



Thompson Grading, Inc.

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Employee Handbook

FORWARD

Adams Keegan, Inc. is a Professional Employer Organization (PEO). Thompson Grading, Inc. has selected Adams Keegan, Inc. to provide human resources services including payroll, optional benefits and other administrative services. This allows Thompson Grading, Inc. to focus on its core business while providing employees with a broader range of human resource programs including benefits programs. Thompson Grading, Inc. continues to maintain daily supervision and management of employees.

Thompson Grading, Inc. and Adams Keegan, Inc. have always emphasized that outstanding people are the key to success. Our strength and future growth depend on the contributions made by you and each person within our organizations. We are both proud to have you as part of our team. To ensure continued success, we feel it is important that all employees understand our policies and procedures. This employee handbook will familiarize you with the various aspects of working with us. We encourage you to use it as a valuable resource for understanding Adams Keegan, Inc. and Thompson Grading, Inc.

Please be aware that this Employee Handbook only outlines Adams Keegan, Inc. and Thompson Grading, Inc.'s basic policies, procedures, rules and benefits. It is only intended to provide an overview. Therefore, if you have any questions, please ask them of either your supervisor, any member of management, or your Client Services Professional at Adams Keegan, Inc. (770-425-4092).

This employee handbook is not intended to be a contract, either express or implied, between you and Thompson Grading, Inc. or between you and Adams Keegan, Inc. Absent and agreement in writing between you and Thompson Grading, Inc. your employment with Thompson Grading, Inc. is at-will. This means that both you and Thompson Grading, Inc. and you and Adams Keegan, Inc. enjoy the right to terminate the employment relationship at any time.

Thompson Grading, Inc. and Adams Keegan, Inc. reserve the right to revise or terminate any or all policies, procedures or benefits in whole or in part, with or without notice at any time. However, Adams Keegan, Inc. and Thompson Grading, Inc. will make reasonable efforts to keep you informed of any changes to the Employee Handbook as they occur.

You may also obtain an electronic copy of the employee handbook online at our website: WWW.THOMPSONGRADING.NET

On our website, employees have access to benefit information, vacation request forms, workers compensation information, employee forms and other documentation and information that is valuable to you as an employee. These forms can be printed and mailed or you may fill them in online and email them to the appropriate person.

INTRODUCTION

Our policies, practices and benefits are continuously reviewed, and we expect to change them from time to time. Therefore, you should always check with your manager or supervisor for the most current ones. Thompson Grading, Inc. and Adams Keegan, Inc. reserve the right to revise or terminate any or all policies, procedures and benefits (if offered to you by Thompson Grading, Inc.), in whole or in part at any time.

Thompson Grading, Inc. benefit plans, if offered to you by Thompson Grading, Inc., and Adams Keegan, Inc. benefit plans, (available if premiums and contributions are paid and if participation and other requirements are met), are defined in legal documents such as insurance contracts, official plan texts, summary plan descriptions and trust ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of this handbook. Plan documents if applicable, are available for your inspection.

This handbook replaces and supercedes any and all previous employment related policies and practices.

AT – WILL EMPLOYMENT

All employees of Thompson Grading, Inc. and Adams Keegan, Inc. are at-will employees. **Absent an agreement between you and Thompson Grading, Inc., this means that either you or Thompson Grading, Inc. or you and Adams Keegan, Inc. may end the employment relationship at any time, for any or no reason.** No person at Adams Keegan, Inc. has the authority to enter into any employment agreement with you. Nothing anywhere in this handbook alters the at-will employment relationship.

Any agreement between you and Thompson Grading, Inc. regarding your terms and conditions of employment, your compensation, non-competition agreements or confidentiality agreements are not binding on Adams Keegan. Also, Adams Keegan, Inc. will not ratify, adopt or become subject to any such agreement. However, your rights and obligations under any such agreement will remain intact between you and Thompson Grading, Inc.

OPEN DOOR POLICY

Thompson Grading, Inc. and Adams Keegan, Inc. welcome open communication between employees and managers. Thompson Grading, Inc. provides an Open Door Policy to encourage an exchange of information. Employees are invited to share their concerns and provide input to their supervisor at any time.

It is your supervisor's responsibility to address any employee concerns and provide appropriate follow up with the employee. If however your immediate supervisor cannot adequately address your questions or solve our problem, you may contact any other appropriate member of management or your Client Services Professional at Adams Keegan, Inc. (770-425-4092).

SUGGESTIONS

If you have any suggestions or ideas that you believe would benefit Thompson Grading, Inc. or Adams Keegan, Inc. we encourage you to tell us about them.

We are always looking for suggestions that improve morale, procedures, working conditions, and to reduce costs or errors.

DISCRIMINATION, HARASSMENT AND RETALIATION

Thompson Grading, Inc. and Adams Keegan, Inc. expressly prohibit discrimination, harassment and retaliation based on race, color, sex, religion, creed, national origin, disability or perceived disability, age, marital status, or any other protected category.

Conduct that interferes with Thompson Grading, Inc., Adams Keegan, Inc., or an individual's work performance, or creates an intimidating, hostile or offensive working environment is prohibited. Thompson Grading, Inc. and Adams Keegan, Inc. will not tolerate any attempts of retaliation against an employee who raises a sincere and valid concern that his/her policy has been violated.

Thompson Grading, Inc. and Adams Keegan, Inc. take all allegations of discrimination, harassment and retaliation very seriously and are firmly committed to ensuring a workplace free of discriminatory activities. Anyone engaging in discrimination, harassment, or retaliation is subject to disciplinary action up to and including discharge.

Harassment Prohibited – Definition:

As used in this policy, the term "harassment" refers to conduct relating to a person's race, color, religion, creed, sex, age, national origin, marital status, disability or perceived disability, which fails to respect the dignity and feelings of the individual. This policy protects and covers the conduct of all employees, vendors, customers and visitors. Harassment that is forbidden by this policy can take several forms, including but not limited to:

SEXUAL HARASSMENT

The definition of Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive environment (and/or) where the individual is made to feel as if he or she must agree to the request or submit to the advance in order to get favorable treatment at work.

While not exhaustive, the following is a list of some examples of sexual harassment:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual harassment.
- Visual conduct such as leering, making sexual gestures, displaying or distributing sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct such as making or using sexually derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct or threat of physical conduct, such as touching, assault, or impeding or blocking movements.

RACIAL, COLOR, RELIGIOUS, NATIONAL ORIGIN, DISABILITY OR AGE HARASSMENT

This form of harassment can include any verbal, written, or physical act that makes an employee uncomfortable at work or interferes with an employee's ability to perform their job, and is based on race, color, religion, national origin, disability, marital status or age.

REPORTING AND INVESTIGATING DISCRIMINATION, HARASSMENT AND RETALIATION

In an effort to eliminate all workplace discrimination, harassment and retaliation, Thompson Grading, Inc. and Adams Keegan, Inc. will utilize an internal investigation process to respond to any such complaints. Anyone who believes he or she is being subjected to discrimination, harassment, or retaliation or who has witnessed such conduct must report the conduct as outlined in the following procedure.

- Report any discriminatory, harassing or retaliatory behavior that you experience or witness to Shanna Fields, Director of Human Resources.
- If the problem is not addressed in a timely manner, contact or call your Client Services Professional at Adams Keegan, Inc., 770-425-4092.
- If the Director of Human Resources or the Assistant is involved, or if you do not feel comfortable talking to them for any reason, you may instead proceed directly to your Client Services Professional at Adams Keegan, Inc. or any member of management with whom you feel comfortable talking to.

