



EMPLOYEE HANDBOOK

TO THE CUSTOMER **YOU** *ARE THE COMPANY!!*

Revised 08/2019

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WELCOME TO PHOENIX CRANE RENTAL

(Hereinafter referred to as "PCR"; "Company")

It is a long-range goal of our company to create an environment that will allow our organization to attract, recruit, develop and retain the brightest and best people available in our industry.

This means that every one of our employees is a highly valued resource to our company and our customers. It is through your efforts that we are able to develop and deliver high quality products and services in response to the needs of our customers.

Each of our jobs depends on teamwork and cooperation across our organization. As contributing members of our "Team", guided by our Vision and Mission, each of us can enjoy opportunity and growth as our joint efforts create a successful enterprise.

To support these values, we have created this handbook which contains information useful for all employees and their families. In it, you will find brief explanations of various policies and practices, an overview of our benefits programs, and general employee relations information.

Please read the handbook carefully, it is your responsibility to familiarize yourself with PCR's policies. The Employee Handbook will always be available for reference 24/7 on our

Employee Portal Web page: <https://forms.phoenixcrane.com/employee-portal/new-hire-information/>

If you do not have access to the internet we will provide you with a printed copy, please ask your manager. For specific details concerning any policy, please contact your immediate manager.

HISTORY

Dick Phillips was working as the General Manager of Sims Crane Service in Tampa, Florida when he moved his family to Atlanta in June of 1982. He was sent to serve as VP of a new Sims acquisition called Southeast Lift Equipment, but upon returning from vacation in the summer of 1983, he learned that the company had been shut down. Although he was invited back to his former position in Tampa, Dick could see that there was an opportunity for a new crane rental operation in Atlanta.

He enlisted the advice of his friend Bill Dickerson, who already owned a limited partnership in the crane business, and who had a very strong balance sheet. The two got together at a local Holiday Inn and worked into the wee hours of the morning on their new business plan. Bill wasn't interested in selling or managing any of his cranes and Dick didn't have the money to buy any of them, so they decided this new company would lease from Bill's supply of 36 mostly-idle cranes. Bill and his three children would each own 10% stock and Dick's CPA, Ernie Baer, would provide sweat equity for his shares to get the business started.

With a second \$25,000 mortgage on their house, a new Chevy S-10 pickup, a beeper, an answering service and a post office box, Dick and Sally Phillips founded Phoenix Crane Service, Inc. on September 1, 1983. The name "Phoenix" came from the mythological character, suggested by Ernie Baer, "rising out of the ashes" of the Southeast Lift Equipment Division of Sims Crane. Sally ran the books on the dining room table in the evenings, while working a full-time job to pay the mortgage. Dick went out pushing sales and "calling on red dirt" to every construction site he could find.

After just two years in business, Dick was able to buy the 40% stock controlled by the Dickerson family, and Ernie Baer stayed on as CPA and financial advisor until February of 1992 when his interest was bought out by the Phillips family. By 1993, Phoenix began acquiring its closest competitors in Atlanta. They started with Southern Machinery Movers & Erectors, retaining their customer base, which doubled the size of the business. In June 2002, Phoenix bought Elberton Crane & Rigging to form Northeast Georgia Crane & Rigging and were able to move that operation to Athens 9 months later. Also, in 2002, the Augusta branch office was opened to serve the many mills and industries in the Richmond County area of Georgia. In May of 2004, Phoenix made its' last acquisition by buying B & B Crane & Rigging Service, forming its Gainesville branch.

Today, Phoenix Crane operates over 65 cranes out of six (6) Georgia locations, with three (3) central dispatch offices. Many of Dick and Sally's children and grandchildren have joined the business during its growth, and in July of 2016, the Phillips family sold the company to its employees, forming an ESOP (Employee Stock Ownership Plan). This decision was made in order to protect the company's employees from any disruptive changes in operations, and to ensure future growth and benefits - one of the best ways to attract and keep the best employees in the industry.

From our family to yours, we thank you for over three (3) decades in business and look forward to at least three (3) decades more.

VISION

To be recognized by our customers as “Georgia’s Premier Provider of Crane and Rigging Services”.

MISSION/VALUES

PCR is committed to achieve consistent, reliable service through a climate of absolute integrity, excellence, and the treatment of others with dignity and respect.

TO PROVIDE A CHALLENGING, REWARDING AND PRODUCTIVE WORK ENVIRONMENT.

- Effective communications at all levels
- Rewards and recognition
- Job ownership; empowerment
- Training and development
- Team work
- Effective staffing
- Productivity
- Profits

TO MAXIMIZE PROFITS.

- Investment pay back
- Overhead costs/rates
- Development of additional resources
- Revenue growth
- Cost controls
- Quality

TO EXCEED CUSTOMERS’ REQUIREMENTS AND EXPECTATIONS.

- Customer satisfaction - focused
- Safety and housekeeping
- Highest caliber employees
- Equipment
- Commitments

TO ACHIEVE CONSISTENT, RELIABLE PERFORMANCE. DELIVER WHAT YOU COMMIT.

- Performance to schedules
- Leadership demonstrating integrity
- Consistent daily/weekly production
- Support the vision



101**NATURE OF EMPLOYMENT**

This manual is intended to provide employees with a general understanding of the personnel policies of PCR. Employees are encouraged to familiarize themselves with the contents of this manual, as it will answer many common questions concerning employment with PCR.

This manual cannot anticipate every situation, nor answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor PCR are bound to continue the employment relationship; therefore, either party may, at will, end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, PCR reserves the right to change, revise or eliminate, any of the policies and/or benefits described in this handbook except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the President of PCR.

102**EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PCR will be based on merit, qualification and abilities. PCR does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability or any other characteristic protected by law.

PCR policy includes equal employment and advancement opportunities for qualified disabled veterans and qualified handicapped individuals unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

PCR expects all officers and employees to observe and to reflect the spirit of this policy in everyday relationships with fellow staff members.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

103**CONFIDENTIAL INFORMATION**

All files, records and reports acquired or created in the course of employment are the property of PCR. Originals or copies of such documents may be removed from PCR offices for the sole purpose of performing the Employee's duties for PCR and must be returned at any time upon request. The misuse, unauthorized access to, or mishandling of confidential information, particularly personnel information, is strictly prohibited and the unauthorized use, destruction, modification and/or distribution of PCR information, or information systems, are strictly prohibited.

