



Employee Handbook

Contents

GENERAL EMPLOYMENT POLICIES 7

HARASSMENT, DISCRIMINATION AND RETALIATION PREVENTION.....8

Harassment Prevention.....8

Non-Discrimination9

Anti-Retaliation.....9

Reasonable Accommodation9

Complaint Process.....10

AT-WILL EMPLOYMENT STATUS.....11

RIGHT TO REVISE.....11

A WORD ABOUT OUR EMPLOYEE RELATIONS PHILOSOPHY12

HIRING 13

REGULAR EMPLOYEES14

TEMPORARY EMPLOYEES14

FULL-TIME AND FULL TIME EQUIVALENT EMPLOYEES14

PART-TIME EMPLOYEES.....14

EXEMPT AND NON-EXEMPT EMPLOYEE STATUS14

JOB DUTIES.....14

IMMIGRATION REFORM AND CONTROL ACT15

NEW EMPLOYEE ORIENTATION15

WAGES 16

MEAL AND REST PERIODS17

Rest Breaks.....17

Meal Periods17

OVERTIME FOR NONEXEMPT EMPLOYEES.....18

REPORTING-TIME PAY.....19

PAY FOR MANDATORY MEETINGS/TRAINING.....19

PAYMENT OF WAGES.....19

DEDUCTIONS FOR EXEMPT EMPLOYEES.....20

TIMEKEEPING REQUIREMENTS21

WORK SCHEDULES21

GARNISHMENT/CHILD SUPPORT21

PROMOTIONS AND TRANSFERS22

CLEAN UP.....22

BENEFITS..... 23

BENEFITS OVERVIEW.....24

HOLIDAYS.....24

MEDICAL INSURANCE.....24

DENTAL AND VISION INSURANCE25

SECTION 125 PLAN25

401(K) QUALIFIED RETIREMENT PLAN26

COBRA	26
LACTATION ACCOMODATION	27
STATE DISABILITY INSURANCE	27
PAID FAMILY LEAVE	28
WORKERS' COMPENSATION	28
<i>Company-Provided Physician</i>	29
<i>Workers' Compensation and FMLA/CFRA</i>	29
<i>Paid Sick Leave and Workers' Compensation Benefits</i>	29
SOCIAL SECURITY	30
UNEMPLOYMENT INSURANCE	30
LEAVES OF ABSENCE	31
VACATION	32
<i>Vacation Accrual</i>	32
<i>Required Use of Vacation Before Unpaid Leave</i>	32
SICK LEAVE	33
<i>Eligible Employees</i>	33
<i>Sick Pay Amount</i>	33
<i>Employees hired on or before July 1, 2015:</i>	33
<i>Employees hired after July 1, 2015:</i>	33
<i>Qualifying Reasons for Paid Sick Leave</i>	34
<i>Use of Paid Sick Leave</i>	34
FAMILY AND MEDICAL LEAVE	35
<i>Military Family Leave Entitlements</i>	35
<i>Calculating the 12-month Period</i>	36
<i>Pregnancy, Childbirth or Related Conditions</i>	36
<i>Leave Procedures</i>	37
<i>Leave Related to Military Service</i>	38
<i>Health and Benefit Plans</i>	38
<i>Substitution of Paid Leave</i>	39
<i>Reinstatement</i>	39
<i>Time Accrual</i>	39
<i>Carryover</i>	39
<i>Intermittent Leave</i>	40
PREGNANCY DISABILITY LEAVE	40
PERSONAL LEAVE	41
<i>Concurrent Personal and Family/Medical Leave</i>	42
BEREAVEMENT LEAVE	42
JURY DUTY AND WITNESS LEAVE	42
MILITARY LEAVE	42
MILITARY SPOUSE LEAVE	43
SCHOOL AND CHILD CARE ACTIVITIES LEAVE	43
SCHOOL APPEARANCES INVOLVING SUSPENSION	44
TIME OFF FOR VOTING	44
ORGAN AND BONE MARROW DONOR LEAVE	44
DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE AND ACCOMMODATION	45

DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE FOR TREATMENT45

VICTIMS OF CRIME LEAVE46

VOLUNTEER CIVIL SERVICE PERSONNEL.....46

ON THE JOB 48

 OPEN-DOOR POLICY49

 EMPLOYEE PROPERTY.....49

 EMPLOYMENT OF RELATIVES49

 NAMES AND ADDRESSES POLICY.....49

 PERSONNEL RECORDS50

 WORKPLACE PRIVACY - AUDIO/VIDEO RECORDINGS50

EMPLOYEE CONDUCT 51

 PUNCTUALITY AND ATTENDANCE.....52

 CONFIDENTIAL INFORMATION.....52

 BUSINESS CONDUCT AND ETHICS.....53

 CONDUCTING PERSONAL BUSINESS.....53

 CONFLICTS OF INTEREST.....53

 CUSTOMER RELATIONS.....53

 DRESS CODES AND OTHER PERSONAL STANDARDS.....54

 PROHIBITED CONDUCT55

 OFF-DUTY CONDUCT56

 OTHER EMPLOYMENT56

 DRUG AND ALCOHOL ABUSE57

 NEWS MEDIA CONTACTS.....58

 PROHIBITED USE OF COMPANY CELL PHONE WHILE DRIVING58

Employees Under Age 1859

UNITED MARBLE & GRANITE PROPERTY 60

 GUESTS AND VISITORS.....61

 HOUSEKEEPING.....61

 EMPLOYER PROPERTY61

 OFF-DUTY USE OF FACILITIES62

 PARKING62

 CORPORATE VEHICLES.....62

 SOLICITATION AND DISTRIBUTION OF LITERATURE.....63

 ELECTRONIC AND SOCIAL MEDIA63

Monitoring of Company Property64

Prohibited Use.....65

Computer and Internet Use.....65

Social Media.....65

Employee-owned Devices.....66

 PROHIBITING PERSONAL USE OF COMPANY CELL PHONE66

 SMOKING66

SAFETY AND HEALTH..... 67

HEALTH AND SAFETY 68
HEAT ILLNESS 68
INCLEMENT WEATHER/NATURAL DISASTERS 69
RECREATIONAL ACTIVITIES AND PROGRAMS..... 69
SECURITY 69
WORKPLACE VIOLENCE 69
HAZARD COMMUNICATION 70
CONCEALED WEAPONS 70
END OF EMPLOYMENT 71
EMPLOYEE REFERENCES..... 72
INVOLUNTARY TERMINATION AND PROGRESSIVE DISCIPLINE 72
VOLUNTARY RESIGNATION 72
CONFIRMATION OF RECEIPT 73
CONFIRMATION OF RECEIPT OF EMPLOYEE HANDBOOK 74
CONFIRMATION OF RECEIPT OF HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY 74

Welcome to United Marble & Granite!

Starting a new job is exciting, but at times it can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our Company and answer many of your initial questions.