A thorough investigation will be conducted and there will be no retaliation against victims or witnesses for participating in the investigation.

Anyone who knowingly fails to report an incident or discrimination, harassment or retaliation may be subject to disciplinary action.

CONFIDENTIALITY

In cases involving a report of harassment or discrimination, all reasonable efforts will be made to protect the privacy of the individuals involved. In many cases, however, Thompson Grading, Inc. and Adams Keegan, Inc. duty to investigate and remedy harassment makes absolute confidentiality impossible. Thompson Grading, Inc. and Adams Keegan, Inc. will try to limit the sharing of confidential information with employees on a "need to know" basis. Employees who assist in the investigation are required to maintain the confidentiality of all information they learn of or provide.

ASSURANCE OF NON-RETALIATION

Thompson Grading, Inc. and Adams Keegan, Inc. expressly prohibit retaliation of any kind against anyone for reporting harassment or discrimination. Any such retaliation will not be tolerated and may result in discipline up to and including discharge.

EQUAL EMPLOYMENT OPPORTUNITY

Thompson Grading, Inc. and Adams Keegan, Inc. provide equal employment opportunities to qualified persons without regard to race, color, sex, religion, creed, national origin, disability, age, marital status, veterans status or any other protected category.

Our continued success depends heavily on the full and effective utilization of qualified persons. We strive to hire, develop, and retain the most qualified people we can find basing our judgment on each individual's job-related qualifications, capabilities and potential.

Our policies relate to all phases of employment, including advertising, recruitment, hiring, placement, promotion/demotion, training, transfer, layoff, recall, termination, compensation and rates of pay, employee benefits (if provided to employees) and participation in all employer sponsored employee activities.

STANDARDS OF CONDUCT

When groups of people work together, reasonable rules are necessary to conduct an orderly business and make working conditions more pleasant for everyone.

As an employee, it is expected that you will adhere to all policies and practices of Thompson Grading, Inc. It is further expected that you will conduct yourself in a professional manner at all times, and exhibit the highest level of integrity in performing your job. It is equally important to maintain a positive work environment through good working relationships with our customers, visitors, and your co-workers, and that emphasizes our commitment to good customer service. Any violation of these standards of conduct, or other employment policies, or any inappropriate conduct whatsoever may result in immediate discipline up to and including discharge.

The list below is not intended to be all-inclusive, **but merely illustrates the various types of prohibited conduct.** Policies governing our Standards of Conduct are listed below and may be subject to change, modification or case-by-case application. At Thompson Grading, Inc.'s sole discretion they may be disregarded in their entirety and therefore may not be considered binding contractual promises.

ATTENDANCE

1. Excessive absenteeism.
2. Being absent without authorization, or repeated unauthorized late arrival or early departure from work. Failure to timely return to work from scheduled breaks.
3. Performing over time work without authorization.
4. Failure to notify the manager of impending tardiness or absenteeism, if such notification is required under Thompson Grading, Inc. policies.
5. Failing to fill out timecards timely and accurately or falsification of information on the timecard, if timecards are maintained by Thompson Grading, Inc.
6. Failing to report to work for two (2) consecutive days without notifying Thompson Grading, Inc.
7. Leaving work without permission.

BEHAVIOR

1. Failure to carry out a direct order from a superior, except where the employee or another person's safety may be jeopardized.
2. Engaging in a conflict of interest activity.
3. Violence, use of force, with or without weapons.
4. Knowingly falsifying, removing, or destroying information related to employment, payroll or work related records or reports. Soliciting outside work for personal gain during business hours or participating in any off-duty employment that adversely affects the employee's performance of work for Thompson Grading, Inc.

5. Discourteous treatment of the public or other employees, including, but not limited to, harassing, coercing, threatening or intimidating others.
6. Violation or neglect of safety rules, or failing to report a hazardous condition to a manager.
7. Unauthorized removal or use of any Thompson Grading, Inc. property or that of a customer.
8. Violation of the Equal Employment Opportunity policy or the policy against discrimination, harassment and retaliation included in this handbook.
9. Failing to maintain personal appearance standards.
10. Falsifying Thompson Grading, Inc. records or furnishing false or misleading information or withholding any information on Thompson Grading, Inc. records or pursuant to any investigation by Adams Keegan, Inc., Thompson Grading, Inc. or any government agency. Failure to cooperate in an investigation involving any employee's compliance with employment policies and procedures.
11. Theft, misappropriation, defacing or damaging of Thompson Grading, Inc.'s or another's property including cash or merchandise.
12. Possession of a firearm or other weapon, loaded or unloaded, on Thompson Grading, Inc. property.
13. Using, possessing or selling alcohol or drugs on Thompson Grading, Inc. property or during work time.

PERFORMANCE

1. Inefficiency, incompetence or negligence in the performance of duties, including failure to perform assigned tasks or training or failure to discharge duties in prompt, competent and reasonable manner.
2. Refusal or inability to improve job performance in accordance with written or verbal direction after a reasonable trial period.
3. Reporting to work or being under the influence of alcohol or drugs while on duty or on Thompson Grading, Inc. property. Using, possessing or selling alcohol or controlled substances on Thompson Grading, Inc. property or during working time.
4. Suspension of driver's license or lack of insurability where job duties require driving.
5. Careless, negligent, or improper use of Thompson Grading, Inc. property, equipment or funds, including unauthorized removal or use for private purposes or use involving damage or unreasonable risk of damage to property.
6. Unauthorized release or possession of confidential information or business records.
7. Sleeping on the job.
8. Violating any employment policy or procedure, whether contained in this handbook or not.

ETHICAL STANDARDS/CONFLICT OF INTEREST

Thompson Grading, Inc. and Adams Keegan, Inc. have excellent reputations for conducting their business activities with integrity, fairness and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of our reputation and are obligated to uphold our ethical standards in every business activity.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Thompson Grading, Inc. and Adams Keegan, Inc. recognize and respect your right to engage in activities outside of your employment that are private in nature and do not in any way conflict with or reflect poorly on Thompson Grading, Inc. or Adams Keegan, Inc.. Management reserves the right, however, to determine when an employee's activities represent a conflict with our interests and to take whatever action is necessary to resolve the situation, including termination of employment.

If you are ever in doubt whether an activity meets our ethical standards, may be conflict of interest, or compromises Thompson Grading, Inc. or Adams Keegan, Inc. reputation, please discuss it with your manager or supervisor or call you Client Services Professional at Adams Keegan, Inc..

WORKPLACE VIOLENCE

Thompson Grading, Inc. and Adams Keegan, Inc. have a strong commitment to its employees to provide a safe, healthy and secure work environment. The possession of weapons or occurrences of violence in the workplace is contrary to our objective and will not be tolerated. Violators may be subject to immediate discharge.

Thompson Grading, Inc. also expects employees to maintain a high level of productivity. Therefore employees are to perform their jobs without violence, threats, harassment or bullying toward any individual. Employees who are involved in a fight and become injured may be denied workers compensation benefits.

Thompson Grading, Inc. has the right to search any areas on Thompson Grading, Inc. premises for weapons, including but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, briefcases, personal bags, personal toolboxes or tool kits, parking lots, Thompson Grading, Inc. vehicles and personal vehicles parked on Thompson Grading, Inc. premises.

SAFETY

The health and safety of employees and others on Thompson Grading, Inc. property is of utmost concern. It is therefore the policy of Thompson Grading, Inc. and Adams Keegan, Inc. to strive constantly for the highest possible level of safety in all operations. It is our commitment to comply with all applicable health and safety laws and to ensure that public and work areas are free of hazardous conditions. Thompson Grading, Inc. will make every effort to provide working conditions that are as healthy and safe as feasible, and employees are expected to be equally conscious about work-place safety, including proper work methods, reporting potential hazards and reducing exposure to known hazards. You should immediately inform your manager of any unsafe condition or act that you observe. If you can correct an unsafe condition without possible risk of injury to yourself or others, you should take steps to correct it.

