



Employee Orientation

Safety Manual, Employee Handbook, and Drug/Alcohol Policy

1/1/2026

Southern Construction, LLC



Table of Contents

.....	1
New Employees Onboarding Procedure	3
New Employee Retention Policy	4
Southern Construction Group LLC Safety Manual	5
EMERGENCY Contacts.....	6
Motor Vehicle Accident Procedures	7
Accident Driver/Vehicle Information.....	9
Safety and Health Responsibilities	10
Progressive Discipline Policy.....	12
Safety Violation	13
Safety Violation Notice	14
Safety Meetings	15
Hot Work Program.....	18
Personal Protective Equipment	20
FIRE SAFETY	25
INCIDENT REPORTING	25
HAZARD COMMUNICATION	26
CHEMICAL SPILL AWARENESS & CLEAN-UP PRACTICES RESPONSE ACTIONS	29
EMERGENCY ACTION PLAN	33
Fleet Policy.....	34
1ST MOVE FORWARD PARKING POLICY	35
Driver Licensing.....	36
DRIVER QUALIFICATIONS.....	36
VIOLATION SEVERITY	37
PREVENTABLE ACCIDENTS	39
Employee Handbook	40
Return To Work Release.....	45
Company Cell Phone Policy	49
DRUG & ALCOHOL POLICY.....	54
Types of Drug & Alcohol Testing	59
Dot Drug & Alcohol Consequences	60

New Employees Onboarding Procedure

Purpose: Provide consistent Pre-Employment Screening and Safety Training for Onboarding New Employees in order to lessen the Employee as well as the Company.

The below procedure has been developed for any new hire candidate for Southern Construction.

1. Candidate will report to Southern representative with current copy of MVR record.
2. Candidate will perform a minimal driving test with approved Test Driver.
3. Give location for DOT drug screen and expectations of timing
Results typically within 48 hours
4. Upon Pre-Screen approval, instruct the candidate to call MPC (McMinn Primary Care) for appt to perform the Pre-Employment Physical Screening (*Phase II Screening*).
Results received within 2 hours of test completion

United Primary Care

401 Washington Av Athens, TN 37303

United Primary

3959 US-411 Madisonville, TN 37354

United Primary Care

401 N Tennessee Av Etowah, TN 37331

5. Safety Dept will receive the results of the PEP testing and relay to supervisor for next available safety training session
Next Business day, if possible
6. Once safety training is completed, the new hire will be given to the supervisor for placement with the training driver.
7. DOT Driving documents will be placed in a file to be kept by the supervisor.
 - a. Task Training sign-offs
 - b. DOT Docs....
8. The Employee's Safety documents will be maintained by the Safety Department
 - a. Cellphone policy
 - b. Safety Test
 - c. Receipt of Safety and Handbook manuals
 - d. Test results from Pre-Employment Physical screen (Phase II Screening)

New Employee Retention Policy

- If the Employee leaves Southern Construction Group, LLC prior to **30 days**, the costs for the Candidate's Pre-Employment screening and applicable materials supplied will be deducted from the employees last paycheck (**~\$325.00**).
 - *MVR (if not provided by candidate)* - \$10
 - *PSP (pre-employment qualifier)* - \$10
 - *DOT Drug Screen* - \$75
 - *Physical Fitness screening* - \$155
 - *PPE issued* - \$50
 - *Air Gauge (Truck Driver's)* - \$25
- If employee stays beyond **30 days**, SC will only require return of the issued PPE as well as air gauge.
- Post incident drug screen costs are subject to deduction if employee leaves prior to 30 days from screen.
- RE-HIRE Candidates who have previously worked with the company (>30 days separated) are subject to the same Pre-Employment screening.
- It will be the responsibility of the candidate Keep the scheduled appointment for the Pre-Employment screening.

Southern Construction Group LLC Safety Manual



Southern Construction Group, LLC

1593 Highway 30 E

Athens, TN 37303

EMERGENCY Contacts

Company Contact Name and Numbers

1. Second Call,

Jason Robertson

423-507-5747

2. Third Call, Direct Line Supervisor (as applies)

Zac Strange, Supervisor

423-453-0946

Kris Holder, Trucking Supervisor

423-994-9420

Bryan Killian, Mech Supervisor

423-829-7200

James Richard, Field Mech Supervisor

337-288-9367

Dee McKinney, Trucking/Logistics

423-506-4459

In the event of an emergency please take the following steps:

- Secure area (make it safe) identifies the injury & assist as needed and capable
- Notify onsite supervisor immediately
- Supervisor to assess the situation and call 911 if deemed necessary or administer 1st aid
- Supervisor should contact safety manager after they have addressed safety issue

Motor Vehicle Accident Procedures

Purpose:	The purpose of this SOP is to define procedures for investigating motor vehicle accidents
PPE Required:	Reflective Vest, Hard Hat
Materials/Tools Needed:	Camera, Reporting Documents
Potential Job Hazards:	Traffic, Hostile Motorists/Property Owners

All Southern Construction employees must strictly follow and comply with all rules and regulations of **any facility where the accident occurred** while in the performance of the investigation or while on company property. Failure to comply could result in immediate removal from company property and the employee will face additional disciplinary actions.

OPERATIONAL PROCEDURES FOR CONDUCTING MOTOR VEHICLE ACCIDENT INVESTIGATIONS:

1. Driver calls their Direct Foreman. Call 911 only if first responders are needed due to injuries
2. Driver calls Facility security (if applicable, on industrial property)
3. Contact **Chad Goodin (423) 506-9396**
4. Contact Immediate Supervisor
5. Ensure **Jason Robertson** has been notified and report all known information. Keep them informed as the investigation continues. **(423) 507-5747**
6. Ensure Emergency Medical Personnel have been contacted if warranted
7. Ensure the orange warning triangles have been erected if needed
8. Ensure the police have been notified. **We must have an accident report!**
9. Instruct our driver to only answer questions asked by the investigating officer
10. Ensure our driver only exchanges needed information with the other driver - Instruct them not to make small talk with other drivers or bystanders that could result in misleading, incorrect, or misinterpreted information that could be used in court proceedings
11. Ensure that shop supervisor has been notified to assess damages and drivability of the vehicle.
12. Take lots of pictures:
 - Damage to our vehicle
 - Pictures of all sides of vehicle, even if unaffected
 - Include close up of damages
 - Include license plate

- Road conditions, stop sign/signal locations
 - Other vehicles involved including license plate, driver's license, insurance card
 - Property damage to State, Local, or Individual property.
 - Send pictures of our vehicle to Jason Robertson **(423) 507-5747**
13. Record the name of the investigating officer.
 14. Ensure our driver has written a detailed list of events leading up to the accident. This should be done as soon as possible while the events are still fresh in their mind.
 15. Review the instructions for when to drug test our driver (**found in instruction packet**) and which test must be given. If warranted, drive our employee to the drug screen facility for testing. McMinn Primary Care or Madisonville Primary care Group are the best options.
 16. Complete a Vehicle Accident Report as soon as possible and turn all documents over to the safety manager.
 17. Assign someone to pick up the triangles when the vehicle has been removed from the accident scene.
 18. Drug screening is mandatory for doctor's care, or for damage or loss of Company property in excess of \$1,000
 19. All formal investigation reports, the Incident Investigation Report, and any OSHA correspondence shall be retained in the Safety Manager's office.
 20. All formal investigation reports, the Incident Investigation Report, and any OSHA correspondence shall be retained in the Safety Manager's office.

Accident Driver/Vehicle Information

Date of incident: _____ Time: _____

Where did the incident take place: State: _____, City _____, County _____,

Investigation Officer: _____, State, County, or City: _____

Our vehicle information: Make: _____, Model _____, Year _____

Vin Number: _____

Passengers in our Vehicle:

1. Driver _____ 2. _____
3. _____ 4. _____

Other Motorists Involved:

1. Name _____ Vehicle: Make _____ Model _____ Year _____

Insurance Company _____ Exp. Date _____ Policy # _____

2. Name _____ Vehicle: Make _____ Model _____ Year _____

Insurance Company _____ Exp. Date _____ Policy # _____

Cause of the Accident:

Safety and Health Responsibilities

Safety and Health Orientation

Workplace safety and health orientation begins on the first date of initial employment with Southern Construction Group. Each employee has access to a copy of this safety manual, through his or her Foreman, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Superintendents or Foremen will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job specific procedures described in our workplace safety program manual. All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Responsibilities

Management

Safety begins with Upper Management accepting responsibility to provide support and involvement by:

- Assigning safety responsibilities to individuals.
- Communicating a clear goal for the safety program.
- Commit the necessary personnel with enforcement authority and resources to ensure employee safety.
- Authorize the budget and expenditures for safety.
- Hold executives, department supervisors and job supervisors accountable for a high level of performance towards safety.
- Set the proper example for safety.

Safety Manager

- Implementing the program into action.
- Assisting with program setups.
- Holding periodical safety meetings both with management and employees.
- Maintaining current knowledge of federal, state and local regulations and maintaining outside professional contacts.
- Review all accidents and injury reports and maintain accident data.
- Make analysis of statistical data. To identify problem areas and make recommendations for solutions.
- Prepare and distribute regular reports on the status of safety to Top Management

Superintendent

- Initially training employees on how to perform assigned job tasks safely.
- Carefully reviewing with each employee, the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Giving employees verbal instructions and specific directions on how to do the work safely.
- Observing employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- Providing all employees with safe operating instructions on seldom-used or new equipment before using the equipment.
- Conduct a weekly documented safety meeting with all employees present or if no employees are present review the safety reference manual and document the subject.
- Reviewing safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Employees

- Preventing injury to themselves, other persons, or damage to equipment or property.
- Reporting to their supervisors any hazardous conditions or procedures that affect themselves, their fellow workers, or their work area.
- Reading and understanding policies set forth in this manual.
- Using the required safety devices and proper personal protective equipment.
- Assisting in making the job as safe as possible.
- Reporting any suggestion to your supervisor or the safety director.

