding, especially on government contracts – if you come into possession of such information call management.
- Information on a competitor that someone has offered to sell.
- Anything that feels wrong.

COMPANY CREDIT CARD

If you are issued a company credit card to purchase gas and general supplies, ALL receipts must be turned in with your time sheet every Wednesday. Any charges that have no receipt could result in the charges being deducted from your check. Employees that fail to turn in receipts multiple times will have their card taken away.

JOB-PROTECTED LEAVE

Jury-duty, witness duty and temporary military duty are all job-protected leave. An employee is entitled to protection against termination or other adverse action by the employer. However, paid leave for any of the above is not required by Texas Law.

PAID TIME OFF

Holiday Pay for the Following Days:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day

*Any holiday falling on a Saturday or Sunday will be up to management on receiving holiday pay. In some circumstances you may be given the option to work on a paid holiday, receiving holiday pay and regular wages. You would need to sign up and failure to show could result in a write-up or termination.

Pay Schedule:

- Work weeks is Friday through Thursday
- Payday is every FRIDAY

DISCIPLINARY POLICY

To ensure orderly operations and provide the best work environment, the Company expects employees to follow rules of conduct that will protect the best interests and safety of all employees and the Company. All employees are expected to read and comply with our Code of Conduct. Violations of law, this Code of Conduct, and other Company policies and procedures may lead to disciplinary actions up to and including termination. On your third (3rd) write up JA

DEVELOPMENT & CONSTRUCTION may terminate your employment without advance notice. However, misconduct that involves dishonesty, violation of the law, or significant risks to the Company's operations or to the safety or well-being of oneself or others is grounds for immediate termination of employment. However, the facts and circumstances of each case will determine what action, up to and including discharge of employment, is appropriate.

It is not possible to list all the forms of behavior that is considered unacceptable in the workplace. The following behavior is prohibited and will subject the individual involved to disciplinary action, up to and including termination:

- Theft or inappropriate removal or possession of property belonging to the Company, another employee the Company's customer, and/or vendor contractor on a Company project
- Excessive absenteeism or tardiness or any absence without notice
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of illegal drugs in the workplace, while on duty, or while operating Company-owned vehicles or equipment
- Fighting or threatening violence in the workplace

- Ignoring or unthreatening violence in the workplace
- Falsification of timekeeping records
- Insubordination or other disrespectful conduct
- Refusing to accept work assignment
- Violation of workplace safety rules
- Unsatisfactory work performance or conduct
- Boisterous or disruptive activity in the workplace
- Improper conduct leading to damage of Company or customer-owned property
- Sexual or other unlawful or unwelcome harassment
- Violation of the Drug and/or Alcohol Policy

The above is illustrative of the type of behavior that will not be permitted, and is not intended to be all-inclusive. Any questions in connection with this Disciplinary Policy should be directed to management. Supervisors, managers, and officers can also be subject to discipline if they condone, permit or have knowledge of illegal, unethical, or other improper conduct and do not take appropriate action.

Name: _____. Date:_____