



YOUR HANDBOOK

A Guide to Employment Policies and Practices

Revised December 1, 2022

HardRock Infrastructure Services, LLC
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HardRock Infrastructure is an Equal Opportunity/Affirmative Action Employer.
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status or status as an individual with a disability.

A MESSAGE FROM ROBERT MYERS, FOUNDER AND PRESIDENT

HardRock Infrastructure selected you for your position from many other candidates because of your skill and ability, your experience, your potential to grow and learn, and most importantly, because you are the best. HardRock Infrastructure is a successful, high-performance team consisting of the best people in our industry. We work hard to achieve exceptional results. We possess a fierce spirit of competitiveness; we play to win and to remain the best in our industry. While others may offer the same products and services, we have the team that is absolutely committed to excellence and to exceed our customers' expectations every single day. Our people are the strategic advantage we have over our competitors and why we can say we are the best in the business.

We are united by a common purpose which is best summarized by our vision and mission statements. We are guided in everything we do by a set of shared values which represent the way we choose to do business and how we treat customers, suppliers, and each other. The cornerstone of our values is integrity, being honest and straight forward in everything we do. We say what we will do and do what we say. The Code of Business Conduct and Ethics section of this handbook is a source of information about our corporate value of integrity and how we operate our business with the highest ethical standards.

Please study your handbook, pay attention during your orientation, and continued learning programs, ask questions of your crew leader or supervisor, your managers, your Human Resources representative, or any member of the management team. Make suggestions about how we can become more productive, control costs, or become an even better place to work. Learn how to do your job exactly right and help set others up for success. Make sure you follow all safety rules and always let the Company Values be your guide.

We sincerely hope you will find your work at HardRock Infrastructure fulfilling. We look forward to your success as a member of our team!

Thank you,

Robert Myers

ABOUT THIS EMPLOYEE HANDBOOK

- NOTHING IN THIS HANDBOOK CREATES AN EXPRESS OR IMPLIED CONTRACT, AGREEMENT, PROMISE, OR REPRESENTATION OF CONTINUED EMPLOYMENT.
- HARDROCK INFRASTRUCTURE HIRES ITS EMPLOYEES AT WILL, WHICH MEANS YOUR EMPLOYMENT AND COMPENSATION ARE FOR NO DEFINITE PERIOD OF TIME AND MAY BE ENDED AT ANY TIME BY EITHER YOU OR THE COMPANY, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE. Only the President or Chief Executive Officer of the Company may make an agreement that varies from these policies. Such an agreement must be in writing and signed by the President and CEO.
- THIS REVISED HANDBOOK SUPERSEDES OLD VERSIONS. We may withdraw or change our policies and procedures at any time with or without notice. This version of the Employee Handbook supersedes and revokes any and all prior Handbooks, policies, practices and procedures, whether written or oral.
- THE COMPANY RESERVES THE RIGHT TO AMEND, ALTER, OR MAKE EXCEPTIONS TO THIS HANDBOOK. The Company may, at any time, modify, revoke or change the information, policies and procedures in this Handbook.
- THE HANDBOOK COMPLIES WITH LAWS. We intend all the policies in this guide to comply with federal and applicable state laws. If any policies do not comply with such laws, please consider such policies to be revised to comply with the laws.

TABLE OF CONTENTS

Welcome to HardRock Infrastructure	2
A Message from our Founder and President	
Our Story	
Diversity and Our Commitment to Equal Opportunity	
Our Open Door	
Basic Employment Policies	7
Your Job Duties	
Attendance	
Communicating While Driving	
Personal Telephone and Smartphone Use on the Job	
Personal Appearance	
Field Wear	
Emergency Closings	
Business Expenses	
Personal Relationships	
Contractors and Subcontractors	
Payroll Policies	10
Job and Employment Classifications	
Pay Periods	
Time Keeping	
Drive Time	
Per Diem	
Your Earnings and Earnings Statement	
Overtime Pay	
Changes in Personal Information	
Your Performance and Development	13
Performance Evaluations	
Skill Development	
Our Basic Safety Rules	14
Company Vehicle Policy	
When Accidents Happen	
Workers' Compensation	
Our Benefits	21
Leaves of Absence	
Funerals (Bereavement Leave)	
Jury Duty and Witness Service	
Vacation and Holiday Time	

Code of Business Conduct and Ethics	28
Rules of Conduct	29
Discrimination	
Insubordination	
Preventing Harassment in the Workplace	
Sexual Harassment	
Workplace Violence	
Drugs and Alcohol Social	
Networking Solicitation and	
Distribution	
Termination of Employment	34
Benefits at Termination or Layoff	
Return of Company Property	
Rehire	
Getting Started	36
Acknowledgment of Receipt Form.....	37

OUR STORY

Established in 2003 and headquartered in San Antonio, Texas, HardRock Infrastructure is a leading provider of Horizontal Directional Drilling (HDD) and Auger services. HardRock provides a comprehensive range of services, include pre-bore profiling, bore design and utility infrastructure installation.

With over 100 years of combined experience, HardRock's teams have successfully completed hundreds of HDD and Auger projects for national, state and firms.

Our yards are located in San Antonio, Monahans, and Center, Texas.

OUR VALUES IN ALL OF OUR RELATIONSHIPS

Integrity

Be honest and straightforward.

Urgency

Be first. Act quickly and decisively.

Talent

Select and grow the best people.

Teamwork

Set others up for success.

Competition

Foster a spirit of fierce external competition. Play to win.

Communication

Engage people through information and dialogue.

Accountability

Hold self and team responsible for living up to expectations, commitments, and values.

Recognition

Never let good results go unnoticed.

Courage

Inspire calculated risk-taking.

OUR COMMITMENT TO DIVERSITY AND EQUAL OPPORTUNITY

We have a policy of Equal Employment Opportunity. We will seek qualified applicants for positions throughout the Company without regard to race, color, religion, national origin, gender, age, pregnancy, veteran/military status or disability (where the applicant or employee is qualified to perform the essential functions of a job with or without reasonable accommodation) or any other protected class in accordance with all applicable Federal and state laws.

This policy fully embraces equality of opportunity with respect to all employment matters. We will administer all personnel actions such as compensation, benefits, transfers, layoffs and return from layoffs, Company-sponsored training, education, assistance, and social recreational programs without regard to race, color, religion, gender, national origin, age, pregnancy, disability (where the applicant or employee is qualified to perform the essential functions of a job with or without reasonable accommodation) or veteran/military status.

We encourage employees to increase and embrace diversity in the workplace by referring qualified job candidates for open positions and by treating all employees with respect and dignity.

OUR OPEN DOOR

We have an open-door philosophy that welcomes the free exchange of ideas between you and management in an appropriate manner. Feel free to voice opinions, concerns, and complaints with the confidence that we will hear you.

How could the Open Door be helpful to you?

- You can suggest ideas that will make HardRock Infrastructure more productive.
- You can suggest ways to reduce costs.
- You can suggest improvements that can make HardRock Infrastructure a Great Place to Work.
- You can report violations of Company policies/procedures such as discrimination, sexual harassment, retaliation, accounting impropriety, or the Company code of conduct.
- You can ask questions about Company policies or procedures.
- You can report safety concerns.
- You can discuss personal and/or workplace issues with management.

How does the Open-Door work?

The most effective way for you to seek help, resolve a problem, or make a suggestion is to do so with your immediate crew leader or supervisor. Your crew leader or supervisor is prepared to talk with you whenever you require assistance or guidance. There may be times when you are not comfortable discussing an issue with your crew leader or supervisor. In those cases, we recommend that you discuss the issue with another member of management.

After you talk to your crew leader or supervisor or another manager, if you need further assistance or are not satisfied, please feel free to contact your Human Resources representative.

How do you know that someone will listen to you?

The entire HardRock Infrastructure management team takes the Open Door very seriously. Leaders who restrict employee use of the Open Door, who fail to respond appropriately to an employee, or who retaliate against an employee for using the Open Door, are subject to disciplinary action.

THE OPEN-DOOR PROCEDURE

1. Talk to your immediate crew leader or supervisor first, AND/OR
2. Any member of Management, AND/OR
3. Your Human Resources representative

YOUR JOB DUTIES

We may assign you to an experienced employee who will be your mentor to help teach you how to do your job successfully. Soon, we will need for you to achieve at least a satisfactory level of productivity necessary for your job. Your crew leader or supervisor will let you know what these expectations are and how you are doing against them. Job descriptions are available from your crew leader or supervisor or from your Human Resources representative.

From time to time, your crew leader or supervisor may expect you to perform additional duties and take on different responsibilities to serve our customers or to ensure the efficient operations of the business. It may be necessary to modify your job description, add to or remove certain duties and responsibilities or reassign you to an alternate job. We always expect and appreciate your willingness to help out and to learn new skills.

ATTENDANCE

You are important to the successful operation of the Company. Being present for work when scheduled is an essential function of your job. We expect you to be at work each day and on time. Failure to meet our attendance standards will result in disciplinary action up to and including termination of your employment. An Absence Slip must be completed and turned into Human Resources for every absence.

Planned Absence

When you know in advance that you will have to be absent or late, notify your crew leader or supervisor at least ten (10) days in advance, if possible, so that he/she can make plans to handle your work. You need to have pre-approval from your crew leader or supervisor for this absence or tardiness. An absence possible, so he/she can make plans to handle your work. You need to have pre-approval from your crew leader or supervisor for this absence or tardiness.

Unexpected Absence

If you must be absent or late for an unplanned reason, give your crew leader or supervisor as much advance notice as possible; at least one hour before your normal reporting time if possible. You must notify your immediate crew leader or supervisor or, if your crew leader or supervisor is unavailable, another member of the management team on your crew or at your location.

Reporting your Absence

You need to phone your crew leader or supervisor, in advance, when you must be absent for any reason for any part of your work schedule. You must call in yourself; it is not acceptable for a family member or anyone else to call in for you. Except in emergencies, we request that you give your crew leader or supervisor at least ten (10) days' notice of a planned absence. Failure to contact your crew leader or supervisor within one hour of your scheduled work time for an unexpected absence is a serious offense and may result in disciplinary action for even the first instance. It is not acceptable to simply contact a co-worker to report an absence; you must contact your crew leader or supervisor.

Unexcused Absence

Your crew and/or location will have a specific attendance policy that you need to follow. Unexcused or excessive absences will result in disciplinary actions up to and including termination. We may require you to provide a doctor's note for any absence involving illness or injury. Unexcused absences include any absence without notifying your crew leader or supervisor, any absence that was previously denied, and any absence that your crew leader or supervisor did not approve. An employee who is absent for 3 consecutive days without contacting his/her crew leader or supervisor will be terminated for job abandonment.

CELL PHONE/COMMUNICATION DEVICE USE WHILE DRIVING

HardRock Infrastructure relies upon its drivers, salespeople, managers, and other employees to efficiently and safely use communication devices provided by the Company. In order to help ensure these goals are met, the following policy applies to all drivers conducting Company business:

- No text-messaging while driving.
- No cell phone or other communication device (verbal) use while driving, unless used with a hands-free accessory.
- Personal calls, when necessary, should only be made when stopped and should be kept to a minimum.

PERSONAL CELLPHONE AND SMARTPHONE USE ON THE JOB

For safety, productivity and other reasons, personal telephone calls and text-messaging are prohibited while performing the functions of your job except:

- In cases of emergency; or
- When management has provided prior approval for use

Anyone driving a vehicle while conducting Company business must comply with these rules:

- No text-messaging while driving;
- No cell phone or other communication device (verbal) while driving, unless used with a hands-free device; and
- Personal calls, when necessary, should only be made when stopped and should be kept to a minimum.

Please use scheduled break time for personal communications. You can make telephone calls to the Human Resources Department regarding benefits, pay, or employee relations issues on Company time. Please ask your immediate crew leader or supervisor to explain any other restrictions at your job site or location.

YOUR PERSONAL APPEARANCE

Your appearance is an important aspect to good customer relations, teamwork, and safety. We expect you to be well groomed with good hygiene and project a professional appearance consistent with your job when working or while on Company business. We require some employees to wear uniforms, protective shoes and/or specific safety equipment. You will receive specific dress guidelines at your orientation session.

In no case may an employee wear clothing containing profanity, discriminatory or provocative or inflammatory language or those that advertise alcoholic beverages, illegal drugs or drug paraphernalia, tobacco products or competitor's logos.

If you have any questions relating to this policy or your compliance with this policy, please contact your crew leader or supervisor or your Human Resources representative. Employees who violate the location personal appearance or "dress code" standards will be subject to disciplinary action up to and including termination of employment. We may also send such employees home on an unpaid basis to change their attire or to address personal hygiene issues.

FIELD WEAR AND APPAREL

The Company has specific clothing that must be worn to maintain an accident-free workplace. Fire Retardant clothing must be worn in all prescribed areas and jobsites. Long sleeve shirts must be worn at all times while on job site.

EMERGENCY CLOSINGS

In the event of inclement weather conditions, assume that the job site or location is open unless we notify you otherwise. If weather conditions prevent or delay you from reaching your job site or office, you need to personally contact your crew leader or supervisor as soon as possible to report your delay or inability to report for work. We may also declare a closing if critical services or building services have been disrupted.

We do not pay employees in non-exempt jobs when the job site or location is closed due to emergency conditions. However, employees in such jobs may elect to use available vacation or personal time to be paid in these situations.

BUSINESS EXPENSES

The Company will reimburse you for certain expenses you may incur while performing authorized Company business. Eligible expenses may include fuel for business related activities (e.g., equipment fill up). You will need to complete an Expense Report and provide original receipts, where appropriate, to receive reimbursement. Prior approval from Crew Leader or Division Manager is required.

PERSONAL RELATIONSHIPS

We recognize the sensitive issues involved in having a romantic personal relationship with a coworker. What you do on your own time away from work is private unless it negatively impacts your job performance or the Company. Coworkers engaged in a personal relationship should refrain from personal conduct while at work that creates tension or discomfort for others.

CONTRACTORS AND SUBCONTRACTORS

Contractors and subcontractors are employees of firms with which HardRock Infrastructure has contracted for services or self-employed individuals with which HardRock Infrastructure has contracted directly. If you are an employee of HardRock Infrastructure, you may not perform additional services for the Company as a contractor or subcontractor without express approval from the President, CEO, or General Manager.

JOB CLASSIFICATIONS

If you have any questions about the classification of your job as non-exempt (hourly-paid) or exempt (salary-paid), please contact your crew leader or supervisor or Human Resources representative.

Non-Exempt

Non-exempt jobs are paid by the hour. We will compensate employees in non-exempt jobs for all hours worked over forty in a regular workweek in accordance with applicable state and federal law.

Exempt

Employees in exempt jobs are paid a salary regardless of the number of hours worked and are not eligible for overtime pay. Examples of some exempt jobs include executive, managerial, crew leader or supervisory, sales or professional positions

EMPLOYMENT CLASSIFICATIONS

Regular Full-Time

All employees of HardRock Infrastructure are considered to be Regular Full-Time.

PAY PERIODS

Hourly-Paid (Non-Exempt) and Salary-Paid (Exempt)

If we pay you on an hourly basis, the pay period is one weeklong (weekly). It begins on Saturday at 12:01 a.m. and ends on Friday at midnight. We will pay you one week after the end of the pay period, which allows time to process payroll data such as overtime and time away from work. Paydays are every Friday.

TIMEKEEPING

We use the HardRock Portal for time keeping. We have a strict policy to record all hours worked accurately for every HardRock employee. Crew and Shop time records are kept by the Crew Leader/Supervisor or Shop Manager on the site to which they are working. Each crew/shop employee should also keep record of the time they begin and end their workday for their records. Notify your Crew Leader/Supervisor or Shop Manager as soon as possible if there are any time discrepancies. Your Crew Leader/Supervisor or Shop Manager will then contact the Payroll Department to resolve the issue. Office, Sales, Superintendents will enter an individual ticket for their time in the portal.

NEVER falsify time worked. NEVER work "off the clock." Doing EITHER of those things is grounds for immediate termination!

DRIVE TIME

Drive time is not paid to and from the job site. Employee will be clocked in upon arrival to job site and clocked out when leaving the job site. It is the employee's responsibility to stay as close to job site as possible. If an employee is sent home then drive time will be paid one way only, which is the return drive back to job site location. If an employee chooses to go home for personal reasons, then no drive time will be paid either way.

PER DIEM

Per Diem is paid to employees who are working and staying out of town. The Per Diem is a standard daily rate meant to cover both meals and lodging. This daily Per Diem will be paid for each night an employee is out of town due to official HardRock business. Employees who work and stay out of town are responsible for their own meals and lodging. HardRock Infrastructure will not schedule or directly pay for lodging. Per Diem is not paid if an employee is at home.

NEVER falsify Per Diem. NEVER request per diem when at home. Doing EITHER of those things is grounds for immediate termination!

YOUR EARNINGS

HardRock Infrastructure employees are required to utilize Direct Deposit to receive payment of their earnings.

We will deposit your entire net pay into one account or split it up between separate accounts. An Earnings Statement (pay stub) is available each payday in our Paycom program that shows the amounts we deposited into each account.

You must sign up for Direct Deposit by completing a Direct Deposit Form, which you will complete during the new hire process.

If you make any changes to your account information you must notify the HR Department immediately. You can avoid an interruption of direct deposits by setting up your new account in advance of closing your old account.

YOUR EARNINGS STATEMENT

Your Earnings Statement (pay stub) is available through Paycom.

The Earnings Statement includes the following information: regular rate of pay, commission and bonus payments, overtime pay earned and lawful deductions (such as federal income and social security taxes) for the pay period just ended and for the year to date. Your Social Security number will not be displayed on your Earnings Statement. If you need to verify your Social Security number, please see your Human Resources representative.

Access to your Earnings Statement information is available at www.paycom.com . You will receive an email from systemmessage@paycomonline.com on the email address you provide during new hire processing. This email will allow you to set up your Paycom to view your Earnings Statement (pay stub.) You will also receive detailed instructions on setting up your Paycom during new hire processing.

The law may require us to deduct certain tax payments, levies and garnishments from your pay. In addition, you may request other deductions be made for employee contributory benefit programs or other Company programs. If you authorize these non-statutory deductions, you will need to sign an authorization form.

HardRock Infrastructure does NOT grant payroll advances against future pay or paid vacation.

Upon termination, your final pay will be deposited to your Direct Deposit account(s) or a live check sent via U.S. Postal service, depending on your current situation.

OVERTIME PAY

Your crew leader or supervisor may require you to work overtime as the demands of the business mandate. Employees in hourly-paid jobs will be paid one and a half times their hourly rate for all hours over 40 worked in a regular workweek.

Crew leader or supervisor Must Pre-Approve Overtime

Your crew leader or supervisor must approve, in advance, any overtime hours you work. Employees in non-exempt jobs who work unauthorized overtime can be subject to disciplinary action up to and including termination of employment.

Holidays, Vacation and Personal Time Not Counted

We only count time actually worked when calculating overtime. We do not consider Company-paid holidays, vacation and/or personal time (if applicable) as hours worked when computing overtime. An employee in a non-exempt job must work more than 40 hours in a regular workweek to be eligible for overtime pay.

CHANGES IN PERSONAL INFORMATION

It is very important that you let us know if there are changes in your personal information so we can keep your employment records accurate. Please promptly notify your crew leader or supervisor if you have a change in address, name, telephone number, marital status, number of dependents, emergency information, etc. You will need to complete and sign a Change Form with the changed information.

PERFORMANCE EVALUATIONS

Crew leader or supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Performance evaluations are conducted, and documented, on an as needed basis.

SKILL DEVELOPMENT

Your crew leader or supervisor may periodically provide you with opportunities to learn new skills in order to improve your job performance, expand your capabilities and prepare you for advancement, if you choose. Cross-training in other areas increases your value as an employee. Take personal responsibility for your own career development. Look for chances to enhance your skills and ask about ways you can improve your productivity and results.

OUR BASIC SAFETY RULES

All employees need to observe safe work practices to protect themselves and others. Our basic safety rules address behaviors and practices that can prevent accidents and injuries in the workplace. Additional safety rules may apply to specific hazardous operations or work areas.

Safety Rules Are SERIOUS.

The safety and security of employees is of primary importance. You are responsible for maintaining our job sites and facilities free from recognized hazards and obeying all HardRock Infrastructure safety rules. Working conditions should be maintained in a clean and orderly state to encourage efficient operations and promote good safety practices. We will enforce safety rules uniformly and consistently

These Rules Are NOT Optional.

They are mandatory and we will enforce them without exception. Taking shortcuts in safety can result in serious injury or even death. We will teach safety rules during initial orientation and job training, and we will reinforce them by on-the-spot correction in the workplace. Your crew leader or supervisor may use disciplinary action, up to and including termination of employment, to assure enforcement of safety rules.

**You MUST become familiar with and follow all safety rules.
If an accident or injury should occur, you MUST immediately notify your crew leader
or supervisor, no matter how trivial it may seem.**

1. Protect yourself against crushing and caught-in-between injuries.
2. Protect yourself against potential mechanical stored energy.
3. Ensure all electrical hazards are understood and controlled before starting any work.
4. Ensure all energy sources have been isolated and personal locks have been placed before working on any equipment.
5. Ensure vehicle is safe for driving, drive responsibly, and drive to the conditions around you.
6. Speak to your Supervisor if you are feeling fatigued and do not come to work under the influence of drugs or alcohol.
7. Do not enter a confined space without the appropriate training and authorization.
8. Do not enter an unprotected excavation deeper than four (4) feet.
9. Never work at heights without the appropriate fall protection.
10. Never approach operating heavy equipment without making positive verbal communication with the operator.
11. Never work in the line of fire or under a suspended load

COMPANY VEHICLE USAGE POLICY

This policy outlines the rules, policies, and procedures for the operation, use, and maintenance of company vehicles and/or

equipment and must be adhered to by all personnel. It is applicable to all HardRock employees operating equipment and/or vehicles owned or leased by HardRock Infrastructure, LLC. These policies further supplement policies outlined in the Employee Handbook issued at time of employment. Failure to follow these and other company policies will result in disciplinary action up to and including termination.

**** Vehicle Fleet Purpose****

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees for official business only. 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.

**** General Rules****

- Company vehicles are only to be driven by licensed drivers employed by HardRock. Employees without valid driver's licenses are not permitted to operate any company vehicles.
- Employees under the age of 21 are NOT permitted to operate company vehicles.
- All traffic laws shall always be observed in the operation of company vehicles on any and all streets, roads, highways, and Customer Right of Ways.
- All posted speed limits shall always be observed in the operation of company vehicles on any and all streets, roads, and highways.
- Seatbelts will always be worn, by all passengers.
- Safe driving practices shall be employed at all times in the operation of company vehicles and equipment. Roadway shoulders can be accessed for emergency use but will not be used for passing. Distracted driving is strictly prohibited, no cell phone use unless a hands-free device is utilized. This includes texting and emailing.
- Company vehicles are to be operated by employee licensed drivers only.
 - Employees without valid driver's licenses are not allowed to operate a company vehicle.
- All pickups, service trucks, tool trucks, truck tractors **shall not be left with the engine idling for extended periods of time—in excess of 15 minutes.**
 - **(unless the power is being used for ongoing operations and is approved by supervision.)**
- All pickups, service trucks, tool trucks, truck tractors **shall not be left with the engine idling while the vehicle is unoccupied.** **(unless the power is being used for ongoing operations and is approved by supervision.)**
- All vehicles will not be started or placed into operation at the beginning of the workday until Drivers Inspection Log is completed, air filters, and all fluid levels have been checked.
- At no time shall any Hard Rock company vehicle or machinery be operated by an employee who is consuming any alcoholic beverage or has consumed alcoholic beverages during the previous 8 hours before operating the company vehicle or machinery.
- All drivers will conduct a 360° walk around of vehicle to identify obstructions.
 - This includes inspection of vehicle tires, leaking fluids, etc.
- All drivers shall use spotters for backing or in congested areas. Pull through parking shall be utilized and initial movement of vehicle will always be forward if possible.
- All vehicles will be entered and exited using three points of contact.
- Always drive in a defensive manner, anticipating and avoiding hazards
- All drivers will adjust mirrors before vehicle is put into motion, with adjustments made to minimize blind spots.
- Always use parking brake when parking on any degree of slope.
- The number of occupants in a vehicle will not exceed available number of Seat
 - Belts, and all occupants of vehicle will wear a Seat Belt.
- Always use horn to signal you are about to begin backing a vehicle.
- Long drives after daylight hours require "Buddy System" or two occupants in the vehicle in the event the driver experiences fatigue or drowsiness.
- Operation of Hard Rock vehicles or machinery is expressly prohibited if the employee has recently used any illegal or prohibited drugs; or if the evidence of illegal or prohibited drugs is present in the bodily systems of the employee. All employees are subject to random drug and alcohol testing at any time during working hours. Any violation of drug and alcohol policies will be cause for immediate termination.
- Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns. All company vehicles and equipment shall be serviced and inspected on a regular basis.

*****NOTE: All company crew trucks and pickups are monitored by GPS 24 hours per day. 7 days per week and all information is automatically transmitted to HardRock immediately.** This GPS system monitors the time, location, speed, idling, and stopping of the vehicle, as well as the mileage and total time the vehicle is operated. The GPS unit mounted on each vehicle records all periods exceeding 15 minutes that the vehicle is left idling. Company vehicle use between the hours of 11 pm and 4 am will generate late night driving reports and is strictly prohibited. Prior management approval must be obtained if job scope requires the use of a company vehicle between the hours of 11pm and 4 am.

**** Vehicle Safety & Security****

Cell Phone Usage

- The safest and most responsible way to use a cell phone or any hands-free device is to safely pull over and park.
- Texting while operating a vehicle is strictly prohibited.
- Talking on a cell phone without using a Bluetooth/Hands-free system is strictly prohibited.
- If you need to make/receive a call without a Bluetooth device, you must either pull over off the road and stop driving, or let a passenger make/receive the call for you.

Accidents

In the event of an accident:

- **Call the police on all accidents and obtain a copy of the police report.**
- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witnesses if possible.
- Exchange vehicle identification (make, model, year, Vin#, License plate #), insurance company name and policy numbers with the other driver.
- Take photographs of the scene of accident if possible.
- Complete the accident report in your vehicle.
- Notify management immediately and turn all information over to the fleet manager within 24 hours.
- You will be required to take a post-accident drug & alcohol test immediately after the accident.

At Fault Accidents: If you are involved in an accident and found to have been “at fault”, you may be responsible for paying a portion of the costs for damages or the insurance deductible, whichever is less. In these situations, coordination with Human Resources is required.

*****Any accident resulting from negligence due to phone or hands-free device usage will be considered an at-fault accident.**

Drug Testing: All employees operating company vehicles and/or equipment will be drug tested during pre-employment processing, randomly, annually and/or for reasonable cause.

At no time shall any HardRock company vehicle or machinery be operated by an employee who is consuming or has consumed alcoholic beverages in the previous 8 hours, nor shall any person operate company vehicles and/or machinery under the influence of any illicit or illegal drugs. Employees who need to use prescription or nonprescription legal drugs while at work must report this requirement to the Human Resources Manager if the use might impair their ability to perform the job safely and effectively. Depending on the circumstances, employees may be temporarily reassigned, prohibited from performing certain tasks, or prohibited from working if they are determined to be unable to perform their jobs safely and properly while taking the prescription or nonprescription legal drugs. Violations of the company's drug and/or alcohol policy may result in termination.

**** Vehicle Maintenance****

Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns. **Neglecting to maintain a vehicle could result in the driver being charged for any resulting repairs.** Unusual wear and tear above industry average or neglecting to maintain your company-provided vehicle may result in the loss of your vehicle and further disciplinary action. The following steps must be followed by anyone driving a company vehicle:

1. Vehicle Inspections are the responsibility of the driver. Vehicle must be re-inspected before current inspection expires. (The Enterprise card will cover the cost of the pickup truck, crew truck, and service truck inspections)

2. Current Vehicle Registration, Insurance card, and inspection report must be kept in the vehicle at all times. It is the driver's responsibility to ensure that both are up to date and present in the vehicle.

3. Every time the truck is fueled, you must take the time to open the hood and check the air filter condition and all fluid levels.

4. It is the driver's responsibility to have the scheduled maintenance performed at the manufacturer's designated intervals to ensure maximum vehicle performance for safety, operating efficiency and extended life of the vehicle. The vehicle manufacturer's maintenance schedule should be referenced and closely followed regarding recommended maintenance intervals. (The enterprise card needs to be used for all maintenance work on pickup, crew, and service trucks). The following intervals are for reference only but should be closely followed based on manufacturers recommended maintenance schedule:

Oil Changes:

- Gas Engines: Every 4,000 miles
- Diesel Engines (Pickup/Crew Trucks, Mechanic Trucks): Every 5,000 miles or 200 hours (whichever comes first)
- Heavy Haul Trucks: Every 8,000 to 10,000 miles

Air Filters:

- Gas Engines: Every other oil change
- Diesel Engines (Pickup/Crew Trucks, Mechanic Trucks): Replace with every oil change
- Heavy Haul Trucks: Clean out every oil change and replace as needed.

Fuel Filters:

- Gas Engines: Replace every 30,000 miles
- Diesel Engines (Pickup/Crew Trucks, Mechanic Trucks): Replace every other oil change
- Heavy Haul Trucks: Change at every oil change.

5. Tire Care and Replacement– Tire mileage is directly proportional to driver techniques, alignment, tire pressure and wheel balance. All these factors are under your control. Tire pressures must be checked regularly (and kept at a PSI level as designated in the vehicle manual or as designated on the inside door panel of the vehicle) and tires visually inspected. Alignment and wheel balance problems must be corrected immediately to avoid drastic tire wear.

- **Keep tires inflated to the proper PSI rating**
- **Have tires rotated every 10,000–12,000 miles**

6. Driver Log– Driver logs will be annotated daily with all discrepancies (including minor/routine maintenance, such as low fluid level, wiper blade damage, or headlight outage).

**** Vehicle Tools and Equipment**

–All equipment in the truck (including toolboxes and tools inside) are the responsibility of the driver with whom the vehicle is assigned to and it is their responsibility to ensure the vehicle returns with said equipment. The loss of any equipment can result

in disciplinary actions being taken.

–The dismantling of any GPS system on any vehicle will be considered vandalism and act of subterfuge, such actions will be met with criminal charges and termination.

**** Vehicle Cleanliness****

Vehicle audits and inspections will be done on a weekly basis at random to ensure employees are keeping their vehicles clean and maintained regularly. Hardrock understands our line of work is dirty and in rough conditions most of the time but failing to clean and upkeep company vehicles regularly will result in disciplinary action. The required guidelines are as follows:

1. **Every Friday, the vehicle interior and exterior needs to be cleaned out** to help maintain its good appearance for you and the Company. A clean vehicle makes a good impression on customers.
2. **Every Friday**, the truck's toolboxes and storage areas need to be cleaned and organized.
3. **Daily**, trash needs to be cleaned out and kept to a minimum.

WHEN ACCIDENTS HAPPEN (OR ALMOST HAPPEN)

Immediately report the following accidents to your crew leader or supervisor:

- All accidents resulting in personal injury, regardless of how minor the injury may be;
- All accidents resulting in property or vehicle damage, regardless of how minor the damage may be and
- All near-miss incidents that did not result in injury or property damage.

If a work-related injury requires medical attention beyond first aid, the Company's Workers' Compensation covers the cost of professional medical treatment. Please follow your Safety Department and/or Crew Leaders instructions for obtaining medical care.

Medical Treatment and Return to Work

Our post-injury procedure will ensure quality medical care for an injured employee, control the medical costs associated with the injured employee's recovery and return the injured employee to full gainful employment in the earliest possible time.

To accomplish these goals, the Company will:

- Ensure the employee receives initial medical treatment, including first aid at the site of the accident as well as proper treatment by a medical provider if required;
- Work with the physician to communicate the nature of the employee's work and identify work restrictions the employee may have;
- Maintain contact with the injured employee to monitor the status of his/her recovery;
- Follow up with the attending physician regarding return-to-work expectations and specific job restrictions; and

Return the injured employee to modified employment (if appropriate under the circumstances) with the proper work restrictions while the employee completely recovers to return to full employment.

WORKERS' COMPENSATION

The Company provides Workers' Compensation benefits to covered employees who are injured on the job. The cost of Workers' Compensation is 100% paid for by the Company.

For a qualifying, work-related injury, Workers' Compensation benefits include:

- All reasonably necessary medical expenses associated with the injury;
- A portion of the injured worker's wages until the attending physician clears the employee to return to work. The program determines payment for permanent injuries based on the type and severity of the injury.
- The cost of most types of rehabilitation services; and
- In the event of a work-related death, limited burial expenses and survivor's benefits to dependents for a limited time.

The Basics

Each state has a waiting period that employees must satisfy before Workers' Compensation benefits begin paying a portion of their wages. The basic paid leave policy covers work related injuries; therefore, employees may use benefit time to receive pay during the waiting period. The injured employee needs to notify the Human Resources representative when the doctor releases him/her to return to work, to avoid overpayment of Workers' Compensation benefits. If an overpayment occurs, the insurance carrier resolves the matter with the employee.

We will place eligible employees (those who have been with the Company for at least one year and have worked at least 1,250 hours) on FMLA leave for up to twelve (12) weeks if they are unable to work due to a work-related injury. If you need to be absent as the result of a work-related injury, and you qualify, your FMLA leave will run concurrent with your absence.

Modified Duty

In appropriate circumstances, we work with the attending physician to determine an appropriate temporary modified duty assignment, if any, that accommodates any physical limitations and work restrictions the physician specifies. We expect employees to accept an offer of temporary modified duty. The law does not require us to hold an employee's previous position open indefinitely. However, most employees with temporary disabilities return to their previous positions when they fully recover.

OUR BENEFITS

The Company offers all full-time employees a comprehensive benefits program on the 1st of the month following 60 days. Our plan allows you to choose your own benefits to build a program that meets the needs of you and your family. The plan includes medical, dental, vision, life and accidental death and dismemberment insurance for employees and dependents, critical illness insurance, short-term disability (STD), long-term disability (LTD), 401 (k) retirement savings plan, and Flexible Spending Accounts for health care and dependent care. You will receive detailed information about our benefits program during new hire processing and during open enrollment. For details, please refer to the Benefits Enrollment Guide and Summary Plan Descriptions for each plan.

Eligibility

You are eligible to participate in each part of our benefits program as follows:

- | | |
|---|--|
| · <u>Healthcare</u> (medical, dental, vision) | On the first day of the month following 60 days of employment. |
| · <u>Flexible Spending Account</u> | Same as Healthcare |
| · <u>Short-Term and Long-Term Disability Insurance</u> | Same as Healthcare |
| · <u>Life Insurance</u> (employee and dependent) | Same as Healthcare |
| · <u>Accidental Death & Dismemberment Insurance</u> | Same as Healthcare |
| · <u>Critical Illness Insurance</u> | Same as Healthcare |
| · <u>401(k) Retirement Savings Plan</u> | In the first payroll following 1 year of employment and 21 years of age. |
| · <u>Paid Time Off</u> (vacation, holiday) | For vacation, paid time off begins after 1 year of employment.
For holidays, you must work the scheduled days before and after a designated holiday with no waiting period. |
| · <u>Bereavement Leave</u> (funerals) | After 6 months of full-time employment. |
| · | |

LEAVES OF ABSENCE

The Company recognizes that employees may need to take leaves of absence for periods of time exceeding any available paid time off. It is the Company's intention to provide employees with leave benefits as required by federal and state laws. As necessary, we will modify or interpret this leave policy to achieve that purpose.

Types of Leaves

The Company may approve the following types of leaves of absence:

- Family care and/or medical leave for up to 12 weeks in a rolling calendar year in accordance with the federal Family and Medical Leave Act (FMLA) and any applicable state law;
- Military caregivers leave as required under FMLA;
- Medical leave as required to reasonably accommodate employees with a workplace illness/injury or a qualified disability under the Americans with Disabilities Act (ADA) as amended and any applicable state law;
- Military leave as required under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any applicable state laws; and,
- Personal leave considered on a case-by-case basis.

Except where prohibited by federal or state law, leave of absence entitlements run concurrently; for example, a leave of absence for a workplace injury will also apply to an employee's leave benefits (if any) under FMLA.

Family Care and Medical Leaves under FMLA

If you have worked for the Company for at least 12 months and at least 1,250 hours in the past 12 months, you are eligible for a leave of absence under the FMLA. You may take up to 12 weeks of approved time off under FMLA in any 12-month period that is measured backward from the date your last FMLA leave began. For example, an employee takes 4 weeks of FMLA leave beginning June 1. The employee has 8 weeks leave remaining under FMLA through the following June 1.

Under FMLA, a leave of absence may be granted for any of the following family care or personal medical reasons:

- The care of a newborn child within 12 months of birth or placement in your home for adoption or foster care;
- Your own serious health condition; or,
- Any qualifying exigency (immediate need) arising out of the fact that a spouse, son, daughter or parent is a member of the military on covered active duty or call to covered active duty status.

If an employee and his/her spouse are both employed by the Company, these employees are limited to a combined total of 12 weeks of leave during any 12-month period when the leave is due to the birth or placement of a child for adoption or to care for a family member with a serious health condition.

Military Caregiver Leaves under FMLA

An eligible employee may also take up to 26 weeks of leave under FMLA during a single 12-month period to care for a covered service member who is the employee's spouse, son, daughter, parent or next of kin with an injury or illness incurred in the line of duty. The maximum 26-week leave under this provision of FMLA is inclusive of other FMLA leave taken. The single 12-month measurement period begins on the first day of leave taken to care for the service member in this circumstance.

Other Medical Leaves of Absence

Employees who are ineligible for leave under FMLA or have exhausted leave entitlements under FMLA may be eligible for a medical leave as required to reasonably accommodate a workplace illness/injury or qualified disability under the Americans with Disabilities Act (ADA) where undue hardship to the Company would not result. Requests for medical leaves under ADA will be considered on a case-by-case basis with the submission of appropriate medical certification.

Military Leaves of Absence

HardRock Infrastructure proudly complies with the requirements of the Uniformed Services Employment Reemployment Rights Act

(USERRA). If the federal or state government calls you to active service, contact your crew leader or supervisor first and then provide your

Human Resources representative with a copy of your deployment orders. Military leave will be granted in accordance with the requirements of your military service order. However, the cumulative length of a military service leave may not exceed 5 years under most circumstances. While on an approved military leave, you may be subject to certain employment actions unrelated to your leave, such as layoff or location closing, which would impact your job upon return from military leave.

Supplemental Military Pay

If you are a member of the Reserves or National Guard and you require a leave of absence for a call to active duty, the Company will grant you up to ten working days of supplemental military pay per calendar year, regardless of length of service with the Company. In addition, if you are a regular, full-time employee with a minimum of one year of continuous employment with the Company, you are eligible to receive additional supplemental military pay. Supplemental military pay is equal to the difference between (a) the higher of your current biweekly gross rate of pay OR your prior year's W-2 earnings (excluding bonus earnings), expressed as a bi-weekly amount and (b) the gross military duty pay (including subsistence, living quarters allowance, hazardous duty pay and travel expenses). However, if your military duty pay exceeds your rate of pay with the Company, you will not be eligible to receive supplemental military pay from the Company while on military leave of absence.

Health Benefits While on Military Leave

The Company extends health benefits to the end of the second month from the date you are called for active duty. After that, you and your covered dependents may elect continuation of coverage for a maximum of 24 months. Upon your return from active duty, all benefits in place before your leaving for active duty will be reinstated on the date of your return even if you did not continue coverage.

Reinstatement to Your Former Job

The Company will reinstate you to the job you left prior to your active duty, except for dishonorable termination, if you return to work within the timeframe prescribed by USERRA. If the job you left before being called for active duty is not available, we will reinstate you to a similar position at the same rate of pay and seniority at the time you were called for active duty.

Personal Leaves of Absence

Regular, full-time employees who have completed one year of employment are eligible to be considered for an unpaid personal leave of absence for a reasonable period of time, normally not to exceed thirty (30) days. Requests for personal leave will be considered on a case-by-case basis depending on a number of factors, including anticipated operations requirements and staffing needs during the proposed period of absence. Your manager will approve or deny your request.

Applying for a Leave of Absence

In the case of a foreseeable need for leave of absence, please notify your Human Resources representative as soon as possible. The Human Resources representative will then provide you with information and forms necessary to initiate your request for an approved leave of absence. In the case of a leave due to your own serious health condition, an on-the-job injury or illness or to care for a child, spouse or parent with a serious health condition, you must provide a Certification of Health Care Provider Form prepared by the health care provider. Failure to provide a required certification may result in denial of the leave request, discontinuation of the leave and in some cases disciplinary action, up to and including termination of employment.

With the exception of Military Leave and intermittent leave, all requests for leave of absence must include a specific duration and return to work date. In the case of Military Leave, you will be required to provide a military service order; in the case of a two-week tour of duty where no military orders are issued, a military earnings statement should be submitted at the end of the leave.

In some cases, periodic recertification from the health care provider may be required. It is your responsibility to keep the Company and your manager informed during a leave as to your status and intent to return to work.

Duration of Leaves of Absence

Medical leaves of absence are generally approved for the period of disability, up to a maximum of 6 months. An additional period of leave of absence may be requested by the employee beyond 6 months as an accommodation to the employee under the ADA.

Compensation and Benefits during Leaves of Absence

Compensation

A leave of absence is generally unpaid, except where benefits are payable due to a work-related injury or you are receiving a benefit under one of the Company's voluntary disability plans. You may wish to use available personal and/or vacation time. Use of paid time off does not extend the leave of absence period and runs concurrent to the leave of absence.

Pay Increases during Leaves of Absence

If an employee on an approved leave of absence would otherwise receive a pay increase during the leave, the increase becomes effective upon the employee's return to work date. This employee will not receive retroactive pay, even if the employee never returns from the leave of absence. This policy includes all types of leave, paid or unpaid.

Continuation of Health and Welfare Benefits

While an employee is on an approved leave of absence, the Company will continue to provide the employee with his/her benefits to the same extent and under the same terms and conditions as would apply had the employee not taken leave up to a maximum of six (6) months, provided the employee continues to pay his/her portion of the applicable premiums during leave. If you are receiving pay for paid time off or short-term disability benefits, your usual benefits premiums will be deducted from these payments. If you are not receiving pay from the Company, the Company will bill you for missed premium deductions at least monthly. Your failure to remit premium payments to the Company for benefits while on leave of absence will result in the termination of your benefits. When premium payments are not received by the Company within 31 days of billing, your benefits will be terminated retroactive to the date coverage lapsed due to non-payment of premiums. However, as determined on a case-by-case basis, benefits may not be terminated due to non-payment of premiums if the Company has a reasonable expectation of recouping missed premiums where your return to work date is imminent and premiums (current and arrears) are fully paid over three pay periods following your return to work. If health coverage lapses due to non-payment of premiums, you will not be eligible for continuation of coverage under COBRA.

Paid Time Off

Accruals for vacation and personal time will continue while on employees are on an approved, paid leave of absence (such as for short-term disability or workers' compensation). In the case of unpaid leaves of absence, accruals for vacation and personal time stop. Upon an employee's return to work, accrual for paid time off will commence on the employee's return to work date.

Holiday Pay

Employees on leaves of absence generally do not receive pay for a Holiday. If a paid Holiday occurs while an employee is in the 14-day waiting period for short-term disability benefits, the employee will receive pay for the Holiday.

401(k) Retirement Plan

Contributions and loan repayments can only be made to the plan if the Company is issuing pay – either paid time off or short-term disability pay – to the employee while on leave of absence. Upon the employee's return to work, contributions and loan repayments will resume. To avoid defaulting on 401(k) loans while on unpaid leave of absence, you may contact Putnam to make your loan payments to them directly. Or, where the leave of absence is short in duration (generally, less than four weeks), the Company may be able to recoup missed loan payments sufficient to avoid default of your 401(k) loan upon your return to work.

Pursuant to USERRA, employees who return to work after a Military Leave of absence may make up any contributions to the 401(k) plan that would have been made had they remained employed and receive the corresponding Company matching contributions. Contributions must be made up within a period equal to three times the employee's period of service, up to a maximum of five years. If you have an outstanding loan in the 401(k) plan before being called for active duty, we will suspend your requirement to make loan payments until such time as you return to work. At that time, we will re-amortize your loan payments for a period not to exceed five (5) years from the date you return to work. Upon return to work from active duty, the Company will recognize your period of military leave for purposes of vesting in the 401(k) plan.

Job Restoration

The amount of job-protected leave (the period during which you may return to work in the same or equivalent position held before leave) depends on whether there is an entitlement to leave under federal and/or state law. In general, such laws provide different levels of job protection based on the nature of the injury/illness or medical condition and the length of the employee's service. You or your manager should contact your regional Human Resources manager with any questions regarding the duration of job-protected leave in any particular situation.

Outside Employment During Leaves of Absence

Employees who are away from work due to an approved leave of absence are prohibited from pursuing outside work while on leave. Employees found to be in the employ of another employer while on an approved leave of absence will be subject to termination of employment with the Company.

Returning to Work

You must contact your manager or Human Resources representative before the end of your leave of absence to make arrangements to return to work when your leave ends.

Military Leaves

Special policies apply for a return from a Military Leave of absence. The amount of time you have to return to work after a Military Leave depends on your period of service, as follows:

Period of Service	Report To Work No Later Than:
Less than 31 days	First full day after completion of service
31 to 180 days	14 days after completion of service
More than 180 days	No later than 90 days after completion of service

If the employee is hospitalized or recovering from injury or illness as a result of the military service, contact should be made as soon as possible with the manager or Human Resources representative in order to coordinate the return to work.

Changes in hours, schedules, duties, benefits, pay and other terms and conditions of employment may occur because of business needs.

Return to Work Release

If you are returning from a leave of absence due to your own serious health condition or on-the-job injury or illness, a release from the health care provider is required before you can report back to work.

If you are returning from a leave of absence due to your own serious health condition or an on-the-job injury or illness and the release to return to work is not a full duty release, you must provide a written statement from your health care provider describing any work restrictions and the expected duration. If you are released to return to work prior to the expiration of a leave of absence with work restrictions, you are expected to advise your manager. If there is work available which you are able to perform with your work restrictions, you will be expected to return to work.

Not Returning from Leave

If you decide at or before the end of your leave of absence not to return to work, you should notify your manager immediately. If you fail to return to work or fail to obtain an extension on or before the expiration of your leave of absence, you will be considered to have voluntarily resigned. If you notify your manager before the end of your leave of absence that you choose not to return to work or that you will be unable to return due to the continuation of a serious health condition or other circumstances beyond your control, you will be eligible for rehire consideration when you are able to return to work.

FUNERALS (BEREAVEMENT LEAVE)

The Company grants paid bereavement leave of one, two, or up to three days to employees with at least six months of employment in the event of the death of an immediate relative (defined as a spouse or significant other, child, parent, grandparent, or sibling). If you qualify for this benefit, you will receive paid time off consistent with your needs and this policy. If attending a funeral requires out of town travel, your crew leader or supervisor may grant one, two, or up to three (3) consecutive days in total, one of which must be the day of the funeral. Your crew leader or supervisor may require proof of bereavement, such as a newspaper obituary or funeral service notice before payment for the time off.

JURY DUTY / WITNESS SERVICE

If the court calls you to perform jury duty or if it summons you to witness service, we will grant you paid time off for up to two weeks or as the law requires so you may fulfill your obligation. You need to notify your crew leader or supervisor as soon as you receive notice from the court, and you must submit a copy of the court notice to your crew leader or supervisor in order to receive pay. If you must be out more than two weeks for jury duty, we will grant you additional unpaid time off as necessary to fulfill your obligation.

Hours served for jury duty do not constitute hours worked for the purpose of computing overtime.

VACATION TIME

The Company provides paid vacation in recognition of your service and to encourage periods of rest and relaxation. We base the rate of your vacation accrual on your years of Company service and your full- or part-time status. Vacation is calculated based on Calendar year.

YEARS OF SERVICE	ANNUAL ACCRUAL*
Less than 1 year	NONE
1 year to 4 years	40 hours
5 to 9 years	80 hours
10 years or more	120 hours

* Annual accrual assumes employment for the full calendar year.

. You need to get prior approval from your crew leader or supervisor for all vacation time.

No Carryover, No "Cashing Out"

You must take your paid vacation time during the calendar year in which you earn it. You cannot carry unused vacation time over to the next calendar year. We also do not allow pay in lieu of vacation time ("cashing out").

Scheduling

You must schedule vacation time in advance and are subject to restrictions by the Crew Leader or Crew leader or supervisor. You must have your crew leader or supervisor's approval to schedule more than one week at a time. 2 weeks request notice is best policy.

You need to phone your crew leader or supervisor, in advance, when you must be absent for any reason for any part of your work schedule. You must call in yourself; it is not acceptable for a family member or anyone else to call in for you. Except in emergencies, we request that you give your crew leader or supervisor at least ten (10) days' notice of a planned absence. Failure to contact your crew leader or supervisor within one hour of your scheduled work time for an unexpected absence is a serious offense and may result in disciplinary action for even the first instance. It is not acceptable to simply contact a co-worker to report an absence; you must contact your crew leader or supervisor.

Overtime and Holiday Pay

We do not consider vacation as hours worked for the purpose of computing overtime pay. If a Company holiday falls during your scheduled vacation period, you will receive holiday pay for that day, if eligible, and will not need to use vacation time for that day.

HOLIDAY TIME

HardRock Infrastructure observes the following holidays:

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

We pay these holidays for all regular, full-time and all salary-paid employees. Normally, unless there is a good business reason for an exception, we observe holidays that fall on a Saturday on the preceding Friday and we observe holidays that fall on Sunday on the following Monday.

Holiday Pay

To receive holiday pay, you must work your regularly scheduled day before and after the holiday.

As a non-exempt employee you will receive eight (8) hours of straight time pay for a holiday that you do not work. If you work on a holiday or a day we observe, we will pay you your base rate for all hours you work in addition to the holiday pay.

CODE OF BUSINESS CONDUCT AND ETHICS

All employees are expected to exhibit professional conduct based on respect, honesty, teamwork, and a commitment to achieving the mission of The Company. We will strive to keep you informed in the event that we feel your work performance is below standard, or your conduct does not meet our policies or rules. Unacceptable employee conduct or performance may result in disciplinary action being taken. The following conduct is prohibited and will not be tolerated by The Company.

This list of prohibited conduct is illustrative only. Other types of conduct injurious to security, personal safety, employee welfare and The Company's operations may also be prohibited. The inclusion of this list does not change the at-will nature of your employment relations with The Company.

- Failure to comply with Company work, safety, health, and/or security policies, rules and procedures.
- Failure to comply with The Company's non-harassment policy.
- Insubordination, including but not limited to failure or refusal to follow the orders or instructions of any supervisor, or the use of abusive or threatening language toward any supervisor.
- Failing to properly notify the immediate manager or supervisor or other person in charge, before the scheduled start time, when the employee will be late or absent.
- Being absent from work without notifying the immediate manager. Any no show no call is grounds for termination.
- Unsatisfactory job performance and/or continued failure to properly carry out assigned tasks (after 1 warning).
- Working overtime without authorization or refusing to work assigned overtime.
- Having excessive tardiness or absenteeism (excessiveness is 3 times being tardy in a quarter, or three unexcused absences in a quarter).
- Falsification of employment records (including employment application, employment information, or other The Company employee records)
- Altering, falsifying, or tampering with time /records. This includes recording the work time of another employee or allowing another employee to record your work time.
- Negligent or careless actions which endanger the life or safety of another person.
- Fighting, threatening of another employee, or engaging in horseplay on Company premises.
- Using language at work that is abusive, threatening or demeaning toward co-workers and clients.
- Theft, deliberate or careless damage or destruction of any Company property or the property of any employee or customer (zero tolerance).
- Removing or transferring property without authorization from the responsible supervisor.
- Failure to comply with The Company Substance Abuse policy.
- Engaging in criminal conduct, whether or not related to job performance.
- Causing, creating or participating in disruption of any kind during working hours on company or customer property.
- Unauthorized absence from assigned work location, walking off the job or interference with another employee's work.
- Performing any unsafe act on Company or customer premises including parking lots.
- Smoking is not permitted while working. Smoking is permitted only during a break and is allowed only in designated "smoking areas."
- Soliciting employees for any purpose on Company property at any time by persons not employed by The Company is strictly prohibited. Likewise, persons not employed by the Company may not distribute materials of any kind to employees while on Company property without the express permission of The Company.
- Bringing unauthorized persons onto company premises, without management approval.
- Operating a company vehicle when the employee does not have authorization to operate a company vehicle, operating a vehicle without a license, operating a vehicle while under the influence of any mind-altering substance, or operating a vehicle while having outstanding warrants.
- Any actions resulting in The Company vehicle/property being impounded. Furthermore, such infractions, will result in the cost of getting the property out of impound being deducted from the employee's paycheck.
- Any negligent or purposeful damage to company property.

Discipline may be administered for poor work performance, violations of standards of conduct, or for other reasons. Depending upon the nature, frequency and severity of conduct, the likelihood of remediation, and other factors The Company believes relevant, The Company may use one or a combination of the following types of action: Counseling, verbal warning, written warning, suspension without pay, decreases in pay, reassignment, termination of employment, or any other action deemed appropriate. Some or any of these actions may be taken. In an effort to correct unacceptable conduct or avoid its repetition, The

Company tries to use progressive disciplinary steps where appropriate. However, no order or progression of discipline is required. This policy does not limit The Company's discretion to take the action it believes appropriate, including the right to terminate employees, at will, with or without notice and with or without prior disciplinary action.

RULES OF CONDUCT

DISCRIMINATION

Discrimination based on race, color, religion, national origin, citizenship, gender, pregnancy, age, veteran / military status, disability (where applicant or employee is qualified to perform the essential functions of the job with or without reasonable accommodation), or any other protected classes in accordance with all applicable Federal and state laws, is a violation of Company policy. Violations of this policy will be grounds for discipline, up to and including termination of employment. If you feel that a discriminatory, harassing, or retaliatory condition exists in your workplace, please immediately use the OPEN-DOOR PROCEDURE to report the issue.

INSUBORDINATION

Insubordination is a serious conduct offense. Following are some examples of insubordination toward a crew leader or supervisor, or any other member of the management team. This list is not exhaustive.

Refusal to Follow Directions

When your crew leader or supervisor gives you instructions, you need to either comply with them or inform the crew leader or supervisor clearly and professionally of the reason that you cannot follow the instructions. After hearing your reason for not following instructions, the crew leader or supervisor will make a determination of whether or not you still need to follow the instructions. If the crew leader or supervisor repeats the instructions and you still refuse to follow them, you do so at the risk of disciplinary action or termination of your employment.

Lack of Respect

Employees must behave in a manner that demonstrates courtesy and respect for their crew leader or supervisors and managers. While we encourage employees to suggest better, safer and less costly ways to operate, we expect employees to do so in a manner that is professional and businesslike. Employees are insubordinate if they use loud, offensive, excessively argumentative, or aggressive language (which may include profanity) when addressing a crew leader or supervisor, another member of the management

PREVENTING HARASSMENT IN THE WORKPLACE

The Company is committed to providing a work environment free of unlawful harassment. This includes sexual harassment, as well as harassment based on such factors as race, color, creed, religion, national origin or ancestry, age, gender identity, medical condition, marital status, physical or mental disability, sexual orientation, or any other basis protected by federal, state or local law. All such harassment is unlawful. This includes harassment based on the perception that a person possesses any of these characteristics, or is associated with a person who possesses, or is perceived as possessing, any of these characteristics. The Company will not tolerate harassment of our employees by anyone, including any supervisor, co-worker, vendor, associate, or customer of ours.

Harassment Defined: Harassment refers to behavior that is unwelcome, is personally offensive, debilitates morale, and interferes with the work performance and effectiveness of an employee. It includes inappropriate and disrespectful conduct and communication. Prohibited harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually oriented posters, photography, e-mails, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Threats and/or demands to submit to sexual requests in order for an employee to keep their job, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- Retaliation for having reported or threatened to report harassment.

Violations: Violations of this policy will not be tolerated by anyone. Anyone engaging in such activity is acting beyond the scope of any authority they may have from The Company and is subject to termination and or corrective action. Any supervisor who is made aware of a complaint of harassment and fails to take action will be subject to corrective action, which may include termination.

Complaint Procedure: If you feel that you have experienced or witnessed harassment, you are encouraged to first confront the individual (if you are comfortable doing so) and ask him or her to stop. The next step is to notify Senior Management, verbally or in writing. The Company encourages all employees to report any incidents of harassment immediately so that complaints can be quickly resolved. No employee should feel they must tolerate an inappropriate or uncomfortable situation. We will take your concerns seriously. Every complaint of harassment that is reported will be investigated thoroughly, promptly, and in as confidential a manner as possible. If a harassment investigation determines that inappropriate and/or unlawful harassment has occurred, The Company will take specific action that is in line with the severity of the offense. Any employee determined by The Company to be responsible for harassment will be subject to appropriate corrective action, up to and including termination of employment. In addition, appropriate action will be taken to prevent any future harassment. The Company will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by any representative of the organization. If we become aware of any retaliatory activity, appropriate corrective action will be taken.

WORKPLACE VIOLENCE

The Company has adopted a **Zero Tolerance Policy** to workplace violence because the safety and security of our employees are of vital importance. The costs of workplace violence are great, both in human and financial terms and have been recognized as a growing problem nationwide. Workplace violence is considered any act of physical violence, attempts to act or threats of physical violence, acts with the intent to cause a harmful or offensive contact, harassment, intimidation, or other threatening, disruptive behavior that occurs at the job site. Workplace violence can affect or involve employees, clients, and other individuals including but not limited to the public. A number of different actions in the work environment can trigger or cause workplace violence. Non-work-related situations such as domestic violence or “road rage” that lead to violence occurring on the job or acts by an employee or to an employee because of their employment relationship (even if off the job) are covered under our policy. Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, client, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not accepted or tolerated at The Company.

General examples of prohibited conduct include, but are not limited to, the following:

- All threats or acts of violence occurring on The Company property or job sites, regardless of the relationship between the parties involved in the incident.
- All threats or acts of violence not occurring on The Company property or job site, but that involves an individual who is acting in the capacity of a representative of The Company.
- All threats or acts of violence not occurring on The Company property or job site, but that involves an individual whose threats or acts of violence affect the legitimate interests of The Company.
- Any threats or acts resulting in the conviction of an employee or agent of The Company, or of an individual performing services on The Company’s behalf on a contract or temporary basis, under a criminal code provision related to threats or acts of violence that adversely affect the legitimate interests and goals of The Company.

Specific examples of prohibited conduct include, but are not limited to:

- Hitting, shoving or any offensive or harmful contact with an individual (any physical assault).
- Threatening to harm an individual or his/her family, friends, associates, or their property.
- Making harassing or threatening telephone calls, letters or other forms of written or electronic communications.
- Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of The Company.
- Harassing surveillance, also known as “stalking, the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
- Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on The Company property or job site.

Violations:

Violation by an employee or agent of The Company of this policy will lead to appropriate disciplinary action (up to and including termination). Non-employees engaged in violent acts on The Company property or job sites will be reported to the proper authorities and The Company will cooperate with prosecution to the fullest extent possible by law.

To make deliberate false accusations of workplace violence will also be considered a violation of The Company Workplace Violence Policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation. Any individual that is aware, or a victim, of workplace violence is encouraged to report the incident immediately to Senior Management. Part of your job duties as an employee is to participate in making The Company free of workplace violence. Your failure to timely report known instances of workplace violence is a violation of our policy and may have serious consequences to the victim and to other employees later. Employees who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation. Any employee who believes he/she has been the victim of retaliation for reporting workplace violence or cooperating in an investigation should immediately contact Senior Management.

DRUGS AND ALCOHOL

HardRock Infrastructure intends to provide a drug-free and alcohol-free workplace to ensure a productive and safe environment for all employees. In our commitment to provide a safe and secure work environment, we have established a ZERO TOLERANCE, ALCOHOL-FREE and DRUG-FREE WORKPLACE. The phrase Zero Tolerance means that if you violate this policy, we will terminate your employment, even if it is your first violation of this kind.

Drugs

The word “drugs” refers to controlled substances including those defined in I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S. 812). These “drugs” include, but are not limited to:

- Marijuana, cocaine, narcotics, opiates, opium derivatives, hallucinogenic substances, inhalants, amphetamines, barbiturates, and any other substances that have either a stimulant or depressant effect on the central nervous system
- A prescription drug that has been obtained illegally.
- A prescription drug that has been obtained legally, but is not being used for its prescribed purpose, in a prescribed
 - manner, or for the person for whom the prescription was written.
- A prescription drug for which you did NOT have a valid prescription, such as your spouse's medicine

Alcohol

The word “alcohol” refers to any type of alcoholic beverage, such as (but not limited to) beer, liquor, wine, etc.

Violations

Any of the following actions constitute a violation of this policy and will result in immediate termination of employment.

- Using, selling, purchasing, transferring, possessing, manufacturing, or storing a controlled substance or drug
 - paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a Company sponsored activity, on Company premises, in Company owned, leased or rented vehicles, or on Company business.
- Working or reporting to work, conducting Company business, being on Company premises or in a Company-owned,
 - leased or rented vehicle while under the influence of a controlled substance or alcohol or in an impaired condition.
- The consumption of alcohol or controlled substance at any time on Company premises including while on duty or during rest or meal breaks. The exception is the consumption of alcoholic beverages after working hours with employees, vendors, suppliers, or customers, usually during the course of dinner. In this case, employees must not be impaired or attempt to operate a motor vehicle while under the influence of alcohol.
- Switching, adulterating or attempting to tamper with any sample submitted for drug or alcohol testing, or otherwise
 - interfering or attempting to interfere with the testing process. Test results that are reported as “negative dilute” will result in collection of another urine specimen without advance notice. If the result is again negative dilute, it will be considered a positive result and termination of employment will follow.
- Refusal to submit to drug or alcohol test within the time frame ordered by a crew leader or supervisor or member of management.

- Possession, use, solicitation for or sale of controlled substances away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or harms or potentially harms the Company's reputation.

Drug and Alcohol Tests

The Company will conduct drug and/or alcohol tests in the following circumstances:

- Pre-Employment – All applicants for positions with the Company will be subjected to and must pass a drug test as a condition of initial employment. The Company will not hire any applicant offered employment whose pre-employment drug test result is either "positive" or "negative dilute".
- Random – The Company will stage unannounced, periodic, random drug tests. We will notify the job site or location of the employees who need to take a random drug test. These employees will need to take the drug test immediately upon notification. We treat an employee's failure to test or refusal to test as an act of insubordination that will result in immediate termination of employment.
- Post-Accident – The Company will immediately drug and/or alcohol test any employee who caused, contributed to, or was involved in an on-the-job accident.
- Reasonable Suspicion – The Company may ask an employee to submit to a drug and/or alcohol test any time it feels that the employee may be under the influence of illegal drugs or alcohol. For example, the Company may order a drug and/or alcohol test for any employee whose appearance, behavior, or actions cause the crew leader or supervisor to believe that the employee is under the influence of drugs or alcohol. This means observable behavior lending itself to the reasonable belief that the use of drugs or alcohol may be a factor. Such behavior may include, but is not limited to:
 - Evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity
 - Direct observation of drug or alcohol use
 - Abnormal conduct or erratic behavior
 - Detecting the odor of alcohol
 - Dilated pupils
 - Absenteeism, tardiness or deterioration in work performance, etc.

Right to Search

The Company reserves the right at all times to search employees, including, but not limited to their possessions, briefcases, purses, tool boxes, backpacks, lunch boxes, clothing, desks, lockers, tool cabinets or chests, automobiles, work areas, etc. while on Company premises. Failure to cooperate with or submit to a requested search may result in corrective action, up to and including immediate termination of employment. If necessary, the Company may ask employees to submit to a physical search. At no time will the Company search any employee by or in the presence of a member of the opposite sex. The Company can conduct searches on Company premises and Company property at any time without notice.

Social Networking

The management of HardRock Infrastructure recognizes that employees may use social media websites or similar media including, but not limited to blogs, chat rooms, online journals, personal websites, Facebook, My Space, Twitter, LinkedIn, etc. (referred to as "personal websites").

You are reminded that information posted on personal websites can be viewed by members of the public, by other employees (including company management), by customers of the company and by competitors. What's more, you should remember that almost all input online is archived, so even posts that have been deleted may be uncovered or recovered by someone. Social media content may also be reposted and shared and may reach individuals you had not intended to reach.

You may not post or otherwise disclose confidential or proprietary information about our services or customers such as trade secrets, customer lists, pricing information, business strategies or market data on personal websites.

While management understands that many individuals use the Internet as a major communications tool, it is often more effective to resolve a work-related issue by speaking directly to co-workers or crew leader or supervisors or by using our Open-Door Procedure than by complaining via a social media outlet.

Social Media Use on Non-work Time

You should be aware that your actions outside of work, including those on personal websites, can affect the workplace. The same principles and guidelines found in our policies apply to your activities online.

If you violate company policies while on personal websites, you may face disciplinary action. Threats of violence, harassment

or discriminatory behavior will not be tolerated no matter the medium and no matter when such posts are made (whether during or outside of work hours).

You may not use your HardRock Infrastructure e-mail address to register on personal websites unless authorized to do so. If you are authorized to use a company e-mail address for a personal website, you should not maintain any expectation of privacy regarding the information you transmit through company servers and networks.

SOLICITATION AND DISTRIBUTION

The Company PROHIBITS soliciting for any cause or distributing goods or printed materials at any time when:

1. The distribution occurs in a working area;
2. The employee soliciting or distributing is on work time; or
3. The employee being solicited or receiving the distribution is on work time.

The Company PROHIBITS at any time on its property:

1. Solicitation by non-employees;
2. The sale or distribution by non-employees of any product, such as tickets to sporting and entertainment events, raffles or lotteries, and pools; and
3. The distribution by non-employees of literature, including but not limited to, any promotional and/or advertising materials.

Violations of this Company policy will result in disciplinary action, up to and including termination of employment.

NONCOMPETE

Employees are required during the term of employment and for a period of 2 years thereafter to hold in strictest confidence, and not to use, except for the benefit of HardRock Infrastructure, or to disclose to any person, firm, or corporation without written authorization of the Company, any Confidential Information of the Company. "Confidential Information" means any Company proprietary information, technical data, trade secrets or know-how, including, but not limited to, research, product plans, products, services, customer lists, markets, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, pay rates, finances or other business information disclosed by the Company either directly or indirectly.

TERMINATION OF EMPLOYMENT

If you decide to leave the Company, you need to provide written notice of resignation to your crew leader or supervisor at least two weeks before resignation unless there are extenuating circumstances. We require this notice for you to resign in good standing and to be eligible for rehire. Also, advance notice helps allow sufficient time for processing your final pay.

By Temporary Layoff

Business conditions may occasionally dictate that HardRock must reduce the workforce temporarily to bring staffing in line with sales volume. A layoff may last for a few weeks or up to six months. Your managers select employees for layoff based on the department in which they work, their job function, job performance (including attendance), flexibility (ability to perform multiple duties) and length of service (when other factors are equal).

By Involuntary Termination

The Company may determine that involuntary termination is necessary for various reasons, including workforce reduction, poor performance and violation of Company policy. Employees of the Company are employed on an at-will basis, except as otherwise set forth in an express, written employment agreement covering each employee and signed by the President, CEO, or General Manager of the Company. This means that the Company may terminate an employee with or without prior notice and with or without cause.

BENEFITS AT TERMINATION OR LAYOFF

Medical, dental, and vision, insurance for you and your covered dependents will terminate on the last day of the month

in which your employment ends. You will pay premiums for these benefits from any payroll checks you receive during your last month of employment. You then have specific rights to continue medical, dental, and vision insurance and to use your medical reimbursement account under COBRA (The Consolidated Omnibus Budget Reconciliation Act of 1986). Life insurance, long-term disability insurance and supplemental life insurance (including dependent life insurance) will cease on the effective date of termination of employment or layoff. The Human Resources representative will provide summary information about benefits continuation options following termination of employment or layoff.

Vacation Time and Personal Time

The Company will not pay you for any accrued but unused vacation, personal, or sick time upon termination.

Exit Interviews

Before leaving, we may ask you to participate in a voluntary exit interview. This will provide closure to your employment and will allow the Company to ensure we resolve various administrative matters, answer any questions about continuation of benefits, and listen to any of your comments or ideas about improving the Company's operations. Please be open and candid in these interviews.

RETURN OF COMPANY PROPERTY

You are responsible for items issued to you by HardRock Infrastructure or in their possession or control, such as the following: keys, vehicles, laptop computers, cell phones, two-way radios, uniforms, and Company credit cards. You must return all HardRock Infrastructure property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Company may withhold from your pay or final pay the cost of any items that you do not return. The Company may also take actions to recover or protect its property.

Please exercise care in your use of Company property. Use Company property only for Company business. We may consider negligence in the care and use of Company property to be cause for discipline up to and including dismissal. Unauthorized removal of Company property from the premises or its conversion to personal use will subject the employee to immediate dismissal.

REHIRE

If you leave the Company in good standing, you will be eligible for consideration for rehire if an appropriate position becomes available and you complete the employment application process. Employees who leave the Company involuntarily or who resign without proper notice will not be eligible for rehire unless special approvals are granted.

If you are rehired after more than 30 days from your termination date (other than for layoff), we will treat you as a new hire for benefits eligibility purposes. If you are rehired within 30 days of your termination date, we will reinstate your previous benefits choices on your rehire date and start your accruals for vacation.

Getting Started

If you are a new HardRock Infrastructure employee,
here are some tips to help you get off to a good start.

Get to know your crew leader or supervisor.

Ask questions and look for ways to help your crew leader or supervisor get the job done.

Get to know our policies and procedures.

Read this Handbook and use it as a future reference. If anything is unclear,
Ask your crew leader or supervisor or your HR representative.

Build a positive relationship with your coworkers.

Get to know your coworkers and help them do the work better and faster.

Be dependable.

Always arrive when scheduled and be ready to work on time.

Build your job skills.

Learn how to do your job exactly right. Ask questions and watch experienced employees to learn the best way to do each job.

Be safe.

Participate in safety training and always use appropriate safety equipment.
Learn the right way to lift and to operate equipment if your job requires it.
Always be alert to safety hazards. Look out for others and yourself.

Make suggestions.

We are always looking for ways to do things better and faster, improve customer service, reduce costs and become a great place to work. Pass your ideas on to your crew leader or supervisor.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

NOTHING IN THIS HANDBOOK CREATES AN EXPRESS OR IMPLIED CONTRACT, AGREEMENT, PROMISE, OR REPRESENTATION OF CONTINUED EMPLOYMENT. HARDROCK INFRASTRUCTURE HIRES ITS EMPLOYEES AT WILL, WHICH MEANS YOUR EMPLOYMENT AND COMPENSATION ARE FOR NO DEFINITE PERIOD OF TIME AND MAY BE ENDED AT ANY TIME BY EITHER YOU OR THE COMPANY, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE.

I acknowledge that I have received a copy of the HardRock Infrastructure Employee Handbook which includes the Code of Business Conduct and Ethics (the "Code"). I understand its contents. I agree to comply fully with the standards, policies, and procedures contained in this Handbook, including the Code and related policies and procedures. I understand that I have an obligation to report any suspected violations of HardRock Infrastructure's policies, including the Code.

I also acknowledge that I have read the following portions of the Handbook, and I understand and consent to the following Company policies and specifically agree, as a condition of employment hereafter, to be bound by them and the remaining terms of the HardRock Infrastructure Employee Handbook.

- ✓ Code of Business Conduct and Ethics
- ✓ Preventing Harassment in the Workplace
- ✓ Violence in the Workplace (including weapons prohibition)
- ✓ Zero Tolerance for Drugs and Alcohol (including prescription drugs and random testing)
- ✓ Return of Company Property (including withholdings from final pay)
- ✓ Withholding any unaccrued Vacation Overpayments from final pay upon Termination
- ✓ Solicitation and Distribution
- ✓ Rehire Policy
- ✓ Waiver Provisions

PLEASE WRITE LEGIBLY

Name (Please Print) _____

Job Title: _____ Date _____

Signature _____

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PLEASE WRITE LEGIBLY

Name (Please Print) _____

Job Title: _____ Employee ID #: _____

Signature: _____ Date: _____