As an employee of United Marble & Granite, the importance of your contribution cannot be overstated. Our goal is to provide the finest quality products and services to our customers and to do so more efficiently and economically than our competitors. By satisfying our customers' needs, they will continue to do business with us and will recommend us to others.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors. Written employment contracts between United Marble & Granite and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor or manager will be happy to answer any questions you may have.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Velma DeOliveira, Manny DeOliveira, and Shawn DeOliveira

Owners

General Employment Policies

Harassment, Discrimination and Retaliation Prevention

One of the goals at United Marble & Granite is to be fair and consistent with all employees and applicants. In keeping with those values, we are an equal opportunity employer. United Marble & Granite is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race
- Religion (including religious dress and grooming practices)
- Color
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation
- National origin
- Ancestry
- Physical or mental disability
- Medical condition
- Genetic information/characteristics
- Marital status/registered domestic partner status
- Age (40 and over)
- Sexual orientation
- Military or veteran status
- Any other basis protected by federal, state or local law or ordinance or regulation

United Marble & Granite also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

In addition, United Marble & Granite prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

Harassment Prevention

Sexual harassment is a form of workplace discrimination and will not be tolerated. United Marble & Granite's policy prohibiting harassment applies to all persons involved in the operation of the Company. United Marble & Granite prohibits harassment, as well as disrespectful or unprofessional conduct by any employee of the Company, including managers and co-workers. This anti-harassment policy also applies to vendors, customers, independent contractors, interns, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted

sexual advances, condescending or paternalistic remarks, repeated and unwanted social invitations for dates or physical intimacy, comments, posts or messages;

- Visual displays such as derogatory and/or sexually explicit or suggestive material, photography, drawings or gestures;
- Physical conduct including unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by company policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Non-Discrimination

United Marble & Granite is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. United Marble & Granite prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Company, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, United Marble & Granite is not obligated to disclose the wages of other employees.

Anti-Retaliation

United Marble & Granite will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals

with a disability, United Marble & Granite will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources office and discuss the need for an accommodation. United Marble & Granite will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, or employee who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact Human Resources and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, United Marble & Granite will make the accommodation.

United Marble & Granite will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your manager or to any other United Marble & Granite manager, including the owners, or to Human Resources as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, contact Human Resources. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, since the memory of specific details tend to fade quickly, but it is not mandatory.

United Marble & Granite encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. Contact information can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Managers must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to Human Resources so United Marble & Granite can try to resolve the complaint.

When United Marble & Granite receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The Company will reach reasonable conclusions based on the evidence collected.

United Marble & Granite will maintain confidentiality to the extent possible. However, the Company cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified individuals in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If United Marble & Granite determines that harassment, discrimination, retaliation or other prohibited conduct has occurred; appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. United Marble & Granite will also will take appropriate action to deter future misconduct.

Any employee determined to have engaged in harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

At-Will Employment Status

United Marble & Granite employees are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment.

No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the owners have the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Right to Revise

This employee handbook contains the employment policies and practices of United Marble & Granite in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

United Marble & Granite reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by an owner.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and United Marble & Granite as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

A Word About our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Hiring

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Temporary Employees

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

Full-Time and Full Time Equivalent Employees

Regular full-time employees are those who are scheduled for and do work 40 hours per week.

Full time equivalent employees (FTE) are defined, for purposes of calculating benefit coverage under Health Care Reform, as employees who regularly work 30 or more hours per week.

Regular full-time employees and FTE's are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law.

Part-Time Employees

Part-time employees are those who are scheduled for and do work fewer than 40 hours per week, but not fewer than 20 hours. Part-time employees are eligible for legally mandated benefits only.

Exempt and Non-Exempt Employee Status

Non-Exempt Employees are entitled to overtime pay as required by applicable federal and state laws.

Exempt employees are exempt from the overtime pay and minimum wage provisions of the Fair Labor Standards Act and the applicable state law. In general, exempt employees are those engaged in executive, managerial, and high-level administrative and professional jobs that are paid a fixed salary and perform certain duties.

Upon hire, your supervisor will notify you of your employment classification.

Job Duties

Your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your team or United Marble & Granite. Your cooperation and assistance in performing such additional work is expected.

United Marble & Granite reserves the right, at any time, with or without notice, to alter or change

job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Immigration Reform and Control Act

United Marble & Granite will not knowingly hire any individual who is not authorized to be employed in the United States or continue to employ any individual once it is discovered that they are not authorized to be employed in the United States.

To comply with federal regulations of the Immigration Reform and Control Act (IRCA), all employees are required to complete an Employment Eligibility Verification form (I-9 form) within three days of their first day of work. This law applies to all individuals hired by United Marble & Granite.

Employment and continuation of employment is contingent upon satisfactory completion of the Employment Eligibility verification process.

New Employee Orientation

Upon joining our Company, you were given an electronic copy of our Employee Handbook. After reading this Employee Handbook, please sign the receipt page. The receipt page has been set up to allow e-signatures using DocSign. United Marble & Granite is committed to preserving the environment and requests employees to receive virtual/online copies of the Employee Handbook to conserve the use of paper, if possible. You will also be asked to complete applicable personnel, payroll and benefits forms.

Your supervisor is responsible for the operations of your department. She or he is a good source of information about our business and your job.

Wages

Meal and Rest Periods

Rest Breaks

All nonexempt (hourly) employees are entitled to rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you will not clock out. You are required to remain on the work site during your rest break(s). You are expected to return to work promptly at the end of any rest break.

You will be authorized and permitted one 10-minute rest break for every four hours you work (or major fraction thereof, which is defined as any amount of time over two hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half hours.

If you work a shift from three and one-half to six hours in length you will be entitled to one ten-minute rest break. If you work more than six hours and up to 10 hours, you will be entitled to two ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three ten-minute rest breaks.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four-hour work period. Your rest break will be scheduled by your supervisor.

Meal Periods

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five hours in a workday. You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance. The waiver must be in writing.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work). Your meal period will be scheduled by your supervisor.

Second Meal Period

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to

leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of you and your supervisor and must be in writing. You must discuss any such waiver with your supervisor in advance.

Timing of Second Meal Period

This second meal period will be provided no later than the end of your 10th hour of work. Your second meal period will be scheduled by your supervisor.

On Duty Meal Period

In limited situations, certain designated employees may be required to work an on-duty meal period due to the nature of the employee's duties. Unless your supervisor directs you to take an on-duty meal period due to the nature of your job duties, and you agree to an on-duty meal period in writing, you will not be permitted to take an on-duty meal break.

Recording Meal Periods

You must clock out for any meal period and record the start and end of the meal period.

Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the Human Resources Office.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to the Human Resources Office and document the reason for the missed meal period or time worked.

Please also refer to the United Marble & Granite Timekeeping Policy.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. United Marble & Granite will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. United Marble & Granite provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Monday at 12:01 a.m.;

- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Reporting-Time Pay

United Marble & Granite will comply with all applicable regulations regarding reporting-time pay for nonexempt employees.