104**AMERICAN'S WITH DISABILITIES ACT**

The federal American's with Disabilities Act ("ADA") prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions and privileges of employment. The ADA doesn't alter the Company's rights to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of Company policy, the Company prohibits discrimination of any kind against people with disabilities.

DISABILITY DEFINED

An applicant or an employee is considered disabled if he or she (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record or past history of such an impairment; or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the requisite skill, experience, education, and other job-related requirements of the position held or designed, and who, with, or without, reasonable accommodation can perform the essential functions of that position.

REASONABLE ACCOMMODATION

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the Company to allow them to perform a particular job. All viable options and alternatives will be explored with you and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, the Company does not have to provide the exact accommodation that you want, and if more than one accommodation works, we may choose which one to provide. Furthermore, the Company does not have to provide an accommodation if doing so would cause undue hardship to the Company.

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EMPLOYMENT OF MINORS

It is the policy of PCR that each employee under age 18 have an Employment Certificate before employment commences. It is the policy of PCR not to employ minors below the age of 16.

An Employment Certificate is applicable either to part-time employment while school is in session, or to full-time employment while school is not in session. The Human Resources Manager handles the details involved in obtaining an Employment Certificate.

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IMMIGRATION LAW COMPLIANCE

PCR is committed to employing only citizens of the United States and registered aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired also complete the form if they have not completed an I-9 with PCR within the past three years, or if their previous I-9 is no longer retained or valid.

The Department of Homeland Security (DHS) and the Social Security Administration (SSA) have established an electronic system called E-Verify to assist employers further in verifying the employment eligibility of all newly-hired Employees.

PCR has elected to utilize the E-Verify system to help ensure compliance with Federal immigration laws.

Through E-Verify, employers send information about you from your Form I-9 to SSA and DHS to ensure that you are authorized to work in the United States and that your name, Social Security Number, date of birth, citizenship status, and any other non-citizen information you choose to provide us on the Form I-9 match government records. As an Employee, you have certain rights and responsibilities.

- Employers must post a notice informing Employees of their use of E-Verify.
- E-Verify must be used for new hires only. It cannot be used to verify the employment eligibility of current Employees.
- E-Verify must be used for all new hires regardless of national origin or citizenship status. It may not be used selectively.
- E-Verify must be used only after hire and after completion of the Form I-9. Employers may not pre-screen applicants through E-Verify.
- If an Employee receives an information mismatch from their Form I-9 and SSA and DHS databases, the employer must promptly provide the Employee with information about how to challenge the information mismatch, including a written notice generated by E-Verify.

- If an Employee decides to challenge the information mismatch, the employer must provide the person with a referral letter issued by E-Verify that contains specific instructions and contact information.
- Employers may not take any adverse action against an Employee because he/she contests the information mismatch. This includes firing, suspending, withholding pay or training, or otherwise infringing upon his/her employment.
- The Employee must be given eight Federal government work days to contact the appropriate Federal agency to contest the information mismatch.
- If an Employee receives a SSA tentative non-confirmation (TNC), they have the option of visiting an SSA field office to update their record or if the Employee is a naturalized citizen, the Employee may choose to call USCIS directly to resolve the TNC. The phone number may be found on the SSA referral letter.

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EMPLOYEE RELATIONS

Positive Employee Relations Philosophy

We believe that every employee is important to the success of PCR and is entitled to be treated with dignity and respect as an individual. To this end, the following management objectives have been established:

Pay & Benefits -

To provide compensation and benefit programs that are among the most competitive for the area, industry, job, and level of responsibility and job performance.

Communication -

To provide a climate that encourages employees to discuss matters of concern with their peers, their managers and higher levels of management in areas such as suggestions, questions or problems.

Performance Review -

To review job performance formally at least annually with each employee.

Compensation Review -

To review salary levels of all employees formally at least annually with respect to merit, equity, performance and compensation rates of similar employees in similar situations.

Personnel Information -

To permit employees to review their personnel records whenever practical.

Organizational Learning -

To provide an environment in which we always are looking for new and better ways to do our work and meet our customers' needs.

Reward and Recognition -

To provide a formal, structured means of recognizing and rewarding specific, measurable accomplishments.

Promotions -

To promote from within by providing opportunities for qualified employees to fill available vacancies.

Safety -

To provide a safe and healthy work environment.

Job Security -

To implement process improvement and business planning which make layoffs less likely.

Communication Procedures

One of the most important objectives of PCR is that employees feel free to discuss job-related problems or concerns with management. PCR's communication procedure is directed towards this goal by allowing you to direct questions or problems to your manager and higher levels of management if necessary.

When you have a problem or concern, discuss it first with your immediate manager. You and your manager should fully discuss the issue and explore possible solutions. If an agreeable solution is not reached, you may consult the next level of management. Your manager will assist you in doing this if you desire.

In addition, since teamwork is an important principle, you are encouraged to make suggestions which lower costs, improve our services, increase efficiency or quality of work life, or otherwise make improvements to enhance our quality and help our customers.

PCR is a non-union company, except for the Augusta branch of crane operators. Our Company's success and job security of our employees depends on our ability to provide a better level of customer satisfaction than our competitors. This requires teamwork, open communications and a willingness to work together.

108**EMPLOYEE PORTAL WEB PAGE**

Throughout this Handbook you will see references to the <https://forms.phoenixcrane.com/employee-portal/new-hire-information/> where you will find detailed information regarding company benefit plans: (i.e. 401k Summary Plan Document, Employee Stock Ownership Plan details, Employee Handbook, Policy and Procedure updates, forms used most often, etc.).

The [Employee Portal Web page](#) was designed to ensure that our employees have the most current and updated company information 24/7.

This Employee Handbook is also available in a paper/hard copy; we understand that all of our employees may not have access to the internet readily available. You may request a copy through your immediate supervisor or stop by the Human Resources department.

109**THE BOOMING NEWS**

PCR company's newsletter that is sent out via email to all employees highlighting special events, recognition and awards, future events, industry news etc. Make sure to check your email!!!