Untidy work areas are one of the primary causes of accidents. It is the responsibility of every employee to keep their work area clean. Your manager will discuss any specialized safety requirements of your department with you.

You are expected to work safely at all times. However, If you are injured, you are required to immediately report all injuries, no matter how minor to your supervisor.

FMLA LEAVES OF ABSENCE

An eligible employee may request a Family and Medical Leave ("FMLA leave") for up to twelve (12) weeks in a twelve (12) month period due to the serious health condition of the employee or the employee's spouse, child or parent, or for the birth, adoption or foster care of a child. Eligibility for leave for birth, placement or adoption of a child expires twelve (12) months after the birth, placement or adoption. An eligible employee is an employee who has been employed for a minimum of one year and worked 1,250 hours within the previous 12 months. The twelve (12) month period is measured by looking at the twelve (12) month period immediately prior to the date on which leave is requested. Spouses who are both employed by Thompson Grading, Inc. cannot take more than a combined total of twelve (12) weeks of leave in a twelve (12) month period for birth, adoption or foster care. Employees must give at least thirty (30) days notice of the need for leave, if such leave is foreseeable. If leave is not foreseeable, notice must be given as soon as possible. If an employee fails to give proper notice for foreseeable leave, Thompson Grading, Inc. may delay the taking of leave.

When medically necessary, an employee may take leave intermittently or on a reduced schedule. Thompson Grading, Inc. reserves the right to temporarily transfer the employee to another position that better meets the leave schedule.

An employee requesting leave to care for a family member or because of their own serious health condition must provide Thompson Grading, Inc. with medical certification. This form is available from Adams Keegan, Inc. FMLA Administrator at 770-425-4092 or online at www.thompsongrading.net . In certain circumstances, at Thompson Grading, Inc.'s or Adams Keegan, Inc. discretion, a second or even a third opinion may be required.

Accrued sick and vacation benefits, short-term disability (STD), workers' compensation and/or paid time off must be used as part of the 12 week FMLA leave, if applicable. However, if leave is for birth, adoption or foster care, sick leave need not be used unless the employee wishes; other paid leave benefits must be used. The balance of the leave will be unpaid. Health benefits, if applicable, will continue under the same terms and conditions as when the employee was on the job. In general, an employee will be guaranteed the right to return to their previous, or an equivalent position, with no loss of benefits at the end of leave.

COMPANY BENEFITS

Thompson Grading, Inc. offers and provides health, dental and supplemental insurance to its employees. All employees are eligible for all insurances 90 days from the date of hire. After the 90 day waiting period, the employee has 30 days to enroll in any or all programs that are offered through Thompson Grading, Inc.

After one year of employment, Thompson Grading, Inc. covers the health insurance portion for the employee at 100%. This policy is subject to change depending on the costs incurred for health insurance by Thompson Grading, Inc. It is important for each employee and members of their family to keep the costs down so that this benefit can continue each year when premiums are reviewed.

COMPENSATION / PAYROLL OPTIONS

Thompson Grading, Inc. employees are paid each week and have three options of delivery to choose from:

- direct deposit (you may complete this form online on our website: www.thompsongrading.net)
 - mailed to employees' home address
- OR
- delivered to Thompson Grading, Inc.'s office for pickup

In the employment packet or online, there is a form to complete with your choice. If you choose direct deposit, it is required to furnish a voided check and bank information.

It is very important to notify the office of any changes regarding your personal information such as bank account numbers if choosing direct deposit or address if requesting mail service to your home address. You may obtain an employee change of information form online: www.thompsongrading.net .

Should a paycheck get lost or stolen, it is required to wait for a period of 7 days before a stop payment of the check is applied. It is the employee's obligation to pay the service fee of \$ 35.00 for processing the stop payment and to re-issue a live check. You may request a stop payment form online: www.thompsongrading.net .

If your choice was to have your paycheck delivered to Thompson Grading, Inc., your check will be available **only** after 11:30 am on Fridays with no exceptions.

VACATION

Because we recognize the importance of vacation time in providing the opportunity for rest, relaxation and general well being, we have developed the following vacation program for our employees.

Full time employees become eligible for a one week (40 Hours) vacation, compensated at regular pay rate, after completing one (1) year of employment. Full time employees become eligible for a two week (80 Hours) vacation, compensated at regular rate, after completing five (5) consecutive years of employment. Each employee must submit a **Time Off Request Form** to their direct supervisor 30 days prior to the vacation days being requested. You may print or fill in and email a time off request form on our website at www.thompsongrading.net . Vacation will be approved at the manager's discretion based on factors such as business needs, availability and seniority. Employees should avoid financial commitments, for example such as the purchase of airline tickets, prior to receiving vacation approval.

The paid vacation time is awarded every year and may not be carried over into the next calendar year if it is not utilized. You do not have to take the entire week at one time, you may use your days however you wish. However, Thompson Grading closes every year the week of Christmas through New Years. To be compensated for those days that are not considered holidays, the employee must have unused available vacation days. If the employee does not have any vacation time available you will only be paid for the compensated holiday days and you will not be paid for those days that are not considered paid holidays (see the list of paid holidays below).

Upon termination of employment, employees (will not) be paid for any unused hours that have been accrued through the last day of work.

HOLIDAYS

All employees will receive pay for the holidays listed after one (1) year of employment. Thompson Grading, Inc. will observe the following holidays:

- New Years Day
- Independence Day
- Thanksgiving Day
- Christmas Day

Should any holiday fall on Sunday, eligible employees will receive holiday pay of eight (8) regular hours. The Monday after the holiday is a regular workday and to receive the holiday pay benefit, you must be present at work on the Friday preceding the holiday and on the Monday after the holiday. Thompson Grading will not be closed any day during the following week after a holiday which falls on a weekend.

Also, for any eligible employee to be compensated for any holiday unless Thompson Grading is closed or unless an authorized vacation day has been approved by your manager or supervisor, the employee must be at work the day before and after the holiday.

You are not eligible to receive holiday pay while you are on an unpaid leave of absence.

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality is an important job requirement. Thompson Grading, Inc. must be able to respond to its customers' and clients' needs. In order to perform this obligation, it is essential that all employees report to work regularly and on time. It is each employee's responsibility to overcome minor inconveniences and to strive for perfect attendance.

If an employee is unable to report to work on a scheduled work day, the employee must notify their manager one (1) hour before the beginning of the scheduled workday.

Any employee's absence from work without proper notification may be considered a voluntary resignation of employment. Thompson Grading, Inc. requires documented evidence of illness and/or a medical opinion by a verifiable physician of fitness to return to work following an absence of two or more days. If an employee leaves for an unjustified 30 or more days, then the employee will be terminated and they may re-apply for employment at that time.

Tardiness is also unacceptable job performance in the same nature as excessive absenteeism. It is each employee's responsibility to allow ample time in the commuting schedule to allow for travel delays. Tardiness is defined as arriving after the normal start time.

If you are terminated due to direct violation of the attendance policy, unemployment benefits may be denied as per the Georgia Department of Labor guidelines.

PROFESSIONAL APPEARANCE STANDARDS

Thompson Grading, Inc. wishes to portray a professional business appearance and, therefore, all employees' style of dress and grooming should reflect that image. Employees are required to present themselves during working hours in attire that is appropriate to their position and the nature of work performed.

Employees who are in doubt, or have questions about the specific personal appearance standards or dress code should consult their supervisor. Any employee who, in the supervisor's sole discretion, appears for work in a manner that does not conform to the Thompson Grading, Inc.'s standards may be required to return home to obtain appropriate attire, and the period of absence may be treated as unpaid leave. Repeated violation of this policy may result in disciplinary action, up to and including discharge.

SMOKE FREE WORKPLACE

In order to maintain a safe and comfortable working environment, Thompson Grading, Inc. prohibits smoking throughout its workplace with the exception of specially designated areas.

All smoking areas will be clearly designated with signs. You are permitted to smoke in these areas only during your meal breaks. Employees smoking in any non-smoking area may be subject to disciplinary action up to and including discharge.

SUBSTANCE ABUSE

Thompson Grading, Inc. is a drug free environment. Specifically, Thompson Grading, Inc. is committed to having a workplace free from the improper use of narcotics and other controlled substances (commonly referred to as illegal drugs), the abuse of alcohol, and the misuse of legal or prescription drugs. Their sale, use, and abuse, when connected to the work environment threatens the safety, morale, and public image of both you and Thompson Grading, Inc. The following practices will be used to ensure a drug free environment:

1. No person will be hired who is an abuser, promoter, or seller of illegal drugs.
2. Use, presence in the body, sale, distribution or possession of illegal drugs by employees, while present on Thompson Grading, Inc. premises or during scheduled working hours, including break or meal periods, is strictly prohibited and is grounds for discharge.
3. An employee who is found to be involved in the sale, solicitation, or dealing of illegal drugs will be discharged.
4. An employee who is taking prescription medication or other legal drugs that might impair their physical or mental faculties should provide prompt notice of this fact to his/her supervisor. Employees should not report to work under the influence of any drug that creates impairment or a safety risk.
5. The use or possession of alcoholic beverages on Thompson Grading, Inc. premises is prohibited. Reporting to work or working under the influence of alcohol is cause for discharge.
6. Any current employee who recognizes their own need for counseling or medical assistance due to dependence upon drugs or alcohol may voluntarily contact their supervisor or Adams Keegan, Inc. Human Resource Department at 770-425-4092 to receive confidential assistance in determining what options are available and ways in which Thompson Grading, Inc. may support his/her recovery.

SUBSTANCE ABUSE POLICY

PRE-EMPLOYMENT DRUG TESTING POLICY

All applicants at Thompson Grading, Inc. will undergo screening for the presence of illegal drugs or alcohol as a condition of employment.

Applicants will be required to voluntarily submit to a urinalysis test at a laboratory chosen by the company and, by signing a consent agreement, will release the company from liability. Any applicant who refuses to submit to a drug screening will be denied employment at that time.

Once an applicant has taken the pre-employment drug screen, he/she will be eligible to start work contingent upon a negative test result. If a positive test result occurs, the employment, or offer of employment, will be terminated. Any applicant who tests positive for illegal drugs or alcohol will be denied employment at that time, but may submit another application to the company after six months.

The company will not discriminate against applicants for employment because of past abuse of drugs or alcohol. It is the current abuse of drugs or alcohol which prevents employees from properly performing their jobs that the company will not tolerate.

Laboratories certified by HHS or CAP shall provide technical assistance to the MRO or applicant for the purpose of interpreting test results which could have been caused by prescription or non-prescription medication taken by the applicant.

ACTIVE EMPLOYEE SUBSTANCE ABUSE TESTING POLICY

Employees may be required to submit to drug and/or alcohol testing at a laboratory chosen by the company if there is a cause for reasonable suspicion of substance abuse.

In the case of reasonable suspicion, employers must promptly detail in writing the basis of the suspicion. Whenever possible, the supervisor should first have the employee observed by a second supervisor/manager or employee before required testing. Employees who refuse testing under these circumstances will be terminated.

Circumstances that could be indicators of a substance abuse problem and considered reasonable suspicion are:

1. Observed alcohol or drug abuse during work hours on company premises.
2. Apparent physical state of impairment.
3. Incoherent mental state.
4. Marked changes in personal behavior that are otherwise unexplainable.
5. Deteriorating work performance that is not attributable to other factors.
6. Accidents or other actions that provide reasonable cause to believe the employee may be under the influence.

If the test results are positive the employee may be terminated or administratively referred to one of the providers in the Employee Assistance Resource File. The employee will be required to sign and follow the guidelines set forth in the Company's last chance agreement. This agreement will be made available to the employee should the company decide to refer the individual. If the employee refuses treatment or does not comply with the treatment recommended by the provider, termination will result.

If the test results are positive and if an employee is granted a leave of absence for substance abuse rehabilitation, he or she will be required to participate in all recommended after-care and work rehabilitation programs. During any leave of absence for the purpose of rehabilitation, whether voluntary or by referral, the employee's benefit accruals (for example vacation, PTO, etc.) will be suspended. Upon successful completion of all or part of these required programs; the employee may be released to resume work but must agree in writing to random substance abuse testing and close performance monitoring to insure that he or she remains drug free.

SUBSTANCE ABUSE POLICY

I. STATEMENT OF POLICY

Thompson Grading, Inc. acknowledges the problem of substance abuse (including alcohol) in our society. Furthermore, we see substance abuse as a serious threat to our staff, customers, and shareholders. We are addressing this problem by introducing a new substance abuse policy to ensure the company will have a drug-free workplace.

Drug and alcohol addiction is a complex, yet treatable disease. For this reason, our substance abuse program is targeted at alleviating the problem at the community level by involving both our employees and their families. Our commitment to eradicating substance abuse in the community reflects our firm belief that, by building this community, we build our company.

While the company understands that employees and applicants under a physician's care are required to use prescription drugs, abuse of these prescribed medications will be dealt with in the same manner as the abuse of illegal substances.

The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment in accordance with state law OC GA 34-9-414A1. Our intention is to prevent and treat substance abuse. We would like to encourage those who use drugs or abuse alcohol to seek help in overcoming their problem. In this way, fully rehabilitative abusers who remain drug-free can return to work as employees in good standing.

With these basic objectives in mind, the company has established the following policy with regard to use, possession or sale of alcohol and drugs effective immediately.

II. DEFINITIONS

A. "Legal Drug" - Includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used solely for the purpose for which they are prescribed or manufactured.

B. "Illegal Drug" - Any drug (a) which is not legally obtainable, (b) which may be legally obtainable but has not been legally obtained, or (c) which is being used for a purpose other than prescribed.

III. POLICY AND WORK RULE

Greatwood Product's policy is to employ a work force free from the use of illegal drugs and the abuse of alcohol, either on or off the job (“off the job”, if it adversely affects the work environment, including but not limited to: creating a risk to co-workers and others, decreasing employee morale, damage to Company property or property under the responsibility of the Company). Any employee determined to be in violation of this policy is subject to disciplinary action, which may include termination even for the first offense. It is a Standard of Conduct of Employees of the Company that employees shall not use illegal drugs or abuse alcohol. In order to maintain this Standard, the Company shall establish and maintain the program and rules set forth below.

A. Any employee reporting for work visibly impaired and unable to properly perform required duties and will not be allowed to work. If possible, the employee's supervisor should first seek another supervisor's/manager's or employee's opinion to confirm the employee's status. The supervisor should consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee should be sent to a medical facility (authorized for testing) by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the supervisor or another employee. An impaired employee should not be allowed to drive.