We will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

United Marble & Granite will not pay employees who report to work but are unable to work under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or
- Interruption of work because of natural causes or other circumstances beyond the Company's power to control.

Pay for Mandatory Meetings/Training

United Marble & Granite will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job;
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her supervisor;
- Employees will be compensated at their regular rate of pay for attendance at required meetings, lectures or training programs; and
- Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate.

Payment of Wages

Paychecks are normally available from the Office Administrator. If you observe an error on your check, please report it immediately to your supervisor.

All employees of United Marble & Granite are paid every other Friday for work performed during the previous two-week pay period, ending the previous Sunday. If a regular payday falls on a holiday, employees will be paid on the last working day before the holiday.

United Marble & Granite offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the payroll department) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the payroll department and return it to payroll at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 10 days before the end of the pay period.

Deductions for Exempt Employees

Employees paid on a "salary basis" regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for any workweek in which they perform no work, subject to United Marble & Granite benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness and the employee has exhausted his or her leave under this policy;
- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment;

Partial day deductions from available accrued vacation or sick leave balances will also be made by the Company when applicable.

It is our policy to comply with these salary basis requirements. Therefore, United Marble & Granite prohibits all managers from making any improper deductions from the salaries of exempt employees. The Company wants employees to be aware of this policy and know that the Company does not allow deductions that violate federal or state law.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to the Human Resources Office.

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Timekeeping Requirements

All nonexempt employees are required to use a time sheet, which must be given to the Office Administrator by 9:00 a.m. on Monday, weekly, to record time worked for payroll purposes. All time worked must be accurately reported on your time record.

Employees must record their own time at the start and at the end of each work period. Employees must record the start and end of the meal period.

Employees are not allowed to work "off the clock." Working off the clock violates Company policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. If you perform any off-the-clock work, please report the work to your supervisor.

Employees also must record their time whenever they leave the building or worksite for any reason other than United Marble & Granite business.

Employees will be required to certify that their time record is accurate.

Any handwritten marks or changes on the timecard must be initialed by a supervisor. Completing another employee's timecard, allowing another employee to complete your timecard, or altering a timecard is not permissible and is subject to disciplinary action.

Any errors on your timecard should be reported immediately to your supervisor or the Office Administrator.

Please also refer to United Marble & Granite's Meal and Rest Break Policy.

Work Schedules

Due to the nature of our business, your work schedule may vary depending on your job. We are normally open for business between the hours of 7:00 a.m. to 4:00 p.m., Monday - Friday. Your supervisor will assign your individual work schedule. All employees are expected to be at their assigned work location at the start of their scheduled shifts, ready to work.

Exchanging work schedules with other employees is discouraged. However, if you need to exchange schedules, notify your supervisor, who may authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime.

The workweek begins at 12:01 a.m. Monday and ends at midnight on Sunday.

Garnishment/Child Support

When an employee's wages are garnished by a court order, our Company is legally bound to

withhold the amount indicated in the garnishment order from the employee's paycheck. Our Company will, however, honor federal and applicable state guidelines that protect a certain amount of income from being subject to garnishment.

Promotions and Transfers

We believe that career advancement is rewarding for both the employee and the Company. We will promote qualified employees to new or vacated positions whenever possible. In addition, Human Resources is available to discuss transfer opportunities with you.

Job openings may be announced verbally. If you are interested in applying for one of these positions, notify Human Resources and speak to the person indicated on the notice.

Clean Up

At the end of a workday, ten minutes are designated for cleaning the work area and washing up. This time is paid.

Benefits

Benefits Overview

United Marble & Granite has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

We are committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon your employee classification (full-time versus part-time, for example) and on length of continuous employment at United Marble & Granite. Benefit eligibility requirements may also be imposed by the plans themselves.

The Company reserves the right to modify, amend or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions. We will keep you informed of any changes.

A list of benefits that you may be eligible for will be described to you during new hire orientation. Upon becoming eligible for certain employee benefit plans, you will receive Summary Plan Descriptions which describe the benefits in greater detail. For information regarding qualifications, questions and/or concerns pertaining to any holiday, vacation, sick, medical or retirement benefits, you may contact the Human Resources Office.

Holidays

United Marble & Granite observes the following paid holidays:

- January 1 (New Year's Day)
- Thanksgiving Day
- Christmas Day

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, United Marble & Granite may grant another day off in lieu of closing. Holiday observance will be announced in advance.

To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor or the absence is otherwise protected by law. If you are required to work on a paid scheduled holiday you will receive straight time pay for any hours you work.

Medical Insurance

Eligible full-time and full-time equivalent employees may enroll in an employee only, employee plus one dependent or a family plan effective the first day of the month following 60 days of employment. Information and enrollment forms may be obtained from the HR Office.

Employees are responsible for payment of a portion of their premiums. Payments will be

deducted from payroll, subject to our Section 125 pre-tax plan. If you are on a leave of absence without pay, you will be required to submit your premium payments directly to the Company via check or other form of payment agreed to with the Human Resources Office.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon termination, you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the HR Office.

Dental and Vision Insurance

Eligible full-time employees may enroll in an employee only, employee plus one dependent or a family plan after 60 days of employment. Information and enrollment forms may be obtained from the Human Resources Office.

If eligible, United Marble & Granite pays a portion of the premium. You are responsible for paying the balance through payroll deduction. If you are on a leave of absence without pay, you will be required to pay the premiums directly to the Company in a form agreed upon with the HR Office.

Information containing the details of the plan and the eligibility requirements may be obtained from the HR Office.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon termination, you may be entitled to continuation or conversion of the group dental and/or vision plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the Human Resources Office.

Section 125 Plan

United Marble & Granite offers a pretax contribution option for employees. This benefit is known as a Section 125 plan.

A Section 125 plan is a benefit that allows you to make contributions toward premiums for medical, dental and vision insurance on a "before tax", rather than an "after tax", basis. Your premium contributions are deducted from your gross pay before income taxes and Social Security is calculated.

To participate in this plan, complete an election form and return it to the Human Resources Office.

You cannot make any changes to your enrollments or your pretax contributions until the next enrolment period, unless your family status changes or you come eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce,

death of a spouse, registered domestic partner, or child, birth or adoption of a child, or termination of employment of your spouse or registered domestic partner. A change in election due to a change in family status is effective the next pay period.

401(k) Qualified Retirement Plan

United Marble & Granite provides eligible employees, upon their one year anniversary date, with a 401(k) Qualified Retirement plan, which is an excellent means of long-term savings for your retirement. The Company's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description, which contains the details of the plan including eligibility and benefit provisions, from the HR Office. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

COBRA

You and your covered dependents will have the opportunity to continue medical, dental and/or vision benefits for a period of up to 18 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA), and an additional 18 months under Cal-COBRA when group coverage for you and your covered dependents would otherwise end for the following reasons:

- your employment terminates for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical, dental and/or vision plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare; or
- upon your death.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the HR Office within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact the HR Office.