201**EMPLOYMENT APPLICATIONS**

PCR relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the entire hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in PCR's exclusion of the individual from further consideration for employment, or if the person has already been hired, may result in termination of employment.

202**EMPLOYMENT CATEGORIES**

It is the intent of PCR to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. Accordingly, the right to end the employment relationship, at will, at any time, is retained by both the employee and PCR.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by PCR management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work PCR's full-time schedule. Generally, they are eligible for PCR's benefit package, subject to the terms, conditions and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status, and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits such as social security and workers compensation insurance, they are ineligible for all of PCR's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated for 90 days to determine whether further employment in a specific position with PCR is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. Insurance benefits will not apply to introductory employees. All legally mandated benefits (such as social security and workers compensation insurance) are provided to introductory employees.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. All legally mandated benefits (such as social security and workers compensation insurance) are provided to temporary employees. Some other Company sponsored benefits may also be available, subject to the terms, conditions and limitations of each benefit program.

203**INTRODUCTORY PERIOD**

The 90-day introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. PCR uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee, or PCR, may end the employment relationship, at will, at any time during, or after, the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If PCR determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the supervisor may request, in writing, an extension of the introductory period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

204**PERSONAL DATA CHANGES**

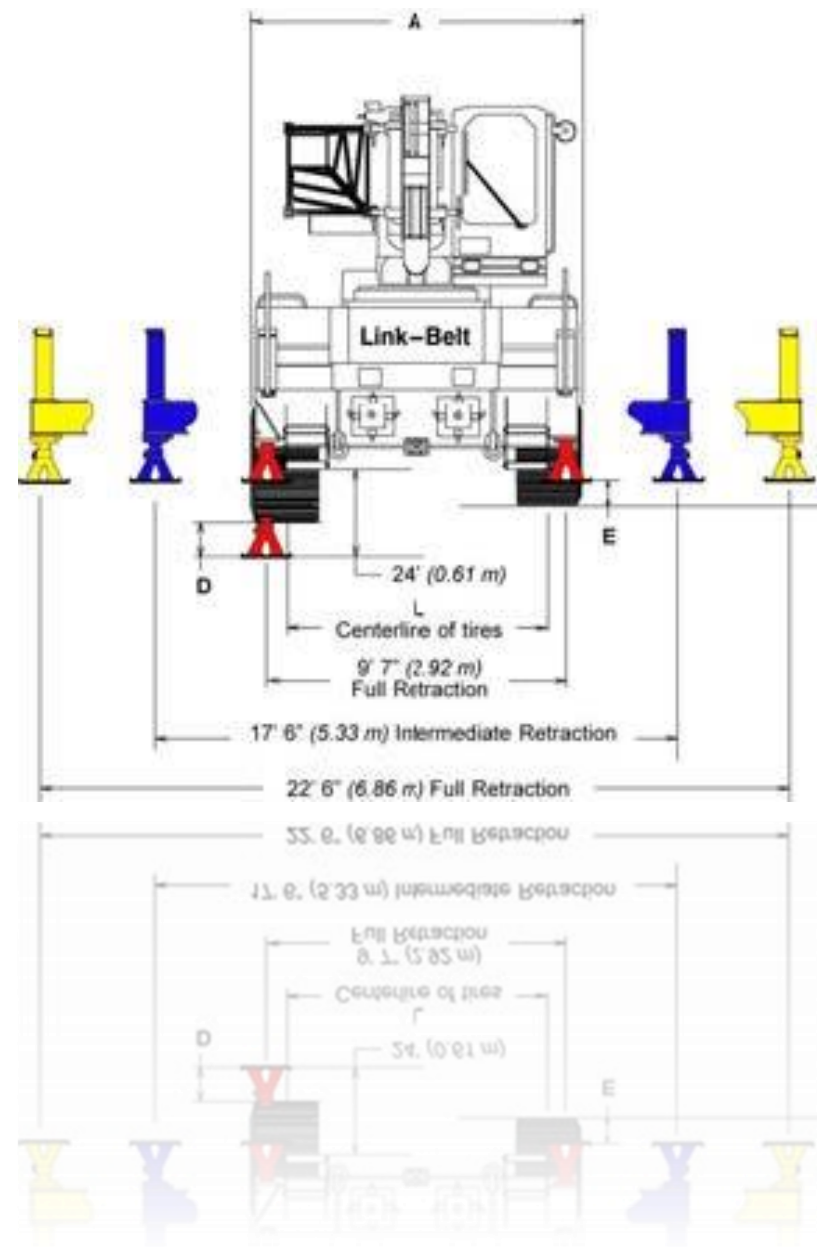
It is the responsibility of each employee to promptly notify PCR of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

You can change your basic information by accessing our payroll company's website at www.readypayonline/proliant/login/login.asp or download their App for your phone. Or you may submit an Employee Change form to the Human Resources department.

205**ACCESS TO PERSONNEL FILES**

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees will generally be permitted within three (3) business days after written authorization/request is submitted, unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department.

Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course their duties, may be allowed access to file information.



301**EMPLOYEE BENEFITS**

Eligible employees at PCR are provided a wide range of benefits. A number of the programs (such as social security, workers compensation, state disability and unemployment insurance) cover all employees in the manner prescribed by law.

Benefit eligibility is dependent upon a variety of factors including employee classification. The Human Resources Manager can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- 1.1. Vacation
- 1.2. Holidays
- 1.3. Insurance
- 1.4. Personal/Sick Leave Benefits.

PLEASE REFER TO THE [HTTPS://FORMS.PHOENIXCRANE.COM/EMPLOYEE-PORTAL/NEW-HIRE-INFORMATION/](https://forms.phoenixcrane.com/employee-portal/new-hire-information/) FOR EXPANDED BENEFIT INFORMATION.

302**VACATION BENEFITS**

Recognizing the effort all employees put forth, PCR offers paid vacation to full-time employees who have completed at least twelve (12) months of employment. Eligibility begins on your one-year employment anniversary date. Vacation days, based on length of service, are made available to each full-time employee on an anniversary year basis. They may be taken at the employee's discretion subject to prior management approval and staffing needs.

A vacation year runs from the anniversary hire date to the next subsequent anniversary date.