B. Pre-Employment Drugs of Abuse Screening

The company will conduct pre-employment screening examinations designed to prevent hiring individuals whose use of legal or illegal drugs or the abuse of alcohol indicates a potential for impaired or unsafe job performance. If a prospective employee refuses to submit to the required drug or alcohol test, he/she forfeits his/her eligibility for employment and may not re-apply to the company for a period of six months.

C. Current Employee Drug and Alcohol Abuse Screening

The company will maintain screening practices to identify employees who use illegal drugs or abuse alcohol, either on or off the job. It shall be a condition of continued employment for all employees to submit to a drug screen in accordance with OC GA 34-9-414A1.

1. When there is a reasonable suspicion to believe that an employee is using or has used illegal drugs or has abused alcohol;
2. When there is any mishap or accident involving the employee in which injury to persons or damage to property has occurred;

3. Upon return from extended absences;
4. Any covered employee is required to submit to a routinely scheduled employee fitness-for-duty medical examination that is part of the employer's established policy or that is scheduled routinely for all members of an employment classification group;
5. Follow-up: If the employee, in the course of employment, enters an employee assistance program either voluntarily or by referral for drug related problems, or an alcohol and drug rehabilitation program, the employer must require the employee to submit to a drug test as a follow-up to such program, and on a quarterly, semi-annual, or annual basis for up to two years.
6. The company has the right to require all employees to be tested for drugs/alcohol on a random basis. For random testing, individuals will be selected by a random number generated by a computer program by the laboratory or third party administrative company.

D. Refusal to Test

If a covered employee refuses to submit to a drug or alcohol test under any of the above circumstances, he/she forfeits his/her eligibility for medical and indemnity benefits and may be terminated or otherwise disciplined by the employer.

If an employee is injured in the scope of his/her employment and drug tests or other medical evidence indicate the presence of drugs or alcohol in the employee's body at the time of the accident, the employee may be required to forfeit any medical or indemnity benefits available through the Georgia Workers Compensation Statute. This penalty is in addition to any other penalties that may apply either under this policy or under applicable laws. OC GA 34-9-414A1.

E. Confidentiality

1. All information, interviews, reports, statement memoranda, and drug test results, written or otherwise received by the employer through a drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with this rule or determination under Georgia Statutes.

2. Employers, laboratories, employee assistance programs, drug and alcohol rehabilitation programs, and their agents who receive or have access to information concerning drug test results shall keep all information confidential. Release of such information under any other circumstances shall be solely pursuant to a written consent form signed voluntarily by the person tested, unless such release is compelled by a hearing officer or a court of competent jurisdiction pursuant to an appeal taken under this section, or unless deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding. The consent form must contain, at a minimum:

- a. The name of the person who is authorized to obtain the information.
- b. The purpose of the disclosure.
- c. The precise information to be disclosed.
- d. The duration of the consent.
- e. The signature of the person authorizing the release of information.
- f. Information on drug test results shall not be released or used in any criminal proceedings against the employee or job applicant. Information released contrary to this section shall be inadmissible as evidence in any such criminal proceeding.
- g. Nothing herein shall be construed to prohibit the employer, agent of the employer, or laboratory conducting a drug test, from having access to employee drug test information when consulting with legal counsel in connections with actions brought under or related to this section or when the information is relevant to its defense in a civil or administrative matter.

3. **NOTICE TO LABORATORY:** The employee who wishes to challenge the test result, must notify the laboratory of the challenge to the test and the laboratory shall retain the sample until the case is settled. Otherwise, the laboratory is required to preserve the specimen that produces a positive confirmed test result for a period of at least 210 days after the results of the positive confirmation are mailed or otherwise delivered to the employer. Within 180 days after written notification of a positive test result, the employee or applicant may have a portion of the specimen re-tested at the employee's or applicant's expense at another laboratory. The second laboratory test must be of equal or greater sensitivity as the first laboratory test. The first laboratory shall be responsible for the transfer of a portion of the specimen to be tested to the second laboratory and for the integrity of the chain of custody during the transfer.

F. Challenge to Test Results

1. A requirement of a drug-free workplace program is that within five (5) working days after receiving notice of a positive confirmed test result, the employee must be allowed to submit information to an employer explaining or contesting the test results. If the employee's explanation or challenge of the positive test result is unsatisfactory to the employer, within fifteen (15) days of the receipt of the explanation or challenge, a written explanation as to why the employee's explanation is unsatisfactory, along with the report of positive results, shall be provided by the employer to the employee. All documentation shall be kept confidential by the employer and shall be retained by the employer for at least one year.
2. An employee or job applicant may undertake an administrative challenge by filing a claim for benefits with a Judge of Compensation Claims pursuant to OC GA 34-9-414A1 or, if no workplace injury has occurred, the person must challenge the test result in a court of competent jurisdiction. When an employee undertakes a challenge it shall be the employee's responsibility to notify the laboratory and the sample shall be retained by the laboratory until the case is settled.

I. Grounds for Termination or Discipline

1. Illegal Drug Use

An employee bringing on to the company's premises or property, having possession of, being under the influence of, possessing in the employee's body, blood or urine, or using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug as defined above while on company business or at any time during the hours between the beginning and the end of the employee's work, whether on duty or not, is guilty of misconduct and is subject to discipline including discharge or suspension from employment, even for the first offense. Refusal to submit to required medical or physical examinations or test is misconduct and grounds for discharge or suspension without pay from employment.

Drugs to be tested for:	Initial Screen (mg/ml)	Confirmation (mg/ml)
Amphetamines	1,000	500
Cannabinoids	100	15
Cocaine	300	150
Opiates	300	300
Phencylidine	25	25
Barbituates	300	150
Benzodiazepines	300	150
Methaqualone	300	150
Methadone	300	150
Propoxyphene	300	150

2. Alcohol Abuse

An employee who is under the influence of alcoholic beverages at any time while on company business or at any time during the hours between the beginning and ending of the employee's work day, whether on company business or property or not, shall be guilty of misconduct and is subject to discipline including discharge or suspension without pay from employment, even for the first offense.

An employee shall be determined to be under the influence of alcohol if:

- a. The employee's normal faculties are impaired due to the consumption of alcohol;
- b. The employee has a blood alcohol level of (0.05g o BAC) or higher.

Refusal to submit to required medical, physical examinations or required drug or alcohol tests is misconduct and is grounds for discharge or suspension without pay from employment.

J. Employee Protection

1. For employers who have implemented a drug-free workplace program within seven (7) days after testing based on reasonable suspicion, an employer shall detail in writing the circumstances which formed the basis for the determination of the reasonable suspicion existed to warrant the testing. A copy of this documentation shall be given to the employee upon request and the original documentation shall be kept confidentially by the employer and retained by the employer for at least one (1) year.
2. During the 180-day period after written notification of a positive test result, the employee who has provided the specimen shall be permitted by the employer to have a portion of the specimen re-tested at the employee's expense. Such re-testing shall be done at another HHS or CAP certified laboratory, as appropriate, chosen by the employee or job applicant. The second laboratory must test an equal or greater sensitivity for the drug in question as the first laboratory. The first laboratory is responsible for the transfer of the portion of the sample to be re-tested and for the integrity of the chain of custody during such transfer.
3. The drug testing laboratory may not disclose any information concerning the health or mental condition of the tested employee.
4. Thompson Grading, Inc. may not request or receive from any testing facility any information concerning the personal health, habit or condition of the employee including the presence or absence of HIV antibodies in the worker's body fluids.
5. Thompson Grading, Inc. may not discharge, discipline, refuse to hire, discriminate against, or request or require rehabilitation of an employee or job applicant on the sole basis of a positive test result that has not been verified by a confirmation test.
6. Thompson Grading, Inc.. may not discharge, discipline, or discriminate against an employee solely on the employee's voluntarily seeking treatment while under the employment of the employer, for a drug-related incident if the employee has not previously tested positive for drug use, entered an employee assistance program for drug-related problems or entered an alcohol and drug rehabilitation program. The company will provide a standard form for the employee to confidentially report the use of prescription or non-prescription medications. Additionally, employees and job applicants shall receive notice of the most common drugs or medications by brand name or common name as applicable, as well as by chemical name which may alter or affect a drug test.