Lactation Accommodation

United Marble & Granite recognizes lactating employees' rights to request lactation accommodation, and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to any exemption allowed under applicable law. If possible, the break time should run concurrently with your normally scheduled break time.

The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. United Marble & Granite will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, you will be provided another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact Human Resources to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur.

United Marble & Granite will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

State Disability Insurance

All employees are eligible for disability insurance benefits when an illness, injury or pregnancy-related disability prevents them from working and they meet all the eligibility requirements.

The benefits are calculated as a percentage of your salary up to a weekly maximum as specified by law, for up to 52 weeks.

Employees who apply for this benefit must provide written notice of disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

You are responsible for filing your claim and other forms promptly and accurately with the

Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, online, letter, or in person.

The cost of this insurance is fully paid by the employee through a mandatory payroll deduction

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to eight weeks in a twelve month period when an employee needs to take leave from work to care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill, or for a working parent who wants time to bond with his or her newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Workers' Compensation

United Marble & Granite, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor and the Human Resources Office;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to the Human Resources Office; and
- Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and

no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires United Marble & Granite to notify the workers' compensation insurance Company of any concerns of false or fraudulent claims.

Company-Provided Physician

United Marble & Granite provides medical treatment for work-related injuries through the Worker's Compensation insurance carrier's medical provider network. You may designate your personal physician to provide care for work-related injuries if your personal physician agrees to provide care under the Workers' Compensation policy. If you wish to designate your personal physician, you must do so prior to receiving care for any work-related injuries. The Human Resources Office can provide you with a Personal Physician Designation form.

Workers' Compensation and FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)), will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period measuring back from the date an employee uses leave.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, and the time off is not covered by federal family and medical leave (FMLA), the additional absences from work will be paid with the use of sick leave. If the absences are covered by FMLA, you may choose to substitute sick leave for any time that would otherwise be unpaid.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from worked, related to your illness or injury.

Social Security

During your employment, you and the Company both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Human Resources Office.

Leaves of Absence

Vacation

Vacation Accrual

All full time office employees (Slab and Tile) are entitled to accrue:

0-2 years = 5 days

3 years and thereafter = 10 days per year

Vacation begins to accrue on your first day of work with United Marble & Granite. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment. Temporary and part-time employees do not accrue paid vacation.

Vacation can accrue up to a maximum of one and a half times the current accrual rate. No additional vacation will be earned until accrued vacation time is used.

Employees become eligible to take accrued vacation after 90 days of active service as work schedules permit. Vacation schedules must be coordinated and cleared with your supervisor.

United Marble & Granite schedules determine permissible vacation periods, which employees may need to defer or otherwise adjust accordingly.

An employee whose employment terminates will be paid for accrued unused vacation days.

Employees have the option to be paid out for any earned but unused vacation days at the end of each anniversary year. Unused vacation can be carried over to the following year.

Submit vacation requests in writing at least one week in advance to your supervisor. If planning an extended vacation more than one working week, requests must be made in writing one month in advance to your supervisor. When possible, vacation requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduled vacation times. Any special circumstances must be discussed and approved by your supervisor. No more than two weeks of vacation may be taken at one time without special management approval.

Employees who are on a leave of absence do not accrue vacation time while they are on their leave.

Required Use of Vacation Before Unpaid Leave

You are required to take accrued and unused vacation before taking unpaid leave, or having unpaid absences. Family and Medical Leave (under both state and federal law) is included in this requirement, unless the absence is pregnancy-related or the leave is FMLA-related and you are receiving wage replacement through a disability benefit plan (regardless of whether the plan is employer-provided or mandatory under state or federal law, such as state disability insurance).

If you are absent for a reason that qualifies you for Paid Family Leave (PFL) or because of a disability that qualifies you for State Disability Insurance (SDI) benefits, please contact the

Human Resources Office to discuss coordination of your benefits.

Sick Leave

California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.

Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time. If you have any questions about paid sick leave, please contact the Human Resources Office.

Eligible Employees

All employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment are entitled to paid sick time.

However, employees are not eligible to take paid sick time until they have worked for the Company for 120 days from their date of hire.

Sick Pay Amount

Eligible employees will receive sick leave as follows:

Employees hired on or before July 1, 2015:

On July 1, 2015, United Marble & Granite provided eligible employees with three days or 24 hours of paid sick time. You will need to meet the 120 day employment requirement before taking any leave.

Unused paid sick time will not carry over from year to year. However, United Marble & Granite will place three days or 24 hours of paid sick time into your leave bank on July 1 of each year. Employees will be able to access all three days or 24 hours of paid sick time at the beginning of each 12-month period.

Employees hired after July 1, 2015:

United Marble & Granite will provide eligible employees with three days, or 24 hours, of paid sick time on their first day of employment with United Marble & Granite. You will need to meet the 120 day employment requirement before taking any leave. *Unused paid sick time will not carry over from year to year.* However, United Marble & Granite will place three days, or 24 hours, of paid sick time into your leave bank each year on your anniversary date. Employees will be able to access all three days or 24 hours of paid sick time at the beginning of each 12-month period.

Employees are not paid for unused paid sick time.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.

For purposes of paid sick leave, a covered family member includes:

- A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A "parent" defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification to the supervisor. If the need for paid sick leave is not foreseeable, employees shall provide notice to the supervisor as soon as practicable.

An employee's use of paid sick time may run concurrently with other leaves under local, state or federal law.

Paid sick leave can be used in one hour increments.

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments

will not be paid as time worked. If you have accrued and unused paid sick leave, the additional absences from work will be paid with the use of paid sick leave.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation for further absences from work related to your illness or injury.

Family and Medical Leave

California's California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA) provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with United Marble & Granite for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave, and
- You are employed at a work site where there are 50 or more employees within a 75 mile radius. Leave may be taken for one or more of the following reasons:
 - The birth of the employee's child, or placement of a child with you for adoption or foster care (FMLA/CFRA);
 - For incapacity due to pregnancy, prenatal medical care or child birth (FMLA only);
 - For a serious health condition that makes you unable to perform your job (FMLA/CFRA);
 - To care for your spouse, child, or parent who has a serious health condition (FMLA/CFRA);
 - To care for your registered domestic partner (CFRA only).

For additional information about eligibility for family/medical leave, contact the Human Resources Office.

Military Family Leave Entitlements

- Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- Eligible employees may also take a special leave entitlement of up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered servicemember is either:

- A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, United Marble & Granite uses a rolling year calculation, looking back from the date leave is requested.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered servicemember, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered servicemember is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Related Conditions

Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). However, time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Company will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The Company may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply when an employee requests family medical leave:

- Please contact the Human Resources Office as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, you must notify the Company at least 30 days before leave is to begin. You must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.
- If you cannot provide 30 days' notice, the Company must be informed as soon as is practical.
- If the Family and Medical Leave Act/California Family Rights Act request is made because of the your own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.
- If the second opinion differs from the first opinion, the Company may require, at its expense, that you to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on you and the Company.