LENGTH OF SERVICE**VACATION AVAILABLE**

1 Year	Five (5) Days
2 – 19	Ten (10) Days
20 +	Fifteen (15) Days

All vacation days must be taken in full (8 hour) day increments. Vacation must be taken within the vacation year, however a maximum of 4 days (32 hours) may be carried forward from one vacation year into the next vacation year. If those carry-over hours are not used within the next vacation year, they will be forfeited. Vacation schedules will be established considering department and business requirements. Employee requested schedules will be accommodated whenever possible. Length of service will be used to resolve vacation schedule conflicts. All vacation must be scheduled with approval of your supervisor and submitted to the Human Resources Department.

303**SICK DAYS**

In the event that an employee gets sick, PCR provides all full-time exempt employees with paid sick time which can be used to maintain pay, effective after one (1) year of employment. It is in the best interest of an employee who is ill or injured that the employee not remain at work.

It is the supervisor or manager's responsibility to send the employee home if the employee is incapacitated.

Employees are encouraged to make their routine doctor or dentist appointments before arriving for work or after leaving work for the day, if possible. If time off is required for such appointments, arrangements should be made in advance with the employee's supervisor or manager. Such time off is granted without pay.

An employee is expected to notify his or her supervisor/manager at the beginning of each work-day during illness or injury. Exceptions to this include a serious accidental injury or hospitalization, or when it is known in advance that the employee will be absent for a certain period of time. If an employee's promptness and/or attendance interfere with those responsibilities, PCR will take the appropriate disciplinary action, including, but not limited to: written warning, suspension, or termination.

PCR may request a medical statement from the employee's doctor when an employee is absent from work for more than two (2) working days. An unreported absence of three (3) or more consecutive working days will be considered a voluntary termination, and the employee will be removed from the payroll.

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HOLIDAYS

PCR will observe the following holidays below:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25th

In order to receive payment for a holiday, you must work your regularly scheduled hours before and after the holiday, unless on approved vacation or leave of absence.

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MEDICAL INSURANCE PLAN

It is the policy of PCR that a medical plan be available for its full-time employees. The coverage shall be reviewed annually to ensure the plan provisions are competitive.

PCR pays the majority of the cost of the employee medical premium; the employee cost varies by the plan elected. Dependent coverage is available at an additional cost. The medical coverage expense is deducted from the employee's paycheck on a pre-tax basis.

Full-time employees are eligible for participation the first of the month following their initial 90-day introductory period. You will be notified via email from Proliant upon eligibility. Always keep your personnel information current so that you don't miss any important deadlines.

Full-time employees are given plan descriptions and cost information of the medical plan within 30 days of their date of eligibility. All employees covered by medical insurance are subject to the details of the insurance policy of PCR.

PLEASE REFER TO THE [HTTPS://FORMS.PHOENIXCRANE.COM/EMPLOYEE-PORTAL/NEW-HIRE-INFORMATION/](https://forms.phoenixcrane.com/employee-portal/new-hire-information/) FOR EXPANDED BENEFIT INFORMATION.

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401(K) PLAN

A 401(k) Plan is a program which gives employees the opportunity to defer a portion of their income into the plan at a very favorable tax situation. Under a 401(k) Plan, employees can defer the payment of Federal and State income taxes on the amount they contribute, as well as the investment earnings of the plan, until the monies are withdrawn (usually when the employee retires and is in a lower income tax bracket.)

PCR wishes to recognize the long and loyal service efforts of its employees by providing matching employer contributions to the employee deferrals into a 401(k)-profit sharing plan. PCR strives to make an annual profit sharing contribution into the plan which is distributed among all active participants. This profit sharing contribution is dependent upon PCR showing a profit for the year in which it is allocated and is discretionary. You will be eligible to participate in the plan if you have completed one (1) full year of service and have accrued 1,000 hours.

You will be given more information on enrolling in this Plan when you become eligible to participate.

PLEASE REFER TO THE [HTTPS://FORMS.PHOENIXCRANE.COM/EMPLOYEE-PORTAL/NEW-HIRE-INFORMATION/](https://forms.phoenixcrane.com/employee-portal/new-hire-information/) FOR EXPANDED BENEFIT INFORMATION.

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GROUP LIFE INSURANCE

It is the policy of PCR that a plan of group life and accidental death and dismemberment insurance is provided for its full-time employees. PCR pays the premium for this benefit.

Full-time employees will be eligible for \$125,000 the first of the month following one-year of continuous service. This benefit is not automatic; each employee will be notified via email of your eligibility and you will be required to fill out the appropriate forms to initiate the benefit.

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VOLUNTARY SHORT TERM DISABILITY

The Short-Term Disability (“STD”) plan is voluntary (100% employee paid) and helps protect your income should you ever suffer from a disability that prevents you from working for a short period of time. Benefit guidelines:

- Seven (7) day elimination period;
- Pays a weekly benefit of 60% of your salary (based on a 40-hour week);
- Duration could be up to twelve weeks;
- Pre-existing conditions have a 3/6 waiting period.

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VOLUNTARY TERM LIFE & AD&D INSURANCE

PCR offers eligible employees with the option of purchasing additional life and AD&D insurance for themselves, spouse, and children. If you elect Voluntary Life and AD&D you will have access to “Willing” an online prep tool. In just a few clicks you can customize a Will to protect your family and property. (www.willing.com/mutualofomaha.com)

310

BENEVOLENT FUND

The Benevolent Fund is an employee managed fund made available to employees, by application, who are struggling financially due to unforeseen circumstances. It is 100% funded by members payroll contributions. Upon application the appointed committee members review and approve funds for disbursement. (Please contact the Human Resources Department for program details.)

311

EMPLOYEE STOCK OWNERSHIP PLAN (“ESOP”)

Effective January 1, 2015 PCR realigned the Company and developed an Employee Stock Ownership Plan (“ESOP”, “the Plan”). An ESOP is an employee stock ownership plan that has been adopted to provide benefits for the eligible employees of Phoenix Crane Service, Inc. (the Company) by investing primarily in the common stock of the Company. The Plan is designed to meet the requirements for an ESOP under the Internal Revenue Code and the trust that holds Plan assets is designed to be exempt from taxation. The Plan provides benefits upon a participant’s retirement, death, or disability if a participant is vested.