OVER-THE-COUNTER AND PRESCRIPTION DRUGS WHICH COULD ALTER OR AFFECT THE OUTCOME OF A DRUG TEST

ALCOHOL

All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol. Comtrex is 20% (40 proof), and Listerine is 26.9o (54 proof).

AMPHETAMINES

Obetrol, Biphphetamine, Desoxyn, Dexetrine, Didrex

CANNABINOIDS

Marinol, (Dronabinal, THC)

COCAINE

Cocaine HCl topical solution (Roxanne)

PHENCYCLIDINE

Not legal by prescription

OPIATES

Paregoric, Parepectolin, Donnagol PG, Morphine, Tylenol with Codeine, Empirin with Codeine, Apap with Codeine, Aspirin with Codeine, Robitussin AC, Gulauss AC, Novahistamine Expectorant, Dilaudid (Hydromorphone), M-S Contin Roxanal (morphine sulfate), Percodan, Vicodan, etc.

BARBITUATES

Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fiorecet, Esgic, Butisol, Mebaral, Butabarbital, Phrenilin, Triad, etc.

METHAQUALONE

Not legal by prescription.

BENZODIAZEPINES

Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Ceetrax.

METHADONE

Dolophine, Methadone

PROPOXYPHENE

Darvocet, Darvon N. Dolene, etc.

**LIST OF PRESCRIPTION DRUGS TAKEN WITHIN THE PAST 30
DAYS. THIS IS ONLY FOR YOUR USE AT THIS TIME.**

EMPLOYEE STATEMENT OF UNDERSTANDING

I have read the preceding policy for a drug-free workplace and understand its contents.

Print Name

Signature

Date

Witness

CONSENT TO DRUG/ALCOHOL TESTING

In connection with my employment (including contract for services) with Thompson Grading, Inc. I agree to participate in a drug screening program and take the required drug screening test at a time and place specified by the company.

I authorize laboratories certified by HHS or CAP to perform the drug tests in accordance with my employment with Thompson Grading, Inc..

I hereby release Thompson Grading, Inc. laboratories certified by HHS or CAP and their respective employees and agents from any and all claims (other than liability arising out of negligence) that I may have arising from and relating to the drug screening program and/or any action taken by the company based on drug test results.

I, _____, hereby release laboratories certified by HHS or CAP to report results of analysis to Thompson Grading, Inc. and/or Adams Keegan, Inc..

I have read the above consent to drug testing and release form and certify that I have signed this document of my own free will and accord and fully understand the contents of this document.

Signature of employee/applicant

Date

Print name above

PERFORMANCE REVIEWS

Thompson Grading, Inc.'s goal is to review each employee's performance every 90 days and once a year after one (1) year of employment on a schedule established by the manager. A performance appraisal has the following main objectives:

1. To evaluate how the job has been performed, to discuss this performance with the individual concerned, and where possible to determine how it can be improved.
2. To evaluate short and long-term potential, set goals which support Thompson Grading, Inc. and employee objectives, and determine a monitoring process for these goals.

You are encouraged to discuss your feelings about your job and your career goals. At the time of your performance evaluation you will be asked to review and sign the evaluation form. Your signature does not necessarily indicate agreement with the contents of that form, but merely indicates that you have seen and understand the contents of the appraisal.

REFERENCES

All written or verbal requests for references regarding current or former employees must be referred to a member of management of Thompson Grading, Inc. Employees are prohibited from supplying any information in response to such requests unless you are specifically authorized to do so by a member of Thompson Grading, Inc. management.

It is Thompson Grading, Inc. and Adams Keegan, Inc. policy to only furnish or verify an employee's name, dates of employment and job title. No other information regarding a current or former employee will be provided unless the individual first provides written authorization.

THOMPSON GRADING PROPERTY AND ASSETS

The assets and property of Thompson Grading, Inc. should be respected and safe from theft or damage. Removal of any property belonging to Thompson Grading Inc, its employees or customers, no matter what the value, will be taken very seriously, and may result in disciplinary action up to and including termination. Any damage to Thompson Grading, Inc.'s assets or property will be reviewed for neglect or carelessness. Costs for repair or replacement may be at the employees' expense based on any findings of neglect or carelessness causing damage by an employee.

NEXTEL CELL PHONES & SCANNERS

Nextel cell phones that are issued to any employee are property of Thompson Grading, Inc. Also property of Thompson Grading, Inc. are the scanners that accompany many of the Nextel phones. Should you elect to quit your job or your employment terminated, you are responsible to return the cell phone and [scanner if issued] to Thompson Grading, Inc.

Each employee is responsible for their Nextel charges associated with their assigned phone. The first pay of each month, a deduction for these charges will be taken from your paycheck, without exception.

If the cell phone and/or equipment is not returned to Thompson Grading, Inc., a deduction covering any amount(s) outstanding in regards to your assigned phone number will be deducted from your last paycheck. This includes any monthly charges, service charges and any other miscellaneous charges incurred.

There is a \$200.00 cancellation fee incurred when a Nextel phone is turned off that is still under the initial contract year or years. Should the need to cancel the cell phone associated with your employment occur while still under active contract, the \$200.00 will be deducted from your paycheck.

TELECOMMUNICATIONS

Telephones, voice mail, email and computers are the sole property of Thompson Grading and provided to you for business use. Excessive personal use of these systems (including devices) is prohibited. In addition, use of these systems in violation of Thompson Grading' Solicitation and Distribution policy is strictly prohibited. Accordingly, no company communication system may be used to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters.

Thompson Grading strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. The use or transmission of harassing, discriminatory, hostile, offensive, suggestive, disruptive, defamatory or otherwise inappropriate language or material is strictly prohibited.

Phone Systems: Personal use of telephones for long-distance and toll calls is not permitted, except for emergencies. You should practice discretion in using company telephones when making personal calls and may be required to reimburse Thompson Grading for any charges resulting from extensive personal use. Personal calls should be limited to break periods. To ensure quality customer service, Thompson Grading reserves the right to monitor telephone conversations and voice mail messages.

Company provided cell phones must be used only for business purposes. Employees should use a company provided cell phone when a less costly alternative does not exist. Employees must fully reimburse the company for any personal use of a company provided cell phone. **Moreover, any and all charges that result in over use of allotted time will be deducted from the employee's next paycheck.**

Employees that are issued Company cellular phones will be required to sign a *Property Receipt Acknowledgment* form. By signing this form, you are acknowledging the receipt of Company property, agreeing to return such property, and authorizing the cost of such property to be deducted from your paycheck(s) if the property is not returned upon termination of employment.

Employees shall not attempt to gain access to another employee's personal communications system and messages. The Company, however, reserves the right to access an employee's messages at any time, without notice to the employee. All passwords must be furnished to management immediately after being established.

Computers: Computers, computer files, email and software furnished to you are Thompson Grading' property intended for business use. You should not use a password, access a file or retrieve any stored communication without authorization.

Thompson Grading purchases and licenses the use of various computer software programs for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Thompson Grading does not have the right to reproduce such software for use on more than one computer. You may only use software on local area networks or on multiple machines according to the software license agreement. Thompson Grading prohibits the illegal duplication of software and its related documentation.

Email: Thompson Grading provides an email system for your business use and encourages the use of electronic information as an essential business tool for efficient communication. Email messages are not to be considered private, despite any contrary designation either by the sender or recipient. Accordingly, employees have no expectation of privacy or confidentiality in their email messages or attachments. Thompson Grading has the right to monitor email messages at its sole discretion in the ordinary course of its business, even if employees use passwords or the system's delete function. Accordingly, Thompson Grading may access employees' mailboxes, "deleted" messages and attachments.

All passwords must be provided to management immediately after established. You are not permitted to share email passwords, provide email access to any unauthorized persons or gain access to another employee's email without authorization.

Internet Code of Conduct: Access to the Internet has been provided to staff members for the benefit of the organization and its clients. It allows employees to connect to information resources around the world. Every staff member has a responsibility to maintain and enhance the Company's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the Company's public image, the following guidelines have been established for using the Internet:

Acceptable Use of the Internet

Employees accessing the Internet are representing the Company. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official Company business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts.

Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-company business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the Company network or the network of other users. It must not interfere with your productivity. The Internet should not be used to display in the workplace of sexually objects or pictures.

Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads require prior management approval.

Communications

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language including display of sexual objects or pictures may be transmitted through the system. Employees who wish to express personal opinions on the Internet are to use non-Company Internet systems.

Instant Messaging

Instant messaging during work hours can be potentially problematic for Thompson Grading. While instant messaging can be a productivity-enhancing tool when dealing with customers, vendors and co-workers and can be used for such a purpose, it is prohibited activity to use instant messaging on a personal basis on company computers and network. Thompson Grading reserves the right to monitor, review and investigate all instant messaging transmissions using company equipment and network.

Copyright Issues

Copyrighted materials belonging to entities other than this company may not be transmitted by staff members on the Internet. One copy of copyrighted material may be downloaded for use in research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the Company, up to and including immediate termination, or legal action by the copyright owner.

Security

All messages created, sent or retrieved over the Internet are the property of the Company, and should be considered public information. The Company reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. You cannot change your computer password without permission from your supervisor. Thompson Grading computers are protected with a firewall. The firewall monitors all ethical and un-ethical activity (Ex: pornographic sites, job searches, explicit sites, etc.). If an employee attempts to access any of the restricted sites, the firewall monitor will log the site in to our main server and all violations of the attempts will be reviewed by management and at their discretion may be grounds for termination.

Harassment

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will not be permitted.

Company postage: The use of Company-paid postage for personal correspondence is not permitted.

UNIFORMS

Any and all uniforms that are issued are property of Thompson Grading, Inc. Upon termination of employment, whether voluntary or involuntary, uniforms must be returned to Thompson Grading, Inc. A deduction for the entire cost of the uniforms will be taken out of the last paycheck issued if the uniforms are not returned to a supervisor or manager at Thompson Grading, Inc.

KEYS AND MISCELLANEOUS EQUIPMENT

Any keys (to equipment, to doors, to gates or to vehicles), equipment or any other miscellaneous items issued to employees are the property of Thompson Grading, Inc. and are to be issued and utilized for the sole purpose for operation of Thompson Grading, Inc. business. All property will be returned to Thompson Grading, Inc. upon termination of employment, voluntary or involuntary. Costs for any unreturned items will be deducted out of the last paycheck issued.

BACKGROUND CHECK

Thompson Grading, Inc. is committed to creating and maintaining a workplace free to criminal activity. Therefore, Thompson Grading, Inc. requires a pre-employment background check on all job applicants. This criminal background check is done through the Paulding County Sheriffs Office. The consent form is included in the employment packet and must be completed along with all other employment forms in order to be considered for employment with Thompson Grading, Inc. Should the criminal background check return containing criminal history, please note that this will not automatically disqualify you from employment.

DRUG TESTING

Thompson Grading, Inc. is further committed to creating and maintaining a workplace free of substance abuse. Thompson Grading, Inc. requires pre-employment drug testing for all applicants. The results of the drug screen must be negative to be considered for employment with Thompson Grading, Inc. Our policy states that substance abuse, alcohol abuse or the abuse of prescription drugs will not be tolerated. Thompson Grading, Inc. values each employee's health and safety and will strictly enforce a workplace free of substance abuse.

WORKERS COMPENSATION

Safety in the workplace is one of the highest priorities within the operation of Thompson Grading, Inc. However, should you be involved in an accident on the job, it is very important to report the accident or incident immediately to your supervisor, foreman or manager to ensure proper handling of workers compensation benefits. You may also call the main office 24 hours a day 7 days a week at 770-445-2995 and leave a message for Shanna Fields on her voicemail and the telephone system will alert her of your message and you will be contacted at the number you leave on that message. If you are involved in an accident, a drug screening test will be administered as well as the necessary steps to initiate a case through workers compensation.

If the accident is not reported immediately after the accident, this can affect your benefits through workers compensation resulting in non-payment of claims. This policy is strictly enforced that an accident must be reported immediately.

PARTIAL UNEMPLOYMENT CLAIMS

When employees work outside, there are many causes for interruption of work and even times when unsuitable weather conditions such as rain, various types of storms and wet conditions result in employees unable to work for a day or a period of several days. The State of Georgia allows partial unemployment claims for such cases. You may obtain a partial unemployment claim form on our website at www.thompsongrading.net under the employee information tab. The form can be printed and delivered to the office or fill it in online and email it to the appropriate person. However, there are several rules and regulations that must be followed, if these rules and regulations are abused, the employer (Thompson Grading, Inc.) can be restricted from using partial unemployment claims for a period of 3 years.

Thompson Grading, Inc. would like to continue to process partial claims for their employees but must strictly follow all guidelines, rules and regulations when submitting claims.

Some rules, guidelines and regulations are as follows:

Partial claim forms may be submitted for employees who meet the following criteria:

- Laid off due to lack of work only
- Expect to be recalled for full-time work within 4 – 6 weeks of the lay off date
- Considered to be full-time workers
- Submit a partial claim for 30 hours or under per one full-time hour week

We cannot submit partial unemployment claim forms for any of the following:

- Have had employment in another state in the last 18 months
- Had employment with the federal government or active military service in the last 18 months
- Are considered to be seasonal workers
- Are on a scheduled vacation
- Lack of work existed for a day or portion of the week and the employee was not at work other day or days of the same week due to sickness, personal day off, or any other voluntary time off.

Thompson Grading, Inc. cannot guarantee any type of payment for partial unemployment claims. Any and all payments for partial unemployment claims are calculated by the Georgia Department of Labor. The calculations for claims are based on your social security number and the hours worked and accumulated with Thompson Grading, Inc.'s GADOL (Georgia Department of Labor) account number. Therefore, Thompson Grading, Inc. cannot and will not be responsible for anything other than submitting forms to the Georgia Department of Labor.

The management of Thompson Grading, Inc. would like to continue to offer this benefit to its employees and ask that you consider the above guidelines before requesting a partial unemployment claim to be submitted.

SAFETY POLICY

As stated above, safety in the workplace is taken very seriously by Thompson Grading, Inc. In your employment packet there is a safety policy that you must read and sign a receipt and acknowledgement of such. Our safety policies and procedures have been developed and implemented and have proven to help protect all employees from injury. Should you have any questions about our safety policies and/or procedures; ask your immediate supervisor or you may refer to the safety policy supplied to you in your employment packet.

MEAL BREAKS

It is the policy of Thompson Grading, Inc. that every employee takes a one (1) hour meal break each work day. This policy was established to give employees a period of time for lunch, rest and to re-energize. If requesting to work through the meal break, authorization must be obtained from your immediate supervisor beforehand.

Employees are not compensated for their one (1) hour meal break.

TIME SHEETS/REPORTING HOURS

It is the responsibility of each employee that their hours worked are reported correctly to their supervisor, foreman or manager. It is suggested that each employee keep a written time sheet of their hours worked, the date, what job site, piece of equipment and any notes for future reference. Upon arrival at a job site, it is your responsibility to locate the supervisor, foreman or manager in charge to be scanned in at start time. At the end of your workday, it is also your responsibility to ensure that you have been scanned out of the job just as in the morning process for being scanned in. Field time sheets are available on our website at www.thompsongrading.net under the employee information tab if you would like to print it out or fill it in and email it to the appropriate person.

If you were supplied with labels with your barcode, these labels are your responsibility to keep with you in case you are moved to another job site. If you are moved, give a label to the supervisor, foreman or manager at the new job site so that you can be scanned in and out on that new job. **If an employee leaves or arrives at a job site without informing your supervisor, foreman, or manager and the hours reported are not correct on your pay stub, Thompson Grading will use the foreman time reported for you as the time you are paid.**

END OF YEAR GIFT BONUS

In December of each year, the management of Thompson Grading, Inc. gives a bonus gift to each eligible employee. This bonus gift is often misunderstood to be a "bonus". This bonus gift is a gift "at will" by the management of Thompson Grading, Inc. There are no guarantees that you will receive a gift bonus, however, it is rare that one would not receive a gift bonus. A gift bonus will not be given to any employee who takes an unjustified leave of absence for 30 or more days. Although, once the employee returns after the leave, the employee may be eligible for the gift bonus and this is at the management's discretion.

This gift is based on attendance, performance and seniority and is determined by the management of Thompson Grading, Inc.

It is strictly prohibited to discuss your bonus amount with other employees since the gift bonus is determined solely for each individual employee.

BIBLE STUDY

Thompson Grading, Inc. holds a bible study group every other Wednesday from 7:00 am to 8:00 am. Attending bible study is voluntary. Before bible study and directly afterwards, breakfast is available. Since attendance of bible study is voluntary you will not be compensated. Thompson Grading, Inc. feels that everyone can benefit from bible study and look forward to seeing you there. Should you have any questions, please feel free to contact the office for further information.

WAGE ADVANCES AND LOANS

Wage advances and loans are available to employees that have been employed with Thompson Grading, Inc. for one calendar year from their date of employment or longer.

Wage advances and loans are approved only by a member of management and are granted solely at their discretion. Wage advances and loans will only be given if a true emergency or urgent need exists. You may obtain a request form for a wage advance or loan on our website at www.thompsongrading.net. The form may be printed and delivered to the office or you may fill it out online and email it to the appropriate person.

Any wage advance or loan may accrue interest at a reasonable interest rate.

It is required that the wage advance or loan be paid back weekly via payroll deduction and the amount agreed upon between Thompson Grading, Inc. and the employee. Any interest applied to the wage advance or loan will be decided and agreed upon before wage advance or loan is granted or issued.

Should employment with Thompson Grading, Inc. terminate, voluntary or involuntary, the wage advance and/or loan will become payable in full. The amount of the last paycheck will be applied to any balance of the wage advance or loan. Should the last paycheck not cover the entire balance of loan or wage advance, it is your financial responsibility to pay the loan in full even after termination of employment. Should you default on any wage advance or loan, it then becomes a civil matter and other costs can and will be applied to your financial responsibility such as court costs and attorney's fees as well as any other applicable fees incurred to recover any monies owed to Thompson Grading, Inc.

SOLICITATION AND DISTRIBUTION

All of us get asked from time to time to buy something or make a donation to support some type of cause, organization or fund-raising event. Even though these projects are worthwhile causes, they can disrupt the normal company operations. In the interest of running an orderly and efficient operation, it is necessary to make certain restrictions on solicitation and distribution.

Thompson Grading, Inc. asks that before any such solicitation or distribution of any materials be approved by management.

Furthermore, Thompson Grading, Inc. will only allow solicitation or distribution for any cause to be performed before work, at meal breaks and after work and should not interfere with regular work hours.

If you have any questions regarding solicitation, distribution or posting of information, you should consult your supervisor or a member of management.

THOMPSON GRADING, INC. SAFETY POLICY

THIS COMPANY IS COMMITTED TO SAFETY AND HAS TAKEN STEPS TO PROTECT YOU FROM INJURY ON THE JOB.

**YOUR COMPLIANCE IS VITAL FOR YOUR OWN PROTECTION.
PLEASE OVSERVE THE FOLLOWING RULES AT ALL TIMES:**

- NO ALCOHOL OR DRUGS WILL BE USED ON THE JOB AT ANY TIME.
Any employee involved in a work related accident will be drug tested.
- Report all job accidents the same day the accident happens.
- Obtain authorization from your supervisor for all non-emergency treatments for accidents.
- Wear seatbelts at all times in company vehicles.
- Keep the area where you work clean at all times.
- Do not remove or bypass any guards on any machinery at any time.
- Ask your foreman when you need additional equipment or instructions to get the job done safely.
- Lift with your legs, not your back and get assistance with loads over 50 lbs.
- Advise your supervisor of any hazardous conditions.
- Follow all other written and spoken safety rules.
- Wear all safety gear required at all times (Hard hats, etc.).
- Park all employee vehicles in specified parking area for each site.
- Dispose of all oil, fuel, etc. properly.
- No riding on tractors except in operator's seat.
- "Look out for others, because they might not be looking for you".
- When dealing with traffic, utilize proper safety clothing and traffic control devices.
- Observe all OSHA rules and regulations.

**I HAVE BEEN INSTRUCTED ON HOW TO OPERATE EQUIPMENT AND
HAVE BEEN INSTRUCTED ON SAFETY IN THE WORK PLACE.**

**I HAVE READ THESE RULES, UNDERSTAND THEM AND WILL OBEY THEM
FOR MY OWN BENEFIT.**

DATE: _____
DATE: _____

EMPLOYEE SIGNATURE: _____
SUPERVISOR: _____

RECEIPT / ACKNOWLEDGMENT

I have received a copy of the Employee Handbook and have read or had it read to me. If I have any questions regarding this handbook, I understand that it is my responsibility to ask my supervisor or other member of management about them. I recognize it is my responsibility to review the policies, practices, standards, and rules it contains, and I agree to comply with them during my employment.

I understand the information in this handbook is intended to acquaint employees with general policies, principles, standards and procedures and does not represent a contractual commitment by either Thompson Grading, Inc. or Adams Keegan, Inc. concerning terms of employment or other matters. Both Thompson Grading, Inc. and Adams Keegan, Inc. are free to act according to the best business judgment of management and to change, interpret, withdraw, or add to the policies, procedures and standards described in this handbook at any time without prior notice, consideration, or approval by an employee. I further understand that this handbook is not a contract between Adams Keegan, Inc., Thompson Grading, Inc. and me, nor is it a guarantee of any specific policies, procedures, standards, rules or length of employment. I understand that my employment is considered "employment at-will" unless I may have otherwise entered into a contractual agreement with Thompson Grading, Inc. I understand that such an agreement, between Thompson Grading, Inc. and myself is not binding upon Adams Keegan, Inc..

Date

Employee Signature

Employee Name Printed

*****To Supervisor: Following the employee's signature, place this page in the employee's personnel file.**