Periodic Re-training of Employees

All employees will be re-trained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

Progressive Discipline Policy

Objective

Southern Construction Group has adopted a progressive discipline policy. This means that, in most circumstances, employees will receive verbal warnings, written warnings, and suspension prior to being terminated. The progressive discipline guidelines that Southern construction Group has adopted are as follows:

Compliance Requirements

- A. First Violation** - Documented verbal warning, with explanation of what was done wrong and instruction on how to correct the condition
- B. Second Violation or Continued Failure to Improve** - Written reprimand
- C. Third Violation** - Suspension Without Pay
- D. Fourth Violation** – Termination of Employment

Employees may be subject to immediate termination for the violation of corporate safety policies considered serious in nature. This may include the violation of policies such as PPE requirements, substance abuse, etc.

Employees who are dismissed due to a fourth violation may re-apply to work after 30 (thirty) days. Employees who are dismissed due to immediate termination based on violations of a serious nature may re-apply after 30 (thirty) days.

These progressive discipline guidelines exist to help Southern Construction Groups' employees succeed at their jobs by correcting deficiencies or problems when they first develop. However, these are guidelines, not absolute commitments that Southern Construction Group must follow. As a result, Southern Construction Group reserves the right to repeat a guideline if necessary, or to terminate an employee's employment without following all or any of the guidelines outlined above.

Safety Violation

Should any employee commit an unsafe act, intentional or not, this action should be addressed by the immediate supervisor and reviewed by the Safety Director. The Company reserves the right to use disciplinary actions, depending upon the seriousness of the violation and the impact of the violation upon the conduct of Company business. It is not required to complete all steps of the disciplinary procedure in every case. Discipline may begin at any step appropriate to the situation. Discipline includes, but is not limited to:

Verbal Reprimand

Written Reprimand

Suspension Without Pay

Termination of Employment

The attached ***"Safety Violation Notice"*** should be completed for all written reprimands. A copy should be maintained in the employee's personnel file and submitted to the Safety Director, if corrective action(s) is required.

Safety Violation Notice

Employee Name: _____

Department: _____ Violation Date: _____

A safety and health survey of your operation has revealed non-compliance of certain safety rules, procedures, programs, and/or local, state, or federal regulations. As a condition of the Company's safety policy, you are required to maintain a safe work environment and to prevent unsafe actions of yourself, co-workers, and/or your employees.

This warning is for your protection and safety. The violation(s) noted and corrective action(s) are indicated below.

Rule Violated	Violation Description	Corrective Action Required*
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1)

2)

Corrective Action Required*

- 1 = Cease operation until corrective action is complete
- 2 = Warn personnel and instruct them on proper safety procedures
- 3 = Provide proper equipment necessary
- 4 = Change procedure/work method
- 5 = Initiate and complete corrective action (include date)
- 6 = Other (specify above)

Comments: _____

Disciplinary Action Imposed

Verbal Reprimand along with this notice

Written Reprimand with a last chance warning

Suspension (from _____ to _____)

Termination of Employment

Date: _____

Supervisor: _____

Safety Meetings

Weekly Safety Meetings will be held at Southern Construction Group's office. The site Foreman or Safety Manager will conduct each safety meeting at a convenient time that is least disruptive to work. These meetings are designed to provide continuing safety education and should last approximately 10 to 15 minutes. The topics should emphasize the hazards anticipated on the job and be geared towards addressing these hazards. Safety awareness should be the key focus of these talks. Recent accidents should be reviewed. The review of recent accidents tends to give a great deal of realism to the training process. Safety Meeting attendance is mandatory for all Southern Construction Group employees. A SIGNED SAFETY MEETING REPORT WILL BE FILLED OUT AND SIGNED BY ALL ATTENDEES. Attendees MUST sign in their own handwriting to verify their attendance at the weekly safety meetings. The attendance sheet will list the date the meeting was held, the topic discussed, the job site location, and the name of the Foreman conducting the safety meeting. Our weekly safety meetings are an excellent source for providing employee safety awareness training. Each safety meeting report will be maintained on file for future reference.

Hazard Analysis

Hazard analysis sheets for the following items can be found in the office of the safety manager.

- Installing silt fence
- Blowing straw
- Installing erosion control mat
- Hydro-Seeding/Mulching
- Clearing and grubbing
- Burning
- Trenching/Excavating
- Trucking

Burn Plan

All Southern Construction employees must go through an extensive safety meeting with the topic of:

- Flammable materials and proper burning methods prior to returning to the jobsite.
- All and any containers of fuel or lubricants will be labeled properly, and they will be contained in approved containers.
- All fuel and lubricants will only be handled by authorized personnel.
- All fuel and lubricants will be stored in a secure place.
- All personnel will be trained in the handling of all flammable materials.

Step by Step burn plan:

Top burning

1. Call and get burning permit.
2. Get Hot Work Permit from General Contractor.
3. Determine safe location of burn site.
4. Use number two dyed diesel fuel in approved, labeled container to pour onto the brush.
5. Remove fuel container a safe distance from the burn pile.
6. Ignite the fire.

Pit burning

1. Call and get burning permit.
2. Get Hot Work Permit from General Contractor.
3. Determine safe location of burn site.
4. Dig a pit using the dimensions labeled on the pit burner.
5. Pile and pack brush in the pit.
6. Install pit burner in proper location.
7. Use number two dyed diesel fuel in approved, labeled container to pour onto the brush
8. Remove fuel container a safe distance from the burn pile.
9. Ignite the fire.



Hot Work Program

This program establishes written procedures to prevent fires resulting from temporary operations involving an open flame or that produces heat, sparks, or hot slag. This includes, but is not limited to brazing, cutting, grinding, soldering, thawing pipes, torch applied roofing, and welding. This written program will require the issuance of a Hot Work Permit before beginning hot work.

Scope: This program applies to Southern Construction Group employees who perform or supervise hot work activities.

This program does not apply to areas that are specifically designed and equipped for such operations, e.g., designated welding areas.

Procedures:

Hot work should not be performed if the work can be avoided or performed in a safer manner.

When practical, objects to be welded, cut, or heated must be moved to a designated safe location, e.g., a designated welding area.

If hot work must be performed, a Hot Work Permit must be obtained before the hot work begins.

All precautions on the Hot Work Permit must be met prior to performing any hot work. The Hot Work Permit will be issued by the supervisor or their designee, and is valid only for the date(s) and time specified on the permit. A copy of the permit must remain at the hot work location until the hot work is completed.

All personnel must be suitably protected against hazards generated by the work, e.g., heat, sparks, fumes, welding rays, etc. This may include, but is not limited to, the use of personal protective equipment, shields, screens, or local exhaust ventilation.

Prohibited Conditions: A Hot Work Permit will not be issued if ANY of the following conditions exist:

- Appropriate fire fighting equipment is not readily available;
- Combustible or flammable materials are within 35 feet and cannot be moved or protected;
- Cutting or welding on pipes or other metals can conduct enough heat to ignite nearby combustible materials; or
- Any condition that could result in undue hazards by performing the work.

Department Responsibilities:

- Recognize its responsibility for the safe use of cutting and welding equipment in their area;
- Establish designated areas for cutting and welding;
- Ensure hot work procedures are being implemented and followed in other than designated areas;

- Ensure that supervisors, cutters and welders, are suitably trained in the operation of the equipment and the safe use of the process.

Supervisor Responsibilities:

- Ensure that all employees and contractors are following hot work procedures;
- Ensure that a hot work permit is issued prior to the start of work;
- Ensure that all cutting and welding equipment is in satisfactory condition and in good repair; and
- Ensure that employees are suitably trained in the operation of the equipment and safe use of the process; and

Employee Responsibilities:

- Follow and use hot work procedures;
- Obtain a hot work permit prior to starting work;
- Ensure that all cutting and welding equipment is in satisfactory condition and in good repair;
- Attend and actively participate in training sessions; and
- Protect nearby personnel and passers by against heat, sparks, etc. when working

Fire Watch Responsibilities:

- Ensure proper fire fighting equipment is readily available;
- Inspect hot work area before any hot work is conducted;
- Extinguish fire ONLY when within trained capabilities to safely do so; and
- Stay on watch at least ONE hour after hot work has been completed.
A Fire Watch is also REQUIRED whenever protective measures are necessary for the following conditions:
- Appreciable combustible material is within 35 feet of the point of operation;
- Appreciable combustibles more than 35 feet away may be easily ignited by sparks;

Personal Protective Equipment

Personal protective equipment is provided to Southern Construction Group employees for hazards indicated. The use of this equipment must be consistently enforced in accordance with federal, state, local and company rules. Safety equipment shall never be altered or modified. ALL PERSONNEL MUST REPORT TO WORK WITH THE NECESSARY PERSONAL PROTECTIVE DEVICES IN GOOD REPAIR AND WORKING ORDER.

If your PPE is damaged or worn out, return it to the safety office for a replacement free of charge. If you lose, forget, or throw away your PPE, you will be charged for a replacement. You will not be allowed to work until you have all of the PPE that you need for that day.

Upon leaving the company, you will be responsible to return your PPE to the safety department. Failure to do so will result in a charge to replace the equipment taken from the last check.

- A. Hard Hats
All employees including sub contractors are required to wear Hard Hats on all job sites when not inside structures, vehicles, or equipment. All hard hats are to be in compliance with federal standards (ANSI Z89.1).
- B. Safety Glasses
Approved safety glasses with side shields must be worn by anyone exposed to operations that produce sparks, or other flying particles that could cause eye injuries. Specifically all clearing and straw blowing crews must wear ANSI Z87.1 approved safety glasses. Employees having prescription glasses are required to wear safety glasses if performing operations or working in areas where predictable eye hazards are present. Prescription safety glasses must be equipped with side shields.
- C. Face Shields
Face Shields shall be worn where there is danger from chipping, sawing, grinding, cutting, etc., which could result in flying particles striking the employee's face. Face shields are also to be worn where full-face protection is required such as working with acids or other toxic liquids. When face shields are used approved safety glasses must also be worn.
- D. Welding Helmets
Welding helmets are required for persons doing welding operations.
- E. Hearing Protection
To be worn where exposed to high noise levels exceeding 90 dBA over an eight-hour period or short-term exposure to high noise levels such as concrete saw and powder actuated tools. Employees working in proximity to rock crushing and drilling equipment are required to wear hearing protection when outside of the equipment cab.
- F. Dust Protection
Dust mask meeting N95 specifications shall be worn when there is danger from flying dust particles. Specifically when employees are spreading or blowing straw mulch.
- G. Safety Harnesses, Lanyards and Lifelines
To be worn by persons working at heights where suitable work platforms cannot be provided and as specified under OSHA standards. All harnesses, lanyards, lifelines, etc.

must be inspected before each use. Workers using these fall protection devices must receive training in their proper use. Safety Belts will not be used for fall arresting purposes.

H. Clothing

Suitable clothing for construction operations shall be required. Shirts with at least 4” sleeves shall be required at all times, and lightweight shoes shall not be permitted. All workers will wear leather, over the ankle work shoes. No work other than oiler and mechanic work is to be done while wearing loose, ragged or oily clothing. Short pants will not be permitted.

I. Personal Flotation Devices

No employee will work over, on, or around streams, rivers, lakes, or other bodies of water without personal flotation devices (Life Jackets) and other safety devices as may be needed.

J. Safety Vests

All employees including sub contractors working on Southern Construction Group sites will wear a high visibility green or orange safety vest while on the ground in areas where earth moving equipment is being operated.



TOOLS – HAND AND POWER

- All tools shall be inspected for visible defects prior to use.
- All tools shall be maintained in a safe condition.
- All guards shall be attached and used on tools where they are designed and equipped.
- All moving parts shall be guarded if exposed to contact by employees.
- Switches shall not be altered or changed without manufacture approval.
- Electrical power tools must be properly grounded.
- Do not raise and lower electrical tools by the cord.
- Pneumatic tools shall be secured to the air supply by a positive type means, which will ensure the connections stay together.
- Manufacture's operating instructions shall not be exceeded at any time.
- Hydraulic power tools shall be operated at or below the manufactures recommended pressure, using only fire-resistant fluids.
- Powder-actuated tools shall only be operated by trained employees, whom have been certified in that particular tool.
- Never leave a loaded tool unattended.
- Never use the tool in an explosive or flammable atmosphere.
- Abrasive wheel tools shall be operated at the manufactures recommended speed only.
- Guards must be in place and in working order.
- Offhand grinders must have a work rest, with a maximum opening from rest to the wheel of no greater than 1/8 inch.
- Ground Fault Circuit Interrupter protected circuits are to be in place when using hand held electrical tools powered on 120-volt temporary power circuits.

OPERATING MACHINERY

- Review manufacture manual prior to operating
- Complete company review for qualifications to operate equipment
- Conduct daily visual prior to operating
- Understand limitations of equipment – lifting capacity/slopes/blind spots etc....
- Proper use of spotter/signaler
- 3-points of contact while climbing on or off equipment
- Use seatbelts 100% while in operation
- Roll over protection system (ROPS) prevent cab from caving in on operator in the event of a roll over & requires operator to wear the seatbelt 100%.
- Safe operation speeds
- Proper braking/slowing devices (retarder/jake) etc.
- Rigging care and selection for making picks – understand capacities of equipment and rigging
- Obey all traffic laws while traveling on the right of way
- No cell phones while operating equipment
- Proper use of attachments and how to change them / verify secured prior to use.

FALL PROTECTION

An approved form of fall protection must be in place any time a fall of 6 feet or more is possible. The Superintendent or Foreman will determine the type of fall protection system to be used to provide fall protection for Southern Construction Group. **ONLY TRAINED AND AUTHORIZED EMPLOYEES ARE ALLOWED TO PERFORM JOB ACTIVITIES REQUIRING FALL PROTECTION.**

SIGNS, SIGNALS, BARRICADES, AND TRAFFIC CONTROL

Signaling/Barricades

- Traffic Control Flag Persons will be provided with and wear a high visibility green or orange safety warning garment while conducting flagging operations.
- Traffic signaling shall be done with a stop/slow paddle mounted on a sturdy shaft.
- Advanced warning signs shall be in place on approach routes to the work areas in accordance with the Manual on Uniform Traffic Control Devices.
- All employees conducting flagging operations will be trained regarding safe methods for traffic control.

FIRE SAFETY

Southern Construction shall provide, place, maintain, and assure testing of portable fire extinguishers provided for use of employees. Southern Construction shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.

CDL drivers will inspect the fire extinguishers provided in their trucks according to the pre-trip inspection report. Fire extinguishers that are damaged or have lost their charge will be taken to the maintenance shop or the safety office for a replacement.

To reduce the likelihood of an accidental fire, Southern Construction has restricted smoking to the parking lot and the gravel break area behind the safety building. Smoking inside the building, maintenance area, and storage area is strictly prohibited. Any employee found smoking around the straw storage area, near flatbed trucks loaded with straw, or straw blowing equipment, whether in the parking lot or on a jobsite, will be terminated immediately.

If the use of a portable fire extinguisher becomes necessary, remember the PASS acronym: **P**ull the pin, **A**im at the base of the fire, **S**queeze the trigger, **S**weep from side to side. Always keep the fire in front of you, leave yourself a way of escape, and if the fire is too large call 911 and wait for help to arrive. Never attempt to fight a large fire alone.

INCIDENT REPORTING

In the event of an injury, the employee shall report it to their supervisor immediately, regardless of the severity, so corrective actions can be developed to reduce the likelihood of a recurrence. If warranted, the employee will be taken to a medical clinic for treatment. A drug screening is mandatory for medical clinic visits.

Your first medical evaluation must be conducted by one of the three physicians provided on Southern Construction's physician panel located in the breakroom OSHA poster wall. **DO NOT** go to the emergency room unless instructed to by the safety leader or medical provider.

Worker's Compensation Insurance

Injuries must be reported to your supervisor within 24 hrs. to establish a WC claim. In the event of lost days, WC will only pay 60% of the employees' wages based upon their regularly scheduled work week. There is a seven-day waiting period before WC payments begin.

HAZARD COMMUNICATION

Purpose and Scope

1. The Hazard Communication Standard "Right to Know" is based on a simple concept that employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent adverse effects from occurring. The Hazard Communication Standard covers chemicals in all physical forms - liquids, solids, gases, vapors, fumes and mists- whether they are "contained" or not. The hazardous nature of the chemical and the potential for exposure are the factors that determine whether a chemical is covered or not.

Definition

1. Hazardous Chemical: A substance possessing toxic, reactive, flammable, or explosive properties, which may be a physical or health hazard.
2. Globally Harmonized System (GHS): Provides a single set of criteria for classifying chemicals according to their health and physical hazards and specifies details for chemical labels and safety data sheets.
3. Safety Data Sheets (SDS): A comprehensive information document about a chemical substance or mixture. SDS is an additional source of information that goes beyond classification and labelling.
4. Personal Protective Equipment (PPE): Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.
5. Exposure or exposed under the rule means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental, or possible) exposure.

Labeling

1. The labeling system used by Southern Construction LLC. will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System of Classification of Labeling of Chemicals. The label on the chemical conveys information about the hazards posed by the chemical through standardized label elements, including symbols, signal words and hazard statements. All hazardous chemical containers used in the workplace will have at least one of the following:
 1. The original manufacturer's label that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.
 2. A label with the appropriate label elements just described.

3. Workplace labeling that includes the product identifier and words, pictures, symbols, or combination that provides at least general information regarding the hazards of chemicals.
4. Southern Construction LLC. recognizes HMIS labeling as supplemental to GHS labeling. HMIS should not be used as the primary form of labeling.
2. The management team, including front line supervisors, will ensure proper labeling of all containers. Containers will not be released for use until this information is verified. Workplace labels must be legible and in English.
3. Small chemical quantities intended for immediate use may be placed in a container without a label, provided the individual keeps in their possession, at all times and the product is used up during the work shift or properly disposed of at the end of the workday. However, the container should be marked with its contents.

Safety data Sheets (SDS)

1. OSHA requires manufacturers or importers of a chemical to develop a SDS that contains specific, detailed information about the chemical's hazard using a specified format. The distributor or supplier of the chemical is required to provide this SDS to the purchaser. Southern Construction LLC. will have an SDS for each hazardous chemical they use.
2. SDS are readily available to all employees, Employees can contact their supervisor or the safety department for SDS information. SDS files are kept both electronically and in hard copy binders. **SDS files are are available at office locations.**
3. At Southern Construction LLC., the Safety department is responsible for obtaining and maintaining the SDS database.
4. If a SDS is not received prior to the initial shipment of a product, the vendor should be contacted first, and then if it is still not received, Safety should be contacted. Requests for SDS forms are logged in the Safety department.

Training

1. Each new hire at Southern Construction LLC. receives Hazard Communication training prior to beginning job tasks, during their Safety Orientation.
2. Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their front-line supervisors and/or safety will inform them about the chemicals' hazards. Their supervisors also will inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls including PPE and all additional training as required.
3. Front line supervisors and /or safety will provide training when new chemicals with new hazards are introduced, or when employees transfer into a new job task with new chemicals or hazards. Training evidence on chemicals with new hazards will be kept in the form of training materials and an attendance sheet.
4. Training will include discussion of the following:
 1. Overview of OSHA's Hazard Communication Standard
 2. Hazardous chemicals present in their workplace
 3. Any operations in their work area where hazardous chemicals are used

4. Location of the written hazard communication plan
 5. Understanding and use of information on labels and in Safety Data Sheets
 6. Physical and health hazards of the chemicals in their work areas
 7. Methods used to detect the presence or release of hazardous chemicals
 8. Steps we have taken to prevent or reduce exposure to these chemicals
 9. Employee protection via engineering controls, work practices, PPE
 10. An explanation of labeling present in the workplace such as pictograms, signal words, hazard statements, precautionary statements, etc.
 11. Emergency procedures to follow if an employee is exposed to these chemicals.
5. Management and safety, including front line supervisors, are responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.
 6. Prior to introducing a new chemical hazard into any area, each employee in that area will be given information and training as outlined above for the new chemical hazard
 7. Training will take place at the following frequency (at a minimum):
 1. Required - Initially during new hire orientation
 2. Required - Annual refresher training via Southern Construction Hazard Communication Safety Training
 3. Required Employee transfers “if new chemicals will be encountered”
 4. Required - New chemical introductions

Contractors

1. Upon request, Southern Construction. may provide a copy of our Hazard Communication program in its entirety to each contractor that works with our company.
2. Job Safety Analysis meeting between the project manager and contractor includes a review of potential contractor exposure to hazardous chemicals. Any chemicals brought onto Southern Construction LLC. property by a contractor is discussed during this meeting as well. The contractor is required to provide Southern Construction LLC. with a copy of any chemical they bring on site that is not currently listed in Southern Construction LLC. chemical inventory.

Common Chemical Awareness

Depending upon job task, each Southern Construction employee can be working in proximity to many different chemicals. Daily Job Safety Analysis and Tailgate meetings are used to identify hazards that could be present while also ensuring controls to eliminate or reduce risk of the hazards presented. Below is a general list of chemicals that could be present for any Southern Construction job task. A complete list of chemicals can be found at both office locations (electronic and hardcopies).

General Chemicals: Gasoline, diesel, engine oils, transmission oils, fuel gas, grease, brake fluid, antifreeze, cleaning supplies, fertilizers, weed killers and paints.

CHEMICAL SPILL AWARENESS & CLEAN-UP PRACTICES RESPONSE ACTIONS

Each employee needs to be familiar with the properties and hazards of the chemicals they work with. In the event of an incidental chemical spill, the person who caused or discovered the spill is responsible for initiating the spill response action. If you discover a spill or leaking container, Follow the Southern Construction Spill Flow Decision Chart to safely respond to incidental spills. If necessary, notify your supervisor and the workers in the area. .

Safety Procedures & Recommendations/Best Management Practices

Work Habits

- ☐ Never work alone in a confined space while working with chemicals and or toxic or volatile substances.
- ☐ Never eat, drink, chew gum or tobacco while working with chemicals or toxic substances.
- ☐ Wash hands before and after working with chemicals and or toxic substances.
- ☐ Restrain loose clothing, long hair, and dangling jewelry.
- ☐ Never leave heat sources unattended.
- ☐ Do not store reagents and/or apparatus near chemicals or toxic substances.
- ☐ Protection should be provided for not only the worker but also the others working nearby.
- ☐ Never place volatile substances or containers near heat sources.
- ☐ Use proper ventilation when working with volatile substances.
- ☐ Obtain and read the MSDS for each chemical before beginning any work.
- ☐ Analyze new procedures in advance to pinpoint potential hazards.
- ☐ Analyze accidents to prevent repeat performances.
- ☐ Do not mix chemicals.
- ☐ Always inform co-workers of plans to carry out hazardous work.
- ☐ Record who worked with what, when, and how long in order to allow meaningful retrospective contamination studies.
- ☐ Carry out regular fire or emergency drills with critical reviews of the results.
- ☐ Have actions pre-planned in case of an emergency, gas shut-off, escape routes, meeting places.
- ☐ Superintendents have recent training in first aide, CPR etc.

Safety Wear

- ☐ ANSI approved eye or face protection should be worn when necessary.
- ☐ Gloves should be worn which will resist penetration by the chemical being handled and have been checked for pin holes, tears, or rips when necessary.
- ☐ Footwear should cover feet completely: no open-toes shoes or sandals.

Chemical Storage

- ☐ Do not store materials on the floor.
- ☐ Separately store Organic and Inorganic chemicals.
- ☐ Do not store chemicals or toxic substances above eye level.
- ☐ Shelf assemblies are firmly secured to walls, preferred material is wood.
- ☐ Store acids, poisons, and flammable liquids in separate dedicated cabinets.

Purchasing, Use, and Disposal

- ☐ If possible, purchase chemicals in class-size quantities only. Label all chemicals accurately with date of receipt, or preparation, initialed by the person responsible, and pertinent precautionary information on handling.
- ☐ Follow all directions for disposing of residues and unused portions of reagents.
- ☐ Properly store flammable liquids in small quantities in labeled containers.
- ☐ Never open a reagent package until the label has been read and completely understood. Have a Safety Data Sheet on hand before using a chemical or toxic substance.
- ☐ Prepare a complete list of chemicals and/or toxic substances you wish to dispose.
- ☐ Classify each of the chemicals or toxic substances on the disposal list into a hazardous or non-hazardous waste chemical. (Check with the local environmental agency office for details.)
- ☐ Unlabeled bottles (a special problem) must be identified to the extent that they can then be classified as hazardous or non-hazardous wastes. Some landfills will analyze a mystery bottle for a fee, if it is shipped to the landfill in a separate package, labeled as a sample, and accompanied by a letter also identifying it as a sample, with instructions to analyze the contents sufficiently to allow proper disposal.

Substitutions

- ☐ Reduce risk by diluting substances instead of using concentrates.
- ☐ Undertake all substitutions with extreme caution.

BLOOD-BORNE PATHOGENS

Blood can contain pathogens like Hep B or Aids. Do not touch any body fluids that may contain blood. Apply pressure to wounds to keep from bleeding. When treating others, have them apply pressure to their wound or wear a face shield and/or safety glasses and latex gloves before assisting them. Clean contaminated floors, sinks, equipment and tools with a 10% bleach solution. Wash hands thoroughly when finished. Do not throw bloody bandages, towels, or rags in the garbage. Place them in a red biohazard bag found in the safety office and bring them to the safety office for disposal.

HEARING CONSERVATION

Exposure to noise can cause permanent hearing loss. – It can be irreversible. You do not have to be using noisy equipment; you can be affected by someone working close by. Exposure to noise may cause hearing loss, irritation, annoyance, fatigue, or lack of concentration.

- Use a less noisy process if possible
- If you have to shout to be heard, then wear hearing protection.
- Ensure machinery is fitted with mufflers
- Your first priority should be to reduce noise levels and therefore your exposure to noise – if this is not possible then hearing protection should be worn.
- Noise level controls can include mufflers, barriers, or employee job rotation to limit exposure time. If controls are not feasible, hearing protection will be issued by the Safety Manager.

MAINTENANCE SHOP

Safety glasses with side shields must be worn by anyone entering the maintenance shop or work bays. Steel toe leather boots are required for maintenance personnel but will be supplied by the employee. Proper eye, face, and hand protection are required while welding, brazing, or cutting. No smoking is allowed in the maintenance shop.

Mobile Equipment

There are several pieces of mobile equipment stored at Southern Construction. Only trained and authorized employees are allowed to operate mobile equipment. Even if you have been trained or licensed at a previous employer, you must receive proper training and authorization at this facility. This includes: Dingo's, forklifts, piggybacks, skid steer, mini-x, tractors, and tractor-trailer trucks



EMERGENCY ACTION PLAN

If you are located at a customer's facility, follow their instructions during an emergency. If you are located at the Southern Construction offices follow these instructions:

Tornado: blast on air horn

Proceed to an inner hallway, away from glass/windows, on the ground floor. Monitor emergency weather stations and wait until all is clear.

Fire: siren

Immediately exit building and report to muster area, across the parking lot near the front gate. Do not leave the property without supervisor notification. Do not return to the building to retrieve personal property. Management will meet with the fire department to determine when it is safe to reenter the building.

For complete EAP please refer to *SCWI2.01/Safety Compliance Work Instructions*

Fleet Policy



Overview

As a driver of a company vehicle, the authorized driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the procedures outlined in the following policy.

Vehicle Fleet Purpose

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

- Company vehicles may not be used for business activities of other companies.
- Company vehicles may not be driven outside of the continental United States.



1ST MOVE FORWARD PARKING POLICY

Purpose: Eliminate the risk of incidents involving personal injury as well as fleet damage occurring in parking areas.

Theory: Research shows that parking lots are hazardous places. Parking lot accidents are the most common cause of fleet vehicle damage, according to PHH Arval research. Parking lot collisions represent a significant percent of total accidents. Recent numbers by the Insurance Institute for Highway Safety (IIHS) show that 20% of all vehicle accidents happen in parking lots.

The below procedure has been developed for any employee driving a company vehicle. Once employees are approved to drive a company vehicle the following procedure is to be followed anytime the vehicle is parked for any period of time

1. Any company vehicle's 1st move is to be in a forward direction.
 - a. Back into parking place
 - b. Pull through parking place
 - c. Pull over on side for forward pull-out
2. A cone will be provided for service vehicles.
 - a. Cone will be stored in an accessible location on the vehicle (mount provided)
 - b. The cone is to be placed on the ground on the passenger side front of vehicle. This is to ensure the exit direction is clear of obstructions prior to leaving the parking area
3. Once cone has been retrieved the vehicle can then proceed to proceed "Forward" out of the parking space.



Driver Licensing

Company drivers and anyone authorized to drive the company vehicles must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive the vehicle. Obtaining a driver's license is a personal expense.

DRIVER QUALIFICATIONS

1. Authorized employee of company.
2. Must be at least 21 years of age.
3. Have experience in the class of vehicle operated.
4. Must meet licensing requirements and have a current valid driver's license.
5. Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:
 - Been convicted of a felony.
 - Been convicted of sale, handling or use of drugs.
 - Been convicted of an alcohol- or drug-related offense while driving.
 - Had driver's license suspended or revoked.
 - Been convicted of three or more speeding violations or one or more other serious violations.
 - Been involved in two or more chargeable accidents.

Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

Driving Qualification Standard for Prospective Employees

Examples of MVRs that may be unacceptable for prospective drivers:

- Conviction for driving while impaired (DWI, DUI), within the last five years.
- Conviction for death by vehicle, hit and run, racing, careless and reckless driving, implied consent, speeding tickets of 75 mph or more, or more than 15 mph above the legal limit.
- Conviction of more than three ordinary traffic violations, or more than one chargeable accident, combined with two or more violations in the past 36-month period.
- Suspension or revocation of driver's license within the last three years for extended periods of time or multiple suspensions.

Management should evaluate driver performance during annual performance reviews and after vehicular accidents. One step in this process is to develop standards for reviewing driver's violation records. These standards should distinguish between serious and non-serious violations.

VIOLATION SEVERITY

Serious

- Leaving the scene of an accident
- Reckless/careless driving
- Speeding more than 15 mph over posted limit
- Driving under the influence or impaired by alcohol or drugs
- Use of vehicle in drug trafficking, reckless homicide, soliciting or unlawful use of weapons
- Driving under suspension or revocation
- Fleeing a police officer
- Vehicle theft
- Chemical test refusal
- Improper or illegal lane change
- Following too close

Less serious

- Stop sign and traffic signal offenses
- Speeding less than 15 mph over limit
- Improper turns, failure to signal, failure to yield, improper backing
- Operating a defective vehicle
- Failure to observe a funeral procession, crossing a fire hose
- Seat belt violation
- Registration, overweight or permit violations

As stated before, MVRs will be examined prior to the start of employment and at least annually thereafter. Any job offer made to an employee-candidate for a position with driving duties shall be contingent upon an MVR meeting the required standards. Continued employment in a position with driving duties also requires an MVR meeting the standards outlined below.

The standards for MVRs are as follows:

1. All operators must have a valid driver's license for at least three years.
2. No new driver will be hired with a "borderline" or "poor" MVR. MVRs will be graded based on the table below, as minimum requirements.
3. Driving records must remain "acceptable" or "clear," as graded on the table below, for continued employment in positions with driving duties.

Any exceptions to these guidelines must be referred to senior management for written approval. The auto insurance carrier will be consulted on any/all MVRs not meeting the minimum criteria.

Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to the office within 24 hours. This requirement applies to violations involving the use of any vehicle (company, personal or other) while on company business. Failure to report violations will result in appropriate disciplinary action.

Please be aware that traffic violations incurred during non-business hours will affect your driving status as well and are subject to review.

Thefts

In the event of the theft of a company vehicle, notify local police immediately. Contact the corporate office immediately.

Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- The use of seat belts and shoulder harness is mandatory for driver and passengers.
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques (drive defensively) and adherence to current safety requirements.
- Restricting the use of vehicles to authorized driver and passengers only.
- Reporting the occurrence of moving violations.

Failure to comply with any of these responsibilities will result in disciplinary action.

PREVENTABLE ACCIDENTS

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

Classification of preventable accidents:

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

Southern Construction Group LLC

Employee Handbook

Driver Specific



Southern Construction Group, LLC

1593 Highway 30 E

Athens, TN 37303

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Equal Employment Opportunity/Affirmative Action Policy Statement

Southern Construction, LLC is committed to providing equal opportunity employment opportunities to employees without regard to race, religion, creed, age, sex, height, weight, marital status, disability unrelated to an individual's ability to perform adequately, national origin citizenship, ancestry, or any other characteristic protected by law.

Southern Construction, LLC does not discriminate on veteran status, or Veterans of the Vietnam Era status, in its employment policies and practices. In addition to complying with federal and state equal opportunity laws and regulations, *Southern Construction, LLC* declares harassment that is based on individual differences (including sexual orientation) to be inconsistent with our mission and goals. The nondiscrimination policy is supported by *Southern Construction LLC* specifically incorporates protections for qualified persons with disabilities, prohibition against sexual harassment, and a prohibition against age limits.

It is the policy of *Southern Construction LLC*, not to illegally discriminate in any aspect of employment, including, but not limited to assignment or classification of employees, training and apprenticeship programs, fringe benefits, pay, retirement plans and disability leave, compensation, hiring and firing and any other terms and conditions of employment.

It is the policy of *Southern Construction LLC*, in its relationship with external recruiting sources that *Southern Construction LLC* will require complete conformity to the principles stated above, insuring full opportunity for equal consideration for all prospective employees.

Southern Construction LLC has designated Pat Gibson as the EEO/AA officer. It is the mission *Southern Construction LLC* to provide and maintain a working environment that is free from harassment, coercion and intimidation on our premises as well as job sites or any area that our personnel is assigned to work. Any policy violation should be reported immediately to your supervisor, EEO officer Dee McKinney, Owner Mandy Robertson (423)507-0059 or you may contact The U.S. Equal Employment Opportunity Commission, 1801 L Street, N.W., Washington D.C. 20507.

Southern Construction LLC commitment to equal employment opportunity and affirmative action is of the highest priority and is to be adhered to as such.

General Rules and Conduct

Every organization has rules that must be observed in order to ensure a well-run, safe and cooperative workplace. The following is a representative, but not exclusive, list of the types of misconduct that will result in disciplinary action as spelled out in the disciplinary action page of this document or in the safety manual. Please familiarize yourself with these rules and regulations and follow them.

1. Follow all safety rules and regulations as spelled out in the safety manual.
2. Clean the truck that I drove that day inside and out.
3. Enter all job information into B2W.
4. Wear complete uniform every day to work.
5. Be at the office at 6:00 am every workday.
6. Protect material from outside conditions.
7. Check equipment every time before using it. (oil, water, hydraulic fluid, air filter, and tires)
8. Have all tools provided by and required to have by Southern Constructions Group, LLC every morning before going to the jobsite.
9. Going through checklist provided by Southern Constructions Group, LLC every morning.
10. Keep material shed clean and neat.
11. Keep wash bay clean.
12. Foremen are responsible for cleaning parking lot of trash, metal objects, and straw.
13. Foremen are responsible for making sure the trucks, trailers, and equipment are lined up in a straight line every day.
14. No tools are to be taken from the shop.
15. Credit Cards are only to be used for fuel and material. (Tools and food are not considered material).
16. Keep fuel farm and inside the office clean.
17. Clean safety vest at least one time per week.
18. Preload truck the day before.
19. Take pictures before, during, and after job is complete for that day.
20. You are responsible for lights on your equipment. Any ticketed violation will be the responsibility of the driver to pay.
21. Do not give out your code to the alarm.
22. We must have written notice 7 days in advance no exceptions to take a day off.
23. Vacation days cannot all be taken at the same time, and have to be approved before hand by management. Vacation days do not carry over to the next year.
24. Do not perform work unless it is in our scope of work.
25. Only one foreman can be off on any given day.
26. Foremen are responsible for the service date on the equipment they are using.

27. Foremen are responsible for all the tools in their checklist and they will be checked 1 time per month. If the equipment is not there and in good working order this will result in disciplinary action.
28. Foremen are responsible for safety inspection stickers on trucks and trailers they are operating.
29. Acting in a manner that may discredit the company, company officers, fellow employees, or yourself.
30. Theft of company property or others
31. Falsifying any company record or report, including but not limited to an application for employment, driving records or other required records.
32. Not abiding by company EEO/AA policy.
33. Unsatisfactory performance or work as to quality or quantity.
34. Crews are to take turns weekly cleaning the office per schedule posted in the break area. Duties include taking out all trash, sweeping, mopping, cleaning the toilet and sinks, wiping off all furniture, cleaning the wash bay and any other janitorial duties that may occur on an as needed basis.

As stated above, the proceeding Rules and Conduct are not to be considered all inclusive. Any conduct that is detrimental to the company, other employees, or any other persons in the work area will be responded to with disciplinary action. Furthermore, as your employment with the company is at will, the company can terminate your employment regardless of whether the Rules of Conduct have been violated.

Return To Work Release

Employee name: _____

Date: _____

Job title _____

☐ Full-time ☐ Part-time Hours/day _____ Hours/week _____

Work setting information (Please check all that apply.) ☐ Inside ☐ Outside ☐ Concrete ☐ Uneven surface

Physical Demands of Job

☐ Regular Duty ☐ Transitional Duty

Indicate the number of hours the employee will be expected to perform the following. Please indicate whether the activity can be performed continuously or intermittently.

Sit 0 1 2 3 4 5 6 7 8 ☐ Continuously ☐ Intermittently

Stand 0 1 2 3 4 5 6 7 8 ☐ Continuously ☐ Intermittently

Walk 0 1 2 3 4 5 6 7 8 ☐ Continuously ☐ Intermittently

Indicate whether or not the employee will be required to:

Climb Yes ☐ No ☐ Limited. ☐ Please specify: _____

Twist/Bend/Stoop Yes ☐ No ☐ Limited. ☐ Please specify: _____

Reach above shoulder level Yes ☐ No ☐ Limited. ☐ Please specify: _____

Operate a motor vehicle Yes ☐ No ☐ Limited. ☐ Please specify: _____

Push/Pull Yes ☐ No ☐ Limited. ☐ Please specify: _____

Fine-finger movements Yes ☐ No ☐ Limited. ☐ Please specify: _____

Indicate the physical demands and frequency for lifting and carrying.

0 – 10 lbs. ☐ Never (0%) ☐ Occasionally (1% – 35%) ☐ Frequently (36% – 66%) ☐ Continuously (67% – 100%)

11 – 20 lbs. ☐ Never (0%) ☐ Occasionally (1% – 35%) ☐ Frequently (36% – 66%) ☐ Continuously (67% – 100%)

21 – 40 lbs. ☐ Never (0%) ☐ Occasionally (1% – 35%) ☐ Frequently (36% – 66%) ☐ Continuously (67% – 100%)

41 – 60 lbs. ☐ Never (0%) ☐ Occasionally (1% – 35%) ☐ Frequently (36% – 66%) ☐ Continuously (67% – 100%)

For The Physician

☐ Safety Sensitive Position: DOT Regulated CDL Driver - List any pain medication administered or prescribed

In your opinion, what limits the patient from performing the above-described tasks?

Patient is able to return to full-time work effective: _____

Patient is able to return to work effective _____, with the following work restrictions (please indicate duration): _____

I have reviewed the above description of the employment to be offered, and I feel that this job ☐ is ☐ is not within the patient's physical abilities.

Physician's signature _____

Date _____

Progressive Discipline Policy

Objective

Southern Constructions Group, LLC has adopted a progressive discipline policy. This means that, in most circumstances, employees will receive verbal warnings, written warnings, and suspension prior to being terminated. The progressive discipline guidelines that Southern Constructions Group, LLC has adopted are as follows:

Compliance Requirements

- A. **First Violation** - Documented verbal warning, with explanation of what violation occurred and instruction on how to correct the condition.
- B. **Second Violation or Continued Failure to Improve** - Written reprimand.
- C. **Third Violation** - Suspension Without Pay
- D. **Fourth Violation** - Termination of Employment

Clarifications

- Employees may be subject to immediate termination for the violation of company policies. This may include the violation of policies such as PPE requirements, substance abuse, fall protection and failure to call into work or to call in to your supervisor prior to your shift beginning.
- Employees who are dismissed due to a violation may re-apply to work after 30 (thirty) days.
- These progressive discipline guidelines exist to help Southern Constructions Group, LLC employees succeed at their jobs by correcting deficiencies or problems when they first develop. However, these are guidelines, not absolute commitments that Southern Constructions Group, LLC must follow. As a result, Southern Constructions Group, LLC reserves the right to repeat a guideline if necessary, or to terminate an employee's employment without following all or any of the guidelines outlined above.

Southern Construction Driver Responsibilities

- Report to work on time
- Wear appropriate work clothing: 4" sleeve, long pants, leather over the ankle work boots
- Have all required PPE: Hard hat, vest, gloves, safety glasses
- Conduct a pre-trip and post-trip inspection and report any deficiencies to the equipment manager.
- Turn in completed DVIR's into the assigned location for review. Communicate any immediate repairs needed with your supervisor to allow repairs to be initiated as soon as possible.
- Report all injuries to your foreman when they occur
- Report all incidents and unsafe conditions to your supervisor: stuck on job site, power line pulled down, and damage to any property or to the vehicle no matter how minor.
- Know, understand, and follow all safety requirements laid out in the Southern Constructions Group, LLC Safety Manual

Truck Housekeeping

Keeping your truck and equipment clean is a requirement of employment with Southern Construction Group, LLC.

- Do not leave your mess for the next driver to clean.
- If you find your truck was not cleaned by the previous driver, report it to your supervisor before you leave with the truck.
- If a driver fails to report a dirty truck, they assume the responsibility of cleaning it.
- Do not smoke in a non-smoking vehicle. If unsure, ask your supervisor.
- Re-fuel vehicle at the end of your shift.
- Dispose of trash and cleaning materials.
- Fill out the daily work sheet every day. Supervisor must sign it once a week
- Return brooms, shovels, rags, and mops to their proper place.
- Clean the inside of vehicles and rinse off the outside daily.
- Wash the exterior of the vehicle and the floor mats with soap and water at least once a week unless temperatures are below freezing.

Daily Paperwork Expectations:

Much of the success of our business is based on how well we document our productivity. Our daily paperwork expectations are not “busy work” but the basis for how we charge customers and pay vendors for the products we haul, deliver, and install. It is imperative that each of our employees know, understand and follow these expectations.

Failure to comply with these expectations can result in delayed “time approval” for the employee’s hours worked.

1. Daily Vehicle Inspection Report (DVIR)
 - a. Pre-Inspection
 - b. Post-Inspection
2. Hourly Tickets
 - a. Top portion Completely filled out prior to start of shift
 - b. Fill out load times as each load is completed.
 - i. *while times are fresh on mind*
3. Load Count Sheets (*specific to certain customers*)
4. Log Sheets when following conditions are met:
 - a. Work shift exceeds the standard limit set by FMCSA
 - b. When mileage exceeds the standard limit set by FMCSA
5. All hard copies of Vendor product tickets
 - a. Tickets should be organized with the corresponding hourly or load-count sheet.
 - b. Vendor tickets returned at end of shift as required

Company Cell Phone Policy

Company Vehicle Operators

All employees who drive a company vehicle are restricted from holding a mobile device to make a call, dialing by pressing more than a single button, read/answer text messages, or view/post/create videos or pictures. Drivers who use a mobile device while driving can only use a hands-free device located in close proximity to the driver. If the driver does not have a hands-free device, they must pull off the roadway to make/take phone calls.

Crew Laborers

Use of personal cell phones or mobile phones is prohibited on the job site or while loading, unloading, or cleaning trucks at the shop. If you have an emergency situation, contact your immediate supervisor.

Maintenance Personnel

Use of personal cell phones or mobile phones is prohibited during normal business hours. For business related calls while driving company service vehicles, follow the guidelines set forth in the "Company Vehicle Operator" section.

Office Restroom

Restroom space is extremely limited at the company office. Do not use cell phones for making calls, texting, surfing the internet, or playing games while using the restroom. Do your business and get out. Be courteous to those waiting in line.

All Employees

Limit personal phone calls while at work and do not use face book, snap chat, twitter, or any other social media services while on company time.

Disciplinary Actions

Any employee found violating this policy will be subject to disciplinary actions, up to and including termination.

Southern Construction Group, LLC

Southern Construction Group, LLC

1593 Highway 30 E

Athens, TN 37303

I do hereby certify that I have received and read the Southern Construction Group, LLC substance abuse and testing policy and have had the drug-free workplace program explained to me. I understand that if my performance indicates it is necessary, I will submit to a drug and/or alcohol test. I also understand that failure to comply with a drug and/or alcohol testing request or a positive confirmed result for illegal use of drugs and/or alcohol may lead to discipline up to and including termination of employment and/or loss of workers' compensation benefits. *

*(pursuant to T.C.A. Section 50-9-100 et. Seq.)

NAME (please print): _____

SIGNED: _____

DATE: _____

Southern Construction Group, LLC

Southern Construction Group, LLC

1593 Highway 30 E

Athens, TN 37303

Employee Handbook And Safety Manual Acknowledgment Form And Disclaimer

Receipt of Southern Construction Group, LLC Handbook in no way constitutes an employment contract between the employee and Southern Construction Group, LLC. I understand that the employee handbook and safety manual are presented only as a guideline in my employment, and may be altered, amended or revoked by Southern Construction Group, LLC at any time.

I further understand that my employment with Southern Construction Group, LLC is on an at will basis, which means that I or Southern Construction Group, LLC may terminate my employment at any time with or without cause.

This is to acknowledge that I have received my copy of the employee safety handbook, employee handbook, and an orientation of this contents as well as other company rules and regulations.

I understand that in accepting employment with the undersigned employer, I am expected to abide by these safety rules and regulations and any additional rules and regulations that may be communicated to me.

NAME (please print): _____

SIGNED: _____

DATE: _____

This is to acknowledge that I have delivered an employee safety handbook and employee handbook to the individual whose signature appears above and I have given him/her an orientation on its contents and other applicable rules and regulations that apply to his/her job.

NAME (please print): _____

SIGNED: _____

DATE: _____

Use of Cell Phones or Similar Devices

All employees driving a Southern Construction Group vehicle are restricted from holding a mobile device to make a call, dialing by pressing more than a single button, read/answer text messages, or view/post/create videos or pictures. Drivers who use a mobile device while driving can only use a hands-free device located in close proximity to the driver. If the driver does not have a hands-free device, they must pull off the roadway to make/take phone calls.

CDL drivers who violate the restriction can face federal civil penalties of up to \$2,750 for each offense.

Any employee found violating this policy will be subject to disciplinary actions, up to and including termination. By signing below, Employee acknowledges receipt and understanding of this Employee Mobile Device Policy.

Employee Name

Employee Signature

Date: _____

Southern Construction Group, LLC

DRUG & ALCOHOL POLICY

Southern Construction Group, LLC

1593 Highway 30 E

Athens, TN 37303

INTRODUCTION

It is the policy of Southern Construction (herein referred to as the "Company") that the use, sale, purchase, transfer, possession, or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on the Company's premises, engaged in Company business, operating Company equipment, or while under the authority of the Company is strictly prohibited.

The Company further maintains a policy that the unauthorized use, sale, purchase, transfer, possession, or presence in one's system of alcohol or any other intoxicating agent by any employee while on the Company's premises, engaged in Company business, operating Company equipment, or while under the authority of the Company is strictly prohibited.

There are many reasons why we have implemented a drug and alcohol testing program, they include but are not limited to:

- Deter employees from abusing alcohol and drugs
- Prevent hiring individuals who use illegal drugs
- Be able to identify early and appropriately refer employees who have drug and/or alcohol problems
- Provide a safe workplace for employees
- Protect the general public and instill consumer confidence that employees are working safely
- Benefit from Workers' Compensation Premium and Group Discount programs
- Comply with State, Federal and Local laws and regulations

Aspects of the Company's operations are subject to regulation by various federal, state and local agencies, therefore certain Company employees are subject to the terms and conditions of this Drug and Alcohol Policy, the terms and conditions of which are hereby incorporated within the Southern Construction Drug and Alcohol Policy. The serious impact of drug use and alcohol abuse has been recognized by the federal government. Consequently, the Federal Motor Carrier Safety Administration (FMCSA) has issued regulations which require the Company to enhance its alcohol and controlled substance program. This is a "Supplemental" or addition to the Employee Handbook, it is meant to educate the Company's employees about this enhanced program with the focus on drug and alcohol testing.

It is the Company's intent that the policies and procedures in this Drug and Alcohol Policy be consistent with provisions contained in the Southern Construction Group Standard Drug and Alcohol Policy. In the unlikely event that the terms of this Drug and Alcohol Policy conflict with any provision contained in the Employee Handbook, the terms and conditions of this Drug and Alcohol Policy shall control. Violation of any provision contained in this Drug and Alcohol Policy shall be deemed a violation of the Company's overall drug and alcohol policy and will result in disciplinary action, up to and including termination.

NEITHER THIS POLICY NOR ANY OF ITS TERMS ARE INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OR CONTAIN THE TERMS OF ANY CONTRACT OF EMPLOYMENT. THE COMPANY RETAINS THE SOLE RIGHT TO CHANGE, AMEND, OR MODIFY ANY TERM OR PROVISION OF THIS POLICY WITH OR WITHOUT NOTICE.

PLEASE BE ADVISED THAT THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS ("FMCSR") SET THE MINIMUM REQUIREMENTS FOR TESTING OF SAFETY SENSITIVE EMPLOYEES. THE COMPANY'S POLICY IN CERTAIN INSTANCES MAY BE MORE OR LESS STRINGENT FOR OTHER EMPLOYEES.

For More Information About DOT Requirements or Our Company Policy

Contact the Company's Safety Manager at (423) 506-8610. As of the date of issuance of this D&A Policy, the Company's Safety Manager is Steve Simpson. This person also serves as the Company's role of Designated Employer Representative (DER).

This policy is effective (Date of Hire).

CONFIDENTIALITY/RECORDKEEPING

All employee drug and alcohol test records are considered confidential. For the purpose of this policy/procedure, confidential recordkeeping is defined as records maintained in a secure manner, under lock and key, accessible only to designated employees.

Employee alcohol and controlled substance test records will only be released in the following situations:

- To the active employee, upon their request;
- Upon written consent by the employee authorizing the release to a specified individual;
- Upon request of a DOT agency with regulatory authority over the Company;
- Upon request of state or local officials with regulatory authority over the Company;
- Upon request of the United States Secretary of Transportation;
- Upon request by the National Transportation Safety Board (NTSB) as part of an accident investigation;
- In a lawsuit, grievance, or other proceeding when legally applicable;
- Upon request by subsequent employers upon receipt of a written request by an employee;
- To the DOT recognized National Drug & Alcohol Clearinghouse for truck and bus drivers (Pending)

EMPLOYEE CATEGORIES SUBJECT TO TESTING

This Supplemental Drug and Alcohol Policy applies to all employees, including, but not limited to, CDL licensed drivers.

The policies and procedure contained herein will be strictly applied to employees required to have a commercial driver's license (CDL) who operate a commercial motor vehicle as defined in Part 382 of Title 49 of the Code of Federal Regulations.