PLEASE REFER TO THE [EMPLOYEE PORTAL WEB PAGE - HTTPS://FORMS.PHOENIXCRANE.COM/EMPLOYEE-PORTAL/NEW-HIRE-INFORMATION/](https://forms.phoenixcrane.com/employee-portal/new-hire-information/) FOR EXPANDED BENEFIT INFORMATION.

312**LONG TERM DISABILITY INSURANCE**

It is the policy of PCR that long-term disability insurance is provided for its full-time employees, after one-year of continuous service. PCR pays the premium for this benefit.

After 90 days of disability, a monthly benefit of up to 60% of base pay may be paid for disability due to accident or sickness with a maximum benefit of \$10,000 per month. The Maximum

Benefit Period under this plan is up to age 65 if the employee is under age 60 when the disability occurs. The Human Resources Manager should be contacted for details if the disability begins after age 60. Any amount paid or payable under social security or worker's compensation will reduce the monthly benefit.

Full-time employees will be eligible the first of the month following one-year of continuous service.

313**VOLUNTARY CRITICAL ILLNESS**

Critical illness provides a financial cushion with a lump-sum benefit payable if diagnosed with a covered critical illness, including: heart attack, stroke, major organ transplant, end stage final renal failure etc.

314**VOLUNTARY ACCIDENT INSURANCE**

Accident insurance helps offset unexpected out-of-pocket medical expenses which can result from broken bones, burns, concussions, cuts of other covered accidental injuries that send to the emergency room, urgent care or a doctor's office.

315**BENEFITS CONTINUATION (COBRA)**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under PCR health plan when a "qualifying event" occurs which would normally result in the loss of coverage. Some common qualifying events are resignation, termination of employment or death of an employee; a reduction in an employee's hours or a leave of absence; or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at PCR's group rates plus an administration fee. PCR provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the health insurance plan of PCR. The notice contains important information about the employee's rights and obligations.

When a qualifying event occurs, depending on the event, notification may be required from the employer. An example of this type of event would be a work-related event such as termination of employment, reduction of work hours, or leave of absence.

Upon the occurrence of other qualifying events it is the responsibility of the employee to notify the employer, so the proper forms can be generated to insure COBRA coverage. An example of this type of event would be a divorce, legal separation, or when a child is no longer dependent as defined under the employer's group plan, or any personal event that would affect the insurance coverage of the employee or beneficiary.

The length of continuation of coverage depends upon the reason why coverage was originally lost. A covered employee, or his covered dependents, may continue coverage for 18 months if employment is terminated (except for gross misconduct) or a reduction in work hours.

A covered spouse or dependent child may continue coverage for a maximum 36 months if the employee dies, the child ceases to be a dependent child as defined under the group health plan, divorce or legal separation, or the employee becomes entitled to Medicare.

The employer has 14 days from the date of notice of the qualifying event to notify the employee of his rights pertaining to COBRA. The employee has 60 days from the date of notification, or loss of coverage, to elect continuation of coverage. The

initial premium payments are due no later than 45 days following the date coverage was elected. All premium payments going forward must be made on a monthly basis. A 30-day grace period will be allowed for payment of any monthly payment.

If there are any unusual circumstances that an employee needs further information on, they should contact the Human Resources Manager of PCR.

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BENEFIT PAYMENT(S) SCHEDULE

During your employment with PCR it is your responsibility to ensure that your elected benefits are promptly paid; if you are out on vacation your portion will be taken out of your paycheck on a weekly basis. If an employee is out on any type of Leave, your portion of the cost of benefits will be due monthly and you will be invoiced. If you are more than 45 days delinquent in payments, your elected benefits will be cancelled, and retro activated to the last payment made and all services incurred during this time will be your responsibility.



401

TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee (as defined by the Fair Labor Standards Act). Federal and state laws require PCR to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is defined as any and all of the time actually spent on the job performing assigned duties.

The regular workweek begins on Wednesday and ends the following Tuesday. Nonexempt employees should accurately record the time they begin and end their work as well as the beginning and ending time of each meal period. Any absences from work should be shown on the time sheet.

Employees are provided one unpaid meal break which is normally scheduled between 11:30 a.m. and 2:00 p.m. on a staggered basis. Meal breaks of ½ hour (unpaid) vary depending upon the department's operating needs. Meal breaks must not result in any interruption of services. Check with your manager regarding meal break arrangements in your department.

On occasion, special schedules or problems may require overtime assignments. Whenever possible, advance notice will be given so that employees can make any necessary arrangements. Overtime hours must be authorized in advance by your manager.

Non-exempt employees are paid for all hours actually worked in excess of 40 per work week at the rate of 1 1/2 regular hourly rate of pay.

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action up to, and including, termination of employment. It is the employee's responsibility to complete their time records to certify the accuracy of all time recorded.

The supervisor will review and initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and supervisor must verify the accuracy of the changes by initialing the time record.

402

EMPLOYMENT TERMINATION

Terminations are to be treated in a confidential and professional manner by all concerned. The supervisor/department manager must assure thorough, consistent and evenhanded termination procedures. This policy and its administration will be implemented in accordance with PCR equal opportunity statement.

Terminated employees are entitled to receive all earned pay, including vacation pay, on the next regularly scheduled payroll date.

Employment with PCR is normally terminated through one of the following actions:

RESIGNATION - an employee who wants to voluntarily terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two weeks, or ten working days is generally considered to be sufficient notice time. If an employee resigns to join a competitor, if there is any other conflict of interest, or if the employee refuses to reveal the circumstances or relationship of his or her resignation and the future employer, the manager may require the employee to leave PCR immediately rather than work during the notice period.

This is not to be construed as a reflection upon the employee's integrity, but an action in the best interests of business practice; employee will not accrue or be paid any type of vacation, sick time or holiday pay during the termination notice period.

DISMISSAL - an employee may be involuntarily terminated if his or her performance is unacceptable. The supervisor/manager shall have counseled the employee concerning performance deficiencies, provided direction for improvement, and warned the employee of possible termination if performance did not improve within a defined period of time. The supervisor/manager is expected to be alert to any underlying reasons for performance deficiencies such as personal problems or illegal drug abuse. The management team must concur in advance of advising the employee of discharge action.