Certification

United Marble & Granite requires the employee to provide certification. You will have 15 calendar days from the request for certification to provide it to the Company, unless it is not practicable to do so. We may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. For example, if you need two weeks of family and medical leave, but following the two weeks need intermittent leave, a new medical certification will be requested and required. If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

When both parents are employed by the Company, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than a total of 12 workweeks family/medical leave for this reason.

If you cite your own serious health condition as a reason for leave you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are absent because of your own serious health condition, the Company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work certificate from your health care provider will result in denial of reinstatement until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a servicemember shall be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

If you are taking family medical leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Company may recover from an employee premiums paid to maintain health coverage if you fail to return to work following family/medical leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Payment is to be made to the Human Resources Office if you are on unpaid leave. Premium payments are due monthly. Coverage may cease if your premium payment is more than 30 days late. If payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your payment within 15 days of this letter, your coverage will cease.

Substitution of Paid Leave

Generally, FMLA/CFRA leave is unpaid. The Company may require, or you may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact the Human Resources Office.

Reinstatement

Under most circumstances, upon return from family/medical leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Company's operations;
- The employee is notified of the Company's intent to refuse reinstatement at the time the Company determines the refusal is necessary; and
- If leave has already begun, the Company gives the employee a reasonable opportunity to return to work following the notice described previously.

Time Accrual

Please contact the Human Resources Office with any questions regarding accrual of other paid leave benefits (such as vacation or sick leave) during unpaid FMLA/CFRA leave.

Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee or a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

See also the discussion of Pregnancy, Childbirth or Related Medical Conditions above.

Pregnancy Disability Leave

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave should advise the Human Resources Office as early as possible. A Human Resources representative will discuss the following conditions with you:

- Duration of pregnancy disability leave will be determined by the advice of your physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by your pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.
- United Marble & Granite will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must inform United Marble & Granite when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), employees must provide at least 30 days advance notice before the pregnancy disability leave or transfer is to begin. Employees must consult with HR regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider.
- For emergencies or events that are unforeseeable, we need you to notify the Company, at least verbally, as soon as practical after you learn of the need for the leave.
- Failure to comply with these notice requirements may result in delay of leave, reasonable accommodation, or transfer;

- Pregnancy leave usually begins when ordered by your physician. You must provide United Marble & Granite with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the Company. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. Please see HR for a medical certification form to give to your health provider.
- Leave returns will be allowed only when your physician sends a release;
- You will be allowed to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. You will be allowed to use accrued vacation (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

If intermittent leave or leave on a reduced work schedule is medically advisable you may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. You must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate your need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that you are able to return to work from a pregnancy disability leave, you will be reinstated to your same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. In some instances, an employer can recover from an employee premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact Human Resources for more information.

Personal Leave

Under special circumstances, full-time employees who have completed 90 days of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of Human Resources.

Leaves may not exceed one month during which time no benefits will accrue. Leaves of absence are granted only after earned vacation is exhausted (if applicable).

To the extent allowed by the insurance contract, we will continue to provide medical, dental, and vision insurance coverage for employees on an authorized leave of absence, up to a maximum of one month. During this time, you will be responsible for paying your portion of the monthly premiums.

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements.

Concurrent Personal and Family/Medical Leave

Any leave taken under this provision that qualifies as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period.

Bereavement Leave

United Marble & Granite grants leave of absence to full-time employees in the event of the death of an immediate family member. Members of the immediate family include spouses, registered domestic partners, parents, children, children of registered domestic partners, brothers, sisters, grandchildren, grandparents, aunts, uncles, nieces, nephews, parents-in-law and parents of registered domestic partners. An employee with such a death in the family may take up to two consecutive scheduled workdays off with the approval of the Company. This will be unpaid time off, or you may use accrued vacation time. The employee's supervisor may approve additional unpaid time off.

Requests for bereavement leave should be made to the Human Resources Office as soon as possible.

Jury Duty and Witness Leave

Employees summoned for jury duty or to act as a witness at a trial are granted an unpaid leave in order to serve. Exempt employees will receive full salary unless they are absent for a full week and perform no work. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

You may retain any mileage allowance or other fee paid by the court for jury services.

Military Leave

Employees who wish to serve in the military and take military leave should contact the Human Resources Office for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to the Human Resources Office within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

School and Child Care Activities Leave

Employees are encouraged to participate in the school or child care activities of their child(ren).

The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents or a person who stands *in loco parentis* to one or more children of the age to attend kindergarten through grade 12 or a licensed child care provider;
- The amount of time off for school or child care activities described below cannot exceed a total of 40 hours each year;
- Covered employees can use the time off to find, enroll or reenroll a child in a school or with a licensed child care provider or to participate in activities of the child's school or licensed child care provider. The time off for these purposes cannot exceed eight hours in any calendar month. Employees planning to take time off for these purposes must provide reasonable advance notice to their supervisor;
- Covered employees can also use time off to address a "child care provider or school emergency" if the employee gives notice to the employer. A child care provider or school emergency means that the employee's child cannot remain in a school or with a child care provider due to one of the following:
 - The school or child care provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - A natural disaster, including, but not limited to, fire, earthquake or flood.
- Employees must provide their supervisor with documentation from the school or licensed child care provider verifying that they were engaged in these child related activities on

the day and time of the absence;

- If more than one parent is employed by United Marble & Granite, the first employee to request such leave will receive the time off. Another parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use vacation leave in order to receive compensation for this time off; and
- Employees who do not have paid time off available will take the time off without pay.

School Appearances Involving Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

Time Off for Voting

If you do not have sufficient time outside of working hours to vote in an official state-sanctioned election, you may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, you will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give their supervisor at least two days' notice.

Organ and Bone Marrow Donor Leave

Employees who are donors for organ or bone marrow may take time off as follows:

- You must be employed for at least a 90-day period immediately before the beginning of leave.
- You may take up to 30 business days of paid leave, and up to an additional 30 business days of unpaid leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date you being your leave.
- You may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the leave begins.
- During the leave for organ/bone marrow donors, United Marble & Granite will continue to provide and pay for any group health plan benefits you were enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the federal Family and Medical Leave Act or the state California Family Rights Act.

Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

United Marble & Granite requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave, and/or vacation.

United Marble & Granite requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave, and/or vacation.

Once you have exhausted the required paid sick, and/or vacation leave, you will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

Domestic Violence, Sexual Assault or Stalking Leave and Accommodation

If you are the victim of domestic violence, sexual assault or stalking, you are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave if you are involved in a legal action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your or your child's health, safety, or welfare. Please provide reasonable advance notice of the need for leave, unless advance notice is not feasible. Contact Human Resources.

If you need a reasonable accommodation for your safety at work, contact Human Resources. If you are requesting a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the Company will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. The Company may request recertification every six months. Please notify the Company if an approved accommodation is no longer needed.

The Company will engage in an interactive process with you to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result.

United Marble & Granite will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Domestic Violence, Sexual Assault or Stalking Leave for Treatment

If you are a victim of domestic violence, sexual assault or stalking, you are eligible for unpaid leave. Although the leave is generally unpaid, you can use your paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;

- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including temporary or permanent relocation.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact the Human Resources Office.

The length of unpaid leave an employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993 for eligible employees.

United Marble & Granite will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

Victims of Crime Leave

If you are a victim or if you are the family member of a victim of certain serious crimes, you may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

As a family member of a crime victim may be eligible to take this leave if you are the crime victim's spouse, parent, child or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to take paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact the Human Resources Office.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor and the Human Resources Office that you may have to take time off for emergency duty or emergency

duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

If you are an official volunteer firefighter, reserve peace officer or emergency rescue personnel, please alert your supervisor and the Human Resources Office if you have training. Volunteer firefighters, reserve peace officers and emergency rescue personnel may take up to a total of fourteen days per calendar year to engage in fire, law enforcement or emergency rescue training.

On the Job

Open-Door Policy

Suggestions for improving United Marble & Granite are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions also are of concern to United Marble & Granite.

If you have a complaint, suggestion or question, speak with your immediate supervisor as soon as possible. If you are not comfortable speaking to your immediate supervisor, please bring the issue to the Human Resources Office, or any other member of management.

If you have raised the issue and If the problem persists, you may present it to the Human Resources Office, who will investigate and provide a solution or explanation.

If the problem is not resolved, you may also present the problem to the owner, who will attempt to reach a final resolution.

While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact the Human Resources Office.

This procedure, which we believe is important for both you and the Company, cannot guarantee that every problem will be resolved to your satisfaction. However, United Marble & Granite values your observations and you should feel free to raise issues of concern without the fear of retaliation.

Employee Property

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of United Marble & Granite property, possession of dangerous weapons or firearms, or abuse of the Company's drug and alcohol policy.

Employment of Relatives

Relatives of employees may be eligible for employment with United Marble & Granite only if individuals involved do not work in a direct supervisory relationship, or in job positions in which there is a conflict of interest. The Company defines "relatives" as spouses, domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

Names and Addresses Policy

United Marble & Granite is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Company in the event of a name or address change.

Personnel Records

You have a right to inspect or receive a copy of the personnel records that United Marble & Granite maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the Human Resources Office. You can obtain a form for making such a written request from the Human Resources Office.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. United Marble & Granite may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date United Marble & Granite receives your written request to inspect or copy your personnel records (unless you/your representative and United Marble & Granite mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, United Marble & Granite will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Workplace Privacy - Audio/Video Recordings

Due to concerns regarding the potential for invasion of privacy, sexual or other harassment, and protection of proprietary or confidential information, employees may not use any audio or video recording devices while on working time. Employees also may not use any audio or video recordings in work areas that United Marble & Granite has identified as confidential, secure or private, unless the employee is engaged in protected activity related to improving the terms and conditions of their employment, such as documenting health and safety issues.

The Company uses or may use video surveillance in public areas (not in restrooms, locker rooms or changing areas). The video surveillance will not include sound recording.

Employee Conduct

Punctuality and Attendance

As an employee of United Marble & Granite, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must provide reasonable advance notice to your supervisor before the time you are scheduled to begin working for that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practicable of the reason for the tardiness or absenteeism.

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated. Generally, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, United Marble & Granite will consider that you have voluntarily abandoned or quit your employment.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding United Marble & Granite's business (such as financial data, marketing, business plans or strategies, designs, suppliers, business partners or customers). You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law.

Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the Company.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec.

1833(b).The Company's address shall not be used for the receipt of personal mail.

Business Conduct and Ethics

A Company's reputation for integrity is its most valuable asset and is directly related to the conduct of its employees. Therefore, employees must never use their positions with the Company, or any of its customers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families, or any other individuals, Companys, or business entities. No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with United Marble & Granite because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with the HR Office in advance.

United Marble & Granite adheres to the highest legal and ethical standards applicable to our business. The Company's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the Company shall conduct their personal affairs such that their duties and responsibilities to the Company are not jeopardized and/or legal questions do not arise with respect to their association or work with the Company.

Conducting Personal Business

Employees are to conduct only United Marble & Granite business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of United Marble & Granite, which impairs an employee's ability to exercise good judgment on behalf of the Company, can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to Human Resources or any Owner of the Company for a determination about whether an actual conflict exists. If an actual conflict is determined, United Marble & Granite may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive to every customer. If you encounter an uncomfortable situation that you do not feel capable of handling, a supervisor should be called immediately.

Ours is a service business and all of us must remember that the customer always comes first. Our customers ultimately pay all of our wages. Remember, while the customer is not always right, the customer is never wrong.

Customers are to be treated courteously and given proper attention at all times. Never regard a customer's question or concern as an interruption or an annoyance. You must respond to inquiries from customers, whether in person or by telephone, promptly and professionally. If we take any customer for granted, we run the risk of losing not only that customer, but his or her associates, friends or family who may also be customers or prospective customers.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a customer. If a problem develops or if a customer remains dissatisfied, ask your supervisor to intervene.

Dress Codes and Other Personal Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Department managers may issue more specific guidelines.

Because each employee is a representative of United Marble & Granite in the eyes of our customers and the public, each employee must report to work properly groomed and wearing appropriate clothing. All clothing should be clean and without rips or holes. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

United Marble & Granite permits employees to wear jewelry or to display tattoos at the workplace within the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include: Personal safety of self or others, or damage to company property; productivity or performance expectation; offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature; corporate or societal norms; customer complaints. No visible tattoos on the face or head, or other body art (such as surgically implanted ball bearings, spikes, and the like) are permitted if an employee is in a customer-facing position. Exceptions may be made for employees who have small, non-offensive tattoos that cannot easily be covered by standard clothing (i.e., wrist, neck, etc.). All exceptions require the approval of the Human Resources Office.

If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable

means to resolve the conflict.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact Human Resources to discuss the need for accommodation.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the Company's objectives. The following conduct is prohibited and will not be tolerated by United Marble & Granite. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Company operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other Company records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or customer;
- Removing or borrowing Company property without prior authorization;
- Unauthorized use or misuse of Company equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Company property;
- Participating in horseplay or practical jokes on Company time or on Company premises;
- Carrying firearms or any other dangerous weapons on Company premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating or participating in a disruption of any kind during working hours on Company property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening or intimidating language at any time on Company premises;
- Violation of Company punctuality and attendance policies. Absences protected by state

or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy;

- Failing to obtain permission to leave work for any reason during normal working hours, not including meal periods;
- Failing to observe working schedules, including rest and lunch periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security or Company policy, rule, procedure or violation of the drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the anti-harassment or equal employment opportunity policies; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Either you or United Marble & Granite remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Off-Duty Conduct

While United Marble & Granite does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests.

Off-duty conduct by an employee that directly conflicts with the Company's essential business interests and disrupts business operations will not be tolerated.

Other Employment

While employed by United Marble & Granite, employees are expected to devote their energies to their jobs with the Company.

Employment that directly conflicts with the Company's essential business interests and disrupts business operations is strictly prohibited.

Employees who wish to engage in additional employment that may create a real conflict of interest must submit a written request to United Marble & Granite explaining the details of the additional employment. If the additional employment is authorized, United Marble & Granite assumes no responsibility for it. United Marble & Granite shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Drug and Alcohol Abuse

United Marble & Granite is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the Company.

The following rules and standards of conduct apply to all employees either on Company property or during the workday (including meals and rest periods). Behavior that violates Company policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a Company vehicle while under the influence of alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. United Marble & Granite also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, United Marble & Granite reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on United Marble & Granite. In addition, the Company must keep people who sell or possess controlled substances off Company premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must

notify a supervisor of such use immediately before starting or resuming work.

United Marble & Granite will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by the owner may comment to news reporters on United Marble & Granite policy or events relevant to United Marble & Granite.

This policy does not limit an employee's right to discuss the terms and conditions of his or her employment, or to try and improve these conditions.

Prohibited Use of Company Cell Phone While Driving

In the interest of the safety of our employees and other drivers, United Marble & Granite employees are prohibited from using cell phones (including all smart phones) while driving on Company business and/or Company time.

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on Company business and/or Company time. The Company recommends preprogramming frequently used numbers into your phone rather than looking up numbers before dialing them. Violating this policy is a violation of law and a violation of Company rules.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on any wireless device or cell phone while driving is also prohibited under this policy unless the device is specifically designed and configured to allow voice-operated and hands-free operation to dictate, send, or listen, and it is used in that manner while driving.

Violating this policy is a violation of law and a violation of Company rules.

Employees Under Age 18

A person under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile service device. The prohibition would not apply to such a person using a wireless telephone or a mobile service device for emergency purposes. Violating this policy is a violation of law and a violation of Company rules.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on a wireless device or cell phone while driving is also prohibited under this policy. Violating this policy is a violation of law and a violation of Company rules.

You must also safely pull off the road before conducting Company business.

United Marble & Granite Property

Guests and Visitors

Visits from friends and family are to be kept to a minimum, in order to preserve an appropriate work environment. It is extremely important that the impression left with United Marble & Granite visitors is that of a professional organization with the highest standards of conduct.

The Company reserves its right in its sole discretion to deny a visitor request for reasons including, but not limited to, the requested guest or visitor has been disruptive in the past, or the work environment is not appropriate for the visitor or guest due to safety or other reasons.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Employer Property

Lockers, desks, computers, cell phones, data processing equipment/software, vehicles, tools, iPads and other devices are United Marble & Granite property and must be maintained according to Company rules and regulations. They must be kept clean and are to be used only for work-related purposes. United Marble & Granite reserves the right to inspect all Company property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Company property may be removed from the premises.

Company voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. United Marble & Granite reserves the right to monitor voice mail messages, and e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

United Marble & Granite may periodically need to assign and/or change "passwords" and personal codes for

- email
- voicemail
- cell phones
- iPads and other devices
- desktop and laptop computers

These communication technologies and related storage media and databases are to be used only for Company business and they remain the property of United Marble & Granite.

United Marble & Granite reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the Company voice-mail and email systems are subject to the same Company policies against discrimination and

harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

No personal locks may be used on Company-provided lockers unless the employee furnishes a copy of the key or the combination to the lock. Unauthorized use of a personal lock by an employee may result in losing the right to use a Company locker.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave United Marble & Granite. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Off-Duty Use of Facilities

Employees are prohibited from remaining on United Marble & Granite premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use. This policy is not intended to limit the ability of employees to use the Company's email systems to communicate with other employees regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workload, supervisors or staffing.

Parking

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of United Marble & Granite property. Employees may not use parking areas specifically designated for customers, vendors, or Company vehicles. Disabled parking spaces are for use by those with current handicap placards. United Marble & Granite is not responsible for any loss or damage to employee vehicles or contents while parked on Company property. Therefore, we suggest you always lock your vehicle and keep valuables out of sight.

Parking areas may be monitored with video or other surveillance for purposes of protecting Company property only. This surveillance system is in no way intended to provide employees with personal security.

Corporate Vehicles

Operators of corporate vehicles are responsible for the safe operation and cleanliness of the vehicle. All Company vehicle operation, and the use of personal vehicles for Company-related work, is subject to the United Marble & Granite Company Vehicle Policy, which includes the below summary provisions, as well as other requirements. You must sign the Company Vehicle Policy prior to driving on Company business.

Employees who drive their own vehicles on Company business will be reimbursed at the current IRS reimbursement rate per mile.

Accidents involving corporate vehicles must be reported to your supervisor immediately.

Employees are responsible for any moving and parking violations and fines that may result when operating a corporate vehicle.

Corporate vehicles should be operated by the employee only. Corporate vehicles may only be used for job-related travel.

Smoking is prohibited in corporate vehicles.

The use of seat belts is mandatory for operators and passengers of corporate vehicles.

Please check with the HR Office if you have additional questions or concerns regarding Corporate Vehicles and the Company Vehicle Policy.

Solicitation and Distribution of Literature

In order to ensure efficient operation of the business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on Company property. United Marble & Granite has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.

Electronic and Social Media

This policy is intended to protect the Company's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers.

United Marble & Granite also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, smart phones, writing tablets, or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia

data, and files.

The following general policies apply:

- Computers and all data transmitted through United Marble & Granite servers are Company property owned by the Company for the purpose of conducting Company business. These items must be maintained according to United Marble & Granite rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Company property may be removed from the premises.
- All electronic communications also remain the sole property of United Marble & Granite and are to be used for Company business. For example, email messages are considered Company records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of United Marble & Granite and remains the property of United Marble & Granite.
- Information stored in United Marble & Granite computers and file servers, including without limitation: customer lists, vendor lists, pricing, customer contracts, and design plans is the property of the Company and may not be distributed outside the Company in any form whatsoever without the written permission of the owner.
- Violation of any of the provisions of this policy, whether intentional or not, will subject United Marble & Granite employees to disciplinary action, up to and including termination.

Monitoring of Company Property

United Marble & Granite reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. United Marble & Granite computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The Company reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Company policy or any law occurs. E-mail may be monitored by the Company and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect the Company's ownership of the electronic information or ability to monitor the information. The Company may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by United Marble & Granite management.

Prohibited Use

All existing policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of Company assets or resources. It is a violation of United Marble & Granite policy to use computers, electronic communications, electronic information, or the Internet, in a manner that is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against United Marble & Granite policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any Company computer is a violation of the Company's policy against sexual harassment. This description of prohibited usage is not exhaustive and it is within the discretion of United Marble & Granite to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Computer and Internet Use

United Marble & Granite provides computers, electronic communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job. Company provided computers, electronic communications, electronic information and the Internet are to be used only for work-related purposes. No personal use of this Company property is permitted at any time. However, this policy is not intended to limit the ability of employees to use Company email systems to communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors or staffing.