If you are not required to have a CDL or you do not operate commercial motor vehicles, please be aware that you might experience minor variations on how these policies and procedures are applied to you.

DRUG & ALCOHOL PROHIBITIONS

Employees are strictly prohibited from engaging in the following activities:

Drug Prohibitions

- Use of any controlled substance, except when administered by, or under the instructions of, a licensed medical practitioner, who has advised the employee that the substance will not affect the employee's ability to perform a safety-sensitive function. Be advised that the use of marijuana for medicinal purposes is not a legitimate explanation. Under federal law, the use of marijuana does not have a legitimate medical use in the United States.
- These are the drugs that will be tested for. All Testing conducted according to SAMHSA's guidelines checks for a **Five-Panel** illicit drugs plus, alcohol (ethanol, ethyl alcohol, booze). These five illicit drugs are:
 - Amphetamines (meth, speed, crank, ecstasy)
 - THC (cannabinoids, marijuana, hash)
 - Cocaine (coke, crack)
 - Opiates (heroin, opium, codeine, morphine)
 - Phencyclidine (PCP, angel dust)

However, the company is not limited in the number of substances they can test for and may include drugs that individuals legitimately and/or therapeutically take based on a physician's prescription. Although most private employers can test for any combination of drugs, there are commonly selected "panels."

The typical **8-Panel Test** includes the above-mentioned substances plus:

- Barbiturates (phenobarbital, butalbital, secobarbital, downers)
- Benzodiazepines (tranquilizers like Valium, Librium, Xanax)
- Methaqualone (Quaaludes)

The typical **10-Panel Test** includes the 8-Panel Test plus:

- Methadone (often used to treat heroin addiction)
- Propoxyphene (Darvon compounds)

Testing can also be done for:

- Hallucinogens (LSD, mushrooms, mescaline, peyote)
 - Inhalants (paint, glue, hairspray)
 - Anabolic steroids (synthesized, muscle-building hormones)
 - Hydrocodone (prescription medication known as Lortab, Vicodin, Oxycodone)
 - MDMA (commonly known as Ecstasy)
- Sale, purchase, transfer, possession, or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on the Company's premises, engaged in Company business, operating Company equipment, or while under the authority of the Company.
 - Testing positive for a controlled substance (except medically prescribed drugs).
 - Refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up drug test.

Alcohol Prohibitions

- Reporting for duty or remaining on duty in a position requiring the performance of safety-sensitive functions while having an alcohol concentration of **.04** or greater.
- Consumption of alcohol in any form while performing safety-sensitive functions.
- Performance of any safety-sensitive function within 4 hours after consuming alcohol.
- Refusal to take a required alcohol test.
- Consumption of alcohol for 8 hours after an accident unless the employee has been given a post-accident test. This applies to employees with knowledge of an accident involving a commercial motor vehicle operating on a public road in commerce for which they performed a safety-sensitive function at or near the time of the accident.
- Refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol test.

Definitions

- *Alcohol* is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.
- *Alcohol use* is defined as the consumption of any beverage, mixture, or preparation, including any medication (prescribed or over-the-counter, intentional or unintentional), containing alcohol.
- *Covered Employee* shall include all active employees of Southern Construction who are subject to the terms and conditions of this Supplemental Drug and Alcohol Policy. Acknowledgement of Receipt of this Drug and Alcohol Policy shall be indication that the employee is subject to the policy.
- *Safety-Sensitive Functions* shall include: (1) all time spent at a distributor warehouse, other property, or on any public property, waiting to be dispatched, unless the employee has been relieved from duty by his or her supervisor; (2) all time spent inspecting, servicing, or conditioning any motor vehicle at any time; (3) all time spent at the driving controls of a motor vehicle in operation; (4) all time, other than driving time, in or upon any motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time fueling, repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- *General Applicability*: An employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any and all functions described or related to these described here.

Types of Drug & Alcohol Testing

Employees may be subject to each of the following types of drug and alcohol tests:

Pre-Employment (drug only)

Employees shall be subject to a drug test prior to employment. No employee shall be permitted to perform any safety-sensitive function, including the driving of any company vehicle, until they have received a negative drug test result.

Post-Accident

In the event of an accident involving a commercial motor vehicle operating on a public road in commerce, the involved employee shall be subject to a drug and alcohol test in the following circumstances:

- If the accident involved the loss of human life;
- If the employee receives a citation for a moving traffic violation arising from the accident, and the accident involves either:
 - Bodily injury to any person who immediately receives medical treatment away from the scene of the accident; or
 - One or more motor vehicles incurring disabling damage requiring the motor vehicle to be transported away from the scene by tow.

DOT level Drug and Alcohol testing must use a *Federal Drug Testing Custody and Control Form*. All other incidents not requiring DOT level testing are subject to standard drug testing (no form needed) depending on the dollar amount of damages to equipment and property.

Random

Employees shall be subject to random drug and alcohol testing. Random testing will be conducted without notice to randomly selected employees. Employees may be grouped into drug and alcohol testing pools based on job function, safety sensitive drivers must be in a separate pool and could include any employee with a CDL. All employees within each pool have an equal chance of testing.

Reasonable Suspicion

Employees shall be subject to reasonable suspicion drug and alcohol testing if a trained supervisor or trained company official believes or suspects that the employee is under the influence of drugs or alcohol (or both).

Return-to-Duty & Follow-Up

Employees retained by the Company after a positive test result or a test refusal shall be subject to return-to-duty drug and alcohol testing. No employee shall be permitted to perform any safety-sensitive function until they have received a verified negative drug and alcohol test result. Thereafter, such employees will be subject to certain follow-up drug and alcohol testing as established by Substance Abuse Professional (SAP).

Dot Drug & Alcohol Consequences

Consequences of Using Drugs or Alcohol While Performing Safety-Sensitive Functions

A covered employee who has engaged in prohibited drug or alcohol use during the performance of a safety-sensitive function will be immediately removed from performing safety-sensitive functions. Further, the employee will be subject to disciplinary action, up to and including termination.

Consequences of a Verified Positive Drug Test

A covered employee who receives one (1) verified positive drug test result on a DOT required test will be immediately removed from safety-sensitive duties. An employee who has a positive DOT drug test cannot return to the performance of safety-sensitive functions until and unless the employee successfully completes the return-to-duty process described later. Notwithstanding the foregoing, an employee that receives one (1) verified positive drug test result will be subject to disciplinary action, up to and including termination.

Consequences of a Alcohol Test with a Concentration Greater than .04

A covered employee who receives one (1) alcohol test with a result indicating an alcohol concentration of .04 or greater will be immediately removed from safety-sensitive duties. An employee who has a positive alcohol test cannot return to the performance of safety-sensitive functions until and unless the employee successfully completes the return-to-duty process described later. Notwithstanding the foregoing, an employee whose test results indicate an alcohol concentration greater than .04 will be subject to disciplinary action, up to and including termination.

Consequences of an Alcohol Test with a Concentration Greater than .02 but Less than .04

A covered employee who is found to have an alcohol concentration of .02 or greater but less than .04 will be immediately removed from performing safety-sensitive functions until the employee is retested with a result below .02 or until the start of the employee's next regularly scheduled duty period, if it occurs at least 8 hours following administration of the test. Notwithstanding the foregoing, an employee whose test results indicate an alcohol concentration greater than .02 will be subject to disciplinary action, up to and including termination.

Consequences of Refusing to Submit to a Required Drug and/or Alcohol Test

A covered employee who refuses to submit to a required drug and/or alcohol test or who receives a verified adulterated or substituted drug test result will be immediately removed from performing safety-sensitive functions. An employee cannot return to the performance of safety-sensitive duties until and unless the employee successfully completes the return-to-duty process described later. Notwithstanding the foregoing, an employee that refuses to submit to a required drug and/or alcohol test will be subject to disciplinary action, up to and including termination.

Refusal To Submit to a Test

You are considered to have refused to take a drug and/or alcohol test if you:

Drug Test

- Fail to appear at a collection site for any test (except a pre-employment test) within a reasonable time, as determined by the Company, consistent with applicable DOT agency regulations, after being directed to do so by the Company. This includes the failure of the employee to appear for a test when called by the Company's third-party administrator;
- Fail to remain at the collection site until the testing process is complete; Provided that a person who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- Fail to provide a specimen;
- Fail to permit a monitored or observed collection if the Company ordered or if the collector required the collection to be monitored or observed;
- Fail to provide a sufficient amount of urine specimen, provided the Medical Review Officer (MRO) finds there was no medical reason for the employee to provide insufficient amount of urine;
- Fail or decline to take an additional drug test that the Company or collector has directed;
- Fail to undergo a medical examination or evaluation the MRO or the Company has directed;
- Fail to cooperate with any part of the specimen collection process;
- Fail, for an observed collection, to follow the instructions to raise and lower clothing and turn around;
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process if the employee is found to have or wear a prosthetic or other device designed to carry clean urine or a urine substitute;
- Admit to the collector to having adulterated or substituted the specimen;
- Adulterate or substitute a urine specimen; or
- Admit to the MRO to having adulterated or substituted the specimen.

Alcohol Test

- Fail to appear at an alcohol test site for any test within a reasonable time, as determined by the Company, consistent with applicable DOT agency regulations, after being directed to do so by the Company. This includes the failure of the employee to appear for a test when called by the Company's third-party administrator;
- Fail to remain at the alcohol test site until the testing process is complete;
- Fail to provide an adequate amount of saliva or breath;
- Fail to provide a sufficient breath specimen, provided the physician finds that there was no medical reason for the employee to provide an insufficient amount of breath;
- Fail to undergo a medical examination or evaluation as the Company has directed as part of the insufficient breath procedures;
- Fail to sign the certification statement at Step 2 of the Alcohol Testing Form (ATF); or
- Fail to cooperate with any part of the testing process.

DRUG & ALCOHOL TESTING PROCEDURES

Drug and/or alcohol testing shall be conducted at a facility designated by the Company. Specimen collection, analysis and reporting shall be conducted in accordance with the procedures outlined below which are consistent with the federal regulations enumerated in 49 CFR Part 40 and all applicable guidance and state laws. These collection procedures are designed to protect the employee and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct employee.

Drug Testing Procedures

- A DOT drug testing Chain of Custody Form (CCF) will be used to document the chain of custody from the time the specimen is collected at the testing facility until it is tested at the laboratory.
- A collection kit meeting the requirements of Part 40, Appendix A of the DOT regulations must be used for the drug test.
- The collection of the specimen must be conducted in a suitable location and must contain all necessary personnel, materials, equipment, facilities, and supervision to provide for collection, security and temporary storage and transportation of the specimen to a certified laboratory.
- The employee should have and present positive identification to the collector. The employee may also request positive identification of the collection site employee.
- The employee must provide a specimen meeting the specified volume and temperature requirements.
- All identifying information must be entered on the CCF by the collection site person. The CCF will be signed by the collector, certifying collection was accomplished in accordance with the instructions provided. The employee must also sign the CCF indicating the specimen was his/hers.
- A urinalysis will be performed by a laboratory certified by the Department of Health and Human Services (DHHS) that has been retained by the Company. The laboratory will be required to maintain strict compliance with federally-approved chain-of-custody procedures, quality control, maintenance, and scientific analytical methodologies.
- The laboratory must report all test results directly to the Company's designated medical review officer (MRO). The MRO is responsible for reviewing and interpreting all confirmed positive, adulterated, substituted, or invalid drug test results. The MRO must determine whether alternative medical explanations could account for the test results. The MRO must also give the employee who has a positive, adulterated, substituted, or invalid drug test an opportunity to discuss the results prior to making a final determination. After the decision is made, the MRO must notify the Company's designated employer representative (DER).
- A employee who receives a positive, adulterated, or substituted drug test result has 72 hours to request the test of the split specimen (which is provided at the time of original collection). If the employee requests the testing of the split, the MRO must direct (in writing) the lab to provide the split specimen to another certified laboratory for analysis. The employee will pay for the testing of the split specimen.

Alcohol Testing Procedures

Alcohol testing may be conducted by a qualified Screening Test Technician (STT) or Breath Alcohol Technician (BAT). STTs are only permitted to conduct the first test given to an employee by using either a breath or saliva test (Screening Test). A BAT is authorized to conduct a Screening Test, but, unlike a STT, is also authorized to conduct the second test given to an employee whose test result is **.02** or above (Confirmation Test). For a Screening Test, the STT or BAT may use an approved Alcohol Screening Device (ASD) or an Evidential Breath Testing device (EBT). For a Confirmation Test, the BAT is required to use an EBT.

Screening Tests

- The DOT Alcohol Testing Form (ATF) will be used to document the results of an alcohol screening test.
- The testing will be performed in a private setting. Only authorized personnel will have access and are the only individuals who can see or hear the test results.
- The employee should have and present positive identification to the STT or BAT at the test site. The employee may also request positive identification of the STT or BAT.
- When an ASD is used, the STT or BAT must check the device's expiration date and show it to the employee. A device may not be used after its expiration date.
- The STT or BAT will open an individually wrapped or sealed package containing the device in front of the employee and he/she will be asked to place the device in his/her mouth and use it in the manner described by the device's manufacturer.
- The employee must work with the STT or BAT to perform the test, which includes the insertion of the device mouth piece in the employee's mouth and the exhalation (breathing out) must be performed in the manner described by the device's manufacturer.
- The STT or BAT should wear single-use examination gloves and must change the gloves following each test.
- When the device is removed from the employee's mouth, the STT or BAT must follow the manufacturer's instructions to ensure the device is activated.
- If the procedures listed above cannot be successfully completed, the device must be discarded and a new test must be conducted using a new device. The employee will be offered the choice of using the new device or having the STT or BAT use the new device for the test.
- If the new test cannot be successfully completed, the employee will be directed to immediately take a screening test using an EBT.
- When an EBT is used, the mouthpiece of the breath testing device must be sealed before use and opened in the employee's presence. The mouthpiece is then inserted into the breath testing device.
- The employee must blow forcefully into the mouthpiece of the testing device for at least 6 seconds or until an adequate amount of breath has been obtained.
- Once the test is completed, the BAT must show the employee the results.
- The result displayed on the device must be read within 15 minutes of the test. The STT or BAT must show the employee the device and its reading and enter the result on the ATF.
- If the reading on the ASD or EBT is less than **.02**, both the employee and the STT or BAT must sign and date the result form. The form will then be confidentially forwarded to the Company's DER. No further testing is authorized.
- If the reading on the ASD or EBT is **.02** or more, a confirmation test must be performed.

Confirmation Tests

- If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. If a different BAT will conduct the confirmation test, the BAT who conducts the screening test will complete and sign Step 3 of the ATF. The BAT will provide the employee with Copy 2 of the form.
- In the presence of the employee, the BAT will conduct an “air blank” to ensure that the device is working correctly. The BAT must show the reading to the employee. The air blank result must be **.00**. If the reading is greater than **.00**, the BAT will conduct one more air blank. If the reading is greater than **.00**, testing will not proceed using the instrument. However, testing may proceed on another instrument.
- The BAT will instruct the employee not to eat, drink, put any object or substance in his or her mouth, and, to the extent possible, not belch during a waiting period before the confirmation test. This time period begins with the completion of the screening test and will not be less than 15 minutes. The BAT will explain to the employee the reason for this requirement (i.e., to prevent any accumulation of mouth alcohol leading to an artificially high reading) and the fact that it is for the employee’s benefit. The BAT will also explain that the test will be conducted at the end of the waiting period. If the employee has disregarded the instruction, the BAT will so note in the “Remarks” section of the ATF.
- If a BAT other than the one who conducted the screening test is conducting the confirmation test, the new BAT will initiate a new breath alcohol testing form. The BAT will complete Step 1 on the form. The employee will then complete Step 2 on the form, signing the certification. Refusal by the employee to sign this certification will be regarded as a refusal to take the test. The BAT will note in the “Remarks” section of the form that a different BAT conducted the screening process.
- If the employee does not sign the certification in Step 4 of the form, it will not be considered a refusal to be tested. In this event, the BAT will note the failure to sign in the “Remarks” section of the form.
- A breath alcohol test is invalid under the following circumstances:
 - The EBT does not pass its next external calibration check (invalidates all test results of 0.02 or greater on tests conducted since the last valid external calibration test); this does not invalidate negative tests.
 - The BAT does not observe the minimum 15-minute waiting period prior to the confirmation test.
 - The BAT does not perform an air blank on the EBT before a confirmation test or such an air blank does not result in a reading of **.00**.
 - The BAT does not sign the form.
 - An EBT fails to print a confirmation test result.
 - The sequential test number or alcohol concentration displayed on the EBT is not the same as the sequential test number or alcohol concentration on the printed result.

RETURN TO DUTY PROCESS AND FOLLOW-UP PROCEDURES (Not Applicable)

The Company is not required to provide a Substance Abuse Professional (SAP) evaluation or any subsequent recommended education or treatment through an employee assistance program for an employee who has violated a DOT drug and alcohol regulation.

SAP Responsibility

- Southern Construction Group will provide a list of SAPs the employee can choose from should they choose to seek substance abuse help at their own expense.

EAP PROGRAM (Not Applicable)

NOTE: THE COMPANY MAINTAINS THE OPTION OF EMPLOYEE TERMINATION OR REFERRAL TO BOTH AN SAP AND EAP.

INFORMATION ON DRUG ABUSE AND ALCOHOLISM

As indicated in the introduction, drug use and alcohol abuse can have a serious impact on everyone. Either can negatively impact your health, work, personal life and the lives of others. The following information should assist you in identifying individuals at risk and establishing a track to recovery either for yourself or for someone you know.

Effects of drug and alcohol on a person's health, work and personal life

The following represent some of the potential effects that drug and alcohol use may have on the user:

Workplace

- May cause the employee to feel capable of handling tasks that are too much or too dangerous
- May cause lateness and absenteeism, increasing the workload of others
- May cause crime on the job, including theft of Company and personal property
- May cause major errors in the work performed, risking harm to the employee, coworkers and customers

Health

- Neurological problems, including dementia, anxiety and suicide
- Cardiovascular problems, include hypertension
- Increased cancer risk
- Liver diseases, including alcoholic hepatitis and cirrhosis
- Sexual dysfunction

Personal life

- Alcohol can also destroy relationships, lead to serious problems with the law (e.g., drunk driving), and even cause harm to the people you love
- If drinking affects your work life, it could lead to job loss and all of the financial problems that would follow

Signs and Symptoms of a drug and/or alcohol problem

Any one or more of the following signs may indicate a drug and/or alcohol problem:

- Appears fearful, anxious or paranoid for no reason
- Blackouts or the inability to remember what has happened
- Cold, sweaty palms; shaking hands
- Lack of motivation; appears lethargic or "spaced out"
- Pattern of absenteeism with vague excuses
- Red, watery eyes; pupils larger or smaller than usual; blank stare
- Regular (or daily) use or consumption
- Secretive or suspicious behavior
- Sudden mood swings, irritability or angry outbursts
- Unexplained need for money; stealing money or items

Intervention

Although Southern Construction has a below average history of drug and alcohol abuse problems, the Company recognizes that drug abuse, alcoholism and alcohol misuse are problems throughout America.

There are several good reasons why employees should be concerned if any of their coworkers are using drugs or alcohol on the job:

1. The employee and their coworkers' health and safety may be at risk.
2. Misuse by one employee may negatively impact the income of another.
3. Creates a negative work environment.

No matter what the employee's position is in the organization, there are things that can be done to ensure that drug and alcohol abuse on the job never becomes a problem at the Company.

Acceptance of any misuse puts the employee, the Company, and the public at risk.

Accordingly, the Company requests that any signs or symptoms of drug use or alcohol abuse be reported to the employee's immediate supervisor. Alternatively, employees may report any signs or symptoms to the **Company DER** noted on the bottom of page 2.

Southern Construction Group LLC

Southern Construction Group, LLC

1593 Highway 30 E

Athens, TN 37303

I do hereby certify that I have received and read the Southern Construction Group, LLC substance abuse and testing policy and have had the drug-free workplace program explained to me. I understand that if my performance indicates it is necessary, I will submit to a drug and/or alcohol test. I also understand that failure to comply with a drug and/or alcohol testing request or a positive confirmed result for illegal use of drugs and/or alcohol may lead to discipline up to and including termination of employment and/or loss of workers' compensation benefits. *

*(pursuant to T.C.A. Section 50-9-100 et. Seq.)

NAME (please print): _____

SIGNED: _____

DATE: _____