400 TIMEKEEPING & PAYROLL

Documentation to be prepared by the supervisor/manager shall include reason for separation, performance history, corrective efforts taken, alternatives explored, and any additional pertinent information.

MISCONDUCT - an employee found to be engaged in activities such as, but not limited to, theft of company property, insubordination, conflict of interest or any other activities showing willful disregard of company interests or policies, will be terminated as soon as the supervisor/manager and management team have concurred with the action. Termination resulting from misconduct shall be entered into the employee's personnel file. The employee shall be provided with a separation notice with the reason for termination.

Termination resulting from misconduct shall be entered into the employee's personnel file. PCR will generally schedule an exit interview at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, outstanding debts to PCR, or return of Company-owned property. Suggestions, complaints and questions can also be voiced.

LAYOFF - when a reduction in force is necessary, or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

- Company work requirements;
- Employee's abilities, experience, and skill;
- Employee's potential for reassignment within the organization; and
- Length of service.

The immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff, such as the effect the layoff will have on his or her anniversary date at time of call-back.

Employee benefits will be affected by employment termination in the following manner:

All accrued vested benefits that are due and payable at termination will be paid on the next regularly scheduled payroll date. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

403

ADMINISTRATIVE PAY CORRECTIONS

PCR takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their immediate supervisor. The supervisor should then contact the Human Resources Manager. Any corrections necessary will be made on the next regularly scheduled payroll date.

404

PAY DEDUCTIONS

The following mandatory deductions will be made from every employee's gross wages: federal income tax, Social Security FICA tax and applicable state taxes.

Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, and Georgia Form G-4, on or before his or her first day on the job. These forms must be completed in accordance with federal and state regulations. The employee may fill out a new W-4 or G-4 at any time when his or her circumstances change. Employees who paid no federal income tax for the preceding year, and who expect to pay no income tax for the current year, may fill out an Exemption from Withholding Certificate, IRS Form W-4E. Employees are expected to comply with the instructions on Form W-4 and Form G-4. Questions regarding the propriety of claimed deductions may be referred to the IRS or State of Georgia in certain circumstances.

Other optional deductions include the portion of group health insurance not paid by PCR, which is deducted from each payroll check.

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Every employee will receive an annual Wage and Tax Statement, IRS Form W-2, for the preceding year on or before January 31. Any employee, who believes that his or her deductions are incorrect for any pay period, or on Form W-2, should check with the Human Resources Department immediately. W-2's are available on the Company's payroll service provider website [ReadyPayOnline](#) and will also be mailed to the employee address on file sometime before January 31st.

405

PAY CHECKS

Your pay will be deposited in an account of your choosing. Any bank account changes should be submitted to Human Resources no later than each Tuesday by 10:00 a.m. for the next pay cycle on Friday.

You may access your paycheck information on the Company's payroll service provider website [ReadyPayOnline](#) www.readypayonline.com/proliant/login/login.asp or you may download their App for access to your paycheck on the go!!

It is your responsibility to keep all of your personal information up to date. (i.e. change of address, phone numbers, email addresses.) You can also link through the <https://forms.phoenixcrane.com/employee-portal/new-hire-information/>.

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SALARY ADMINISTRATION

It is PCR's policy to award annual merit increases to employees for their dedication to the growth of PCR based on their skills, improvement and outstanding performance. Every employee is eligible for a merit increase. However, merit increases are not automatic, nor do they occur at the same time every year. Following the employee's performance review, the manager will rank the employee's performance according to his or her relative level of contribution to PCR. Factors will include, without limitation, how well the employee has met the objectives agreed upon in the last review, and the employee's level of contribution to the success of the department relative to other employees. Employees will be ranked as:

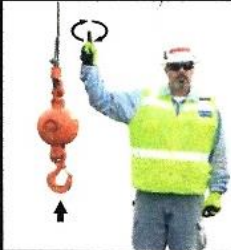




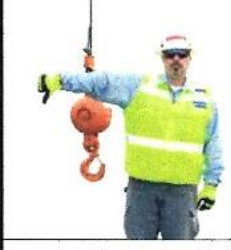
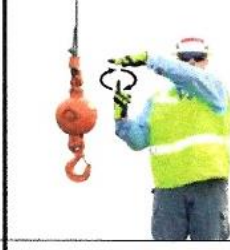



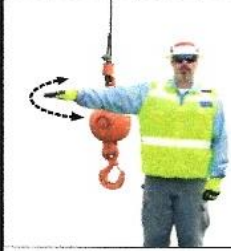

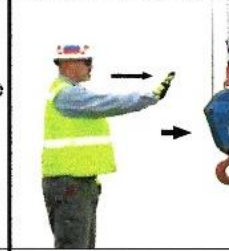





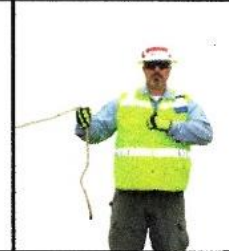

- Outstanding
- Above Average
- Satisfactory
- Unacceptable

Supervisors are expected to complete a formal and written performance appraisal on each employee using PCR appraisal forms and guidelines. Completed performance appraisals are retained in the employee's personnel file.

GARNISHMENTS AND LEVIES

It is the policy of PCR that, in the event a garnishment is received on an employee, the employee will be notified. Unless the employee obtains a release of the garnishment from the appropriate agency, withholding according to provisions under the Consumer Credit Protection Act and the Georgia Statute will be made from the employee's pay. PCR will comply with all applicable laws concerning garnishments.

STANDARD HAND SIGNALS FOR CRANES

				
HOIST With forearm vertical, forefinger pointing up, move hand in small horizontal circles.	LOWER With arm extended downward, forefinger pointing down, move hand in small horizontal circles.	USE MAIN HOIST Tap fist on head; then use regular signals.	USE WHIPLINE (Auxiliary Hoist). Tap elbow with one hand; then use regular signals.	RAISE BOOM Arm extended, fingers closed, thumb pointing upward.
				