Social Media

United Marble & Granite does not use, nor does it condone the use of, social media in the workplace for any purpose. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs the Company deems to be social media, consult with the Human Resources Office.

Use of Internet based programs such as Facebook, Linked In, and Twitter (this is not meant to be an exhaustive list) is a violation of Company policy and use of Company property (including computers or handheld devices) to access social media tools or programs during working time on the work premises can result in discipline up to and including termination.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other Company policies against inappropriate usage, including the Company's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential or trade secret information apply.

Nothing in the Company's social media policy is designed to interfere with, restrain or prevent

employee communications regarding wages, hours or other terms and conditions of employment.

Employee-owned Devices

Employees' own computers (including hand held devices) and electronic communications are not to be used during work time on the work premises. All devices should be set to Silent mode, and texting during work time is prohibited. Employees may use personal devices during non-working times, such as breaks and meal periods; however, all other Company policies against inappropriate usage, including the Company's no tolerance for discrimination, harassment or retaliation in the workplace, apply.

Prohibiting Personal Use of Company Cell Phone

Cell phones (including handheld devices and smart phones such as iPhones) may be provided to some employees to assist them in performing their job. Cell phones are Company property. Data (including web browsing), messages (including voice mail, mobile email, and text messaging), and other stored electronic information is subject to monitoring and the employee does not have an expectation of privacy in the use of this Company property.

The Company may ask you to assign a password to your Company cell phone to prevent unauthorized access. This password does not affect the Company's ownership of the cell phone or ability to monitor the information.

Company cell phones must not be used in any manner that violates any other Company policy, including safety policies, confidentiality policies, electronic and social media policies, and policies against discrimination and harassment.

Employees are prohibited from using Company-issued cell phones and any other United Marble & Granite property to conduct personal business. Employees who are provided a cell phone may use the phone for personal reasons only in the case of an emergency. Other personal use is prohibited.

Smoking

United Marble & Granite is committed to providing a safe and healthy environment for employees and visitors. Smoking is not permitted on Company premises.

Violation of this policy may result in disciplinary action, up to and including discharge.

Safety and Health

Health and Safety

Safety can only be achieved through teamwork. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

- Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
-
- The use of alcoholic beverages or illegal substances during work hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the Company's property is forbidden.
-
- Use, adjust and repair machines and equipment only if you are trained and qualified.
-
- Know the proper lifting procedures. Get help when lifting and pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your supervisor.
- Know the locations, contents and use of first aid and fire fighting equipment.
- Wear personal protective equipment in accordance with the job you are performing.
- Comply with CalOSHA standards and/or applicable state safety and health standards as written in our Injury and Illness Prevention Program (IIPP).

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

In compliance with Proposition 65, United Marble & Granite will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Heat Illness

United Marble & Granite is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All supervisors are trained in the recognition and prevention of heat illness. Employees who work outside are encouraged to frequently drink water. Employees who work outside are also allowed and encouraged to take a cool-down rest in the shade of at least five minutes (in addition to the time needed to access the shade) when needed to protect themselves from overheating. These preventative cool-down rests are paid time.

Please refer to the Injury Illness and Prevention Program or talk to your supervisor for details on how to ensure you are protected from heat illness dangers.

Inclement Weather/Natural Disasters

While severe weather is uncommon in the Bay Area, severe storms, wildfires and earthquakes are possible. Although driving may be difficult, when caution is exercised the roads in our area are normally passable. Except in cases of severe storms or imminently dangerous fire conditions, we are all expected to work our regular hours. Time taken off due to poor weather while the business remains open is unpaid. In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- Inclement weather: Conditions that excuse absence from work include: road closures. If weather conditions prevent you from safely traveling to work, you must notify your manager by phone, if telephone service is functional, or by any other available means.
- In the event of a natural disaster, the office will be closed if the building is damaged or roads leading to the office are damaged. For instructions on reporting to another location, contact the office immediately, if possible.

Recreational Activities and Programs

United Marble & Granite or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Security

United Marble & Granite has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to management of the Owners. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

The workplace security program is described in detail in the Company's Illness and Injury Prevention Program (IIPP).

Workplace Violence

United Marble & Granite has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The Company has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to disciplinary action up to and including

termination.

Possession of non-work related weapons on Company premises and at Company-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. You are expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Company property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally.

Hazard Communication

Our Company may use some chemicals (e.g. cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage, and control measures relating to these substances if you will use or likely be exposed to them. Material Safety Data Sheets (MSDS) are available for inspection in your work area. You must follow all labeling requirements.

Please consult with the designated safety coordinator prior to purchasing chemicals for the Company or bringing them on to our premises. For additional information, please refer to our Company's written Hazard Communication Program. If you have any questions, ask your supervisor or the safety coordinator.

Concealed Weapons

Possession, use or sale of weapons, firearms or explosives on work premises, while operating corporate vehicles, machinery or equipment for work-related purposes or while engaging in corporate business off premises is forbidden. This policy applies to all employees, including but limited to those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to your supervisor immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

End of Employment

Employee References

All requests for references must be directed to the Human Resources Office. The HR Office will only reply to outside reference requests submitted in writing. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, United Marble & Granite discloses only the dates of employment and the title of the last position held of former employees.

Involuntary Termination and Progressive Discipline

Violation of United Marble & Granite policies and rules may warrant disciplinary action. The Company has a system of progressive discipline that may include verbal warnings, written warnings, suspension, and termination of employment. The system is not formal, and United Marble & Granite may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The Company's policy of progressive discipline in no way limits or alters the at-will employment relationship.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits his or her employment at United Marble & Granite, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor (unless the absence is protected by law). We ask that you give us notice as early as possible when you know you will be leaving so that we can transfer your work to another employee. All Company-owned property, including this Employee Handbook, vehicles, keys, identification badges, tools, and credit cards, must be returned immediately upon termination of employment.

You should notify the Company if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

Confirmation of Receipt

Confirmation of Receipt of Employee Handbook

I have received my copy of the United Marble & Granite, Inc. employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at United Marble & Granite is employment at-will; employment may be terminated at the will of either the Company or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between United Marble & Granite and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with United Marble & Granite, Inc.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Company. United Marble & Granite reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Owner of United Marble & Granite no manager, supervisor, or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Owner has the authority to make any such agreement and then only in writing, signed by the Owner.

Employee's Signature _____

Employee's Printed Name _____

Date _____

Confirmation of Receipt of Harassment, Discrimination, and Retaliation Prevention Policy

I have received my copy of the United Marble & Granite, Inc. Harassment, Discrimination and Retaliation Prevention policy, which is included in this Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that United Marble & Granite is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____

Employee's Printed Name: _____ Date: _____