LOWER BOOM Arm extended, fingers closed, thumb pointing downward.	MOVE SLOWLY Use one hand to give any motion signal and place other hand motionless in front of hand giving the motion signal. (Hoist slowly as shown in the example.)	RAISE THE BOOM AND LOWER THE LOAD With arm extended, thumb pointing up, flex fingers in and out as long as load movement is desired.	LOWER THE BOOM AND RAISE THE LOAD With arm extended, thumb pointing down, flex fingers in and out as long as load movement is desired.	SWING Arm extended, point with finger in direction of swing of boom.
				
STOP Arm extended, palm down, move arm back and forth horizontally.	EMERGENCY STOP Both arms extended, palms down, move arms back and forth horizontally.	TRAVEL Arm extended forward, hand open and slightly raised, make pushing motion in direction of travel.	DOG EVERYTHING Clasp hands in front of body.	TRAVEL (Both Tracks). Use both fists in front of body, making a circular motion about each other, indicating direction of travel, forward or backward (for land cranes only).
				
TRAVEL (One Track). Lock the track on side indicated by raised fist. Travel opposite track in direction indicated by circular motion of other fist, rotated vertically in front of body (for land cranes only).	EXTEND BOOM (Telescoping Booms). Both fists in front of body with thumbs pointing outward.	RETRACT BOOM (Telescoping Booms). Both fists in front of body with thumbs pointing in toward each other.	EXTEND BOOM (Telescoping Boom). One hand signal. One fist in front of chest with thumb tapping chest.	RETRACT BOOM (Telescoping Boom). One hand signal. One fist in front of chest, thumb pointing outward and heel of fist tapping chest.

501**WORK SCHEDULES**

Your hours of work and work assignments are arranged by your immediate supervisor. You may be required to work varied hours, overtime, Saturdays, Sundays, or holidays, in order to meet staffing requirements. In addition, it may be necessary at times to assign employees to different types of work, or different departments, in order to meet staffing needs. Each situation should be approved by the department manager.

502**SMOKING**

In keeping with PCR's intent to provide a safe and healthful work environment, smoking is prohibited inside the building. This policy applies equally to all employees. Smoking areas will be provided outside of each branch location away from customer and employee entrances.

503**COMPANY PROPERTY AND EQUIPMENT**

As an Employee of PCR, you are expected to accept responsibility for the safety and care of all property / equipment issued for your use.

Employees will be required to reimburse PCR for all costs associated with the replacement or repair of any lost or damaged equipment issued to them. PCR has the authority to withhold any monies owed to the Employee for the repair or replacement of lost or damaged property / equipment.

When property or equipment is used by or assigned to an Employee for Company business, it is the Employee's responsibility to see that such equipment is used properly. However, at all times, equipment assigned to an Employee remains the property of PCR and is subject to reassignment and/or use by PCR without prior notice or approval from the Employee. This includes, but is not limited to, computer equipment and data stored thereon, voice mail, records and employee files.

In the event of an Employee's separation of employment from PCR, the Employee agrees to return all property/equipment in good condition and without damage.

USE OF COMPANY PROPERTY

Employees are responsible for items issued to them by PCR or in their possession or control, such as, but not limited to, the following:

- 1.5. Credit cards
- 1.6. Identification badges
- 1.7. Keys
- 1.8. Written materials such as manuals, forms and marketing products
- 1.9. Database information
- 1.10. Customer lists
- 1.11. Files and documents
- 1.12. Computers, software, manuals and informational resources
- 1.13. Cell phones

Although PCR strives to ensure that each Employee has access to the resources needed to perform his/her job, PCR also expects all Employees to understand that use of those resources is limited to the performance of their jobs. Any unauthorized use, retention or disclosure of any Company resources or property will be regarded as theft warranting disciplinary action up to and including termination and may prompt various civil and/or criminal legal actions.

CONFIDENTIALITY AND INVENTIONS

PCR clients and other parties with whom PCR does business entrust Employees of PCR with important information relating to their businesses. It is PCR's policy that all information considered confidential will not be disclosed to external parties or to Employees without a "need to know." If there is a question of whether certain information is considered confidential, the Employee should first check with his/her immediate Supervisor/Manager.

This policy is intended to alert Employees to the need for discretion at all times and is not intended to inhibit normal business communications. All inquiries from the media must be referred to the President or Vice President.

An Employee will agree to maintain, in confidence, and to use only in the interest of PCR, any and all information acquired by Employee in the course of employment.

PERSONAL PROPERTY

While we make every effort to ensure a safe and secure workplace, personal items such as cash and personal property should never be left unattended. PCR does not assume any responsibility for personal property of Employees.

TECHNOLOGY USAGE

PCR requires an Internal and Electronic Communication Policy to accomplish its business objectives in a secure and timely manner. Instituting such a policy demonstrates the commitment

PCR has to safeguard corporate information assets. That commitment must extend from every individual involved in business operations. Computers, computer files, phones/tablets, the e-mail system, and software furnished to Employees are the property of PCR and are intended for business use. Employees should not use an unauthorized password, access a file, or retrieve any stored communication without authorization. As the owner of all information systems and their contents, PCR may retain, archive, and monitor any such information and/or communications.

All data on information systems at PCR is classified as proprietary information, including our Intranet System. Any attempt to circumvent PCR security procedures is strictly prohibited. Unauthorized use, destruction, modification, and/or distribution of PCR information or information systems are strictly prohibited.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. PCR prohibits the illegal duplication of software and its related documentation.

PCR is not responsible for the loss of any personal files such as images, music, videos, etc. located on the workstation, laptop, tablet, or phone. The employee is responsible for backing up this information in the event that the data is lost due to a system failure.

All PCR information systems will be subject to monitoring and auditing at all times. Users acknowledge that they have no expectation of privacy with regard to their activity on PCR information systems.

PCR strives to maintain a workplace that is free of harassment and sensitive to the diversity of its Employees. Therefore, PCR prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. E-mail may not be used to solicit others for commercial ventures, religious or political causes, organizations, or other non-business matters.

E-MAIL

E-mail accounts are provided to eligible Employees of PCR to conduct work-related business. While this resource is to be used primarily for business, PCR realizes that Employees may occasionally use this privilege for personal matters, and therefore permits limited personal e-mail during non-business hours. All e-mail on the PCR information systems, including personal e-mail, is the property of PCR. As such, all e-mail can and may be periodically monitored and may be subject to summons in legal proceedings.

THE FOLLOWING ARE STRICTLY PROHIBITED:

Creating, sending or continuing to receive messages, attachments, graphics or images that are offensive, harassing, vulgar, obscene or threatening communication.

This includes disparagement of others based on race, national origin, marital status, sex, sexual orientation, age, disability, pregnancy, religious or political beliefs or any other characteristic protected under federal, state, or local law.

Creating, sending, or continuing to receive communications that may constitute verbal abuse, slander, defamation, or trade disparagement of Employees, customers, clients, vendors, competitors, or any other person or entity.

Collecting, transmitting or printing materials in violation of any federal, state or local laws such as materials that are copyrighted, patented, or trademarked without express permission from the owner of the material.

Accessing, collecting, transmitting or printing any customer data for use other than conducting PCR business.

Creating, distributing, or soliciting sexually oriented messages or images, unwelcome sexual advances, requests for sexual favors or other unwelcome conduct of a sexual nature.

Including or inserting within business messages (i.e., by e-mail sign offs or tag lines, voicemail greetings or other means) non-business messages, proverbs, logos or slogans, including but not limited to those relating to religion, politics, sales, or sports. This applies to Company e-mail, telephone, facsimile or any other Company communication systems/methods.

Exchanging trade secrets, propriety information, or any other confidential information via e-mail unless otherwise approved by management.

Creating or sending messages to other Employees that serve as advertising, solicitation or chain letters, or where the intent of the message is flaming, bombing or spamming.

Employees should ensure that no personal correspondence appears to be an official communication of PCR, since it could damage or create liability for PCR. Employees may not use PCR's address for receiving personal mail.

CORPORATE WIRELESS PHONES:

The assignment of a corporate wireless phone to the employee will be approved based on the job need. Corporate issued wireless numbers will never be allowed to be transferred to a personal account regardless of the employment status unless the number was originally transferred from the employee's personal account. Corporate wireless phones are restricted for company use. Any files located on the device are the responsibility of the employee and are recommended to be backed up.

INTERNET

PCR discourages/prohibits the downloading of software from the Internet because of significant risk of infecting PCR systems with a virus and the unreliability of such downloaded software. All PCR information systems will be subject to periodic inventory and inspection for compliance.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is explicitly prohibited. As a general rule, if an Employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

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

Employees should notify their immediate Supervisor/Manager, the IT Department, a member of management or Human Resources upon learning of violations of PCR's policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

NETWORK USE

The use of the corporate network is restricted to those authorized to conduct company business in that manner. No third-party devices are to be attached to the corporate network without the approval from Management and the IT Department. The network is not to be used for non-business purposes.

PERSONAL CALLS

While at work either in an office or with one of our customers, Employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of land line phones. Excessive personal calls, text messaging,

or instant messaging during the workday, regardless of the phone used, can interfere with an employee's productivity and be distracting to others. Company-provided cell phones are intended to be used for business purposes. However, incidental and occasional brief personal use of a company-provided cell phone is permitted within reasonable limits.

Where job or business needs demand immediate access to an Employee, PCR may issue a business-owned cell phone to an Employee for work-related communications. Employees are expected to protect the equipment from loss, damage or theft.

Upon resignation or termination of employment, or at any time upon request, the Employee may be asked to produce the phone, tablet, laptop for return or inspection. Telephone records are subject to periodic review by management and PCR reserves the right to monitor any call at any time.

VOICEMAIL

Voicemail is provided as a convenience to our Employees and our callers. When used properly, it assists in the efficient operation of our offices. It is critical that this technology be used in an appropriate manner so that effective service to our customers, as well as communication within our own organization, is not adversely affected. Therefore, if Employees are in the office, they must promptly answer phone calls whenever possible. When they cannot, then the messages on answering machines (voicemail and other similar technologies) should be updated daily and provide quick assistance to the caller, including an option that enables callers to promptly reach an individual on-duty at PCR during business hours. Voicemail is never to be used to "screen" telephone calls. Voicemail is an integral communication tool. PCR reserves the right to access any Employee's voicemail box without notice, if it is deemed to be in the best interest of the business.

SOCIAL MEDIA AND SOCIAL NETWORKING POLICY

PRINCIPLES OF CONDUCT

The following principles apply to the professional use of social media on behalf of PCR as well as personal use of social media when referencing PCR:

UNDERSTANDING YOUR AUDIENCE

- Anything you do while wearing Company Apparel is a reflection of the Company itself. Your hoodie/shirt/cap/jacket is an identifier of your affiliation to the Company and should only elicit a positive association with us.
- Anything you post online in reference to the Company or your employment should respect the Company, the Company's customers, and any third-parties involved or related to the Company and should never include profanity.
- Internet postings must respect copyright laws, financial disclosure, fair use (give credit where it's due), trade secrets, proprietary information and privacy.
- Any opinions you post online in reference to the Company must include a disclaimer, such as "the views expressed are mine alone and do not necessarily reflect the views of PCR."
- Employees should neither claim nor imply that they are speaking on the Company's behalf without prior approval.

UNDERSTANDING CONSEQUENCES

- Any actions that reflect poorly upon the Company while wearing Company Apparel (on or off the clock) will be reviewed for an appropriate course of disciplinary action, including unpaid leave, reduced pay, demotion or termination.
- Any violation of the principles outlined above, or of copyright laws, financial disclosure, fair use, privacy and especially respect for the Company, its customers or contractors, will be reviewed for an appropriate course of disciplinary action, including unpaid leave, reduced pay, demotion or termination.

UNDERSTANDING YOUR RESPONSIBILITY

- PCR have a long history of good business practices and strong relationships. Your wear and use of the Company logo is already viewed as a good thing.
- As an employee, it is your responsibility to act, speak and write in a manner that will help strengthen our image and our relationships so that we all benefit from the increased business.

You may not use PCR's name to endorse or promote any product, commercial enterprise, opinion, cause or political candidate. If your post or entry identifies or mentions PCR, you must also identify yourself by your real name and state in a prominent way that any entries or posts express your personal view and are not written by or on behalf of PCR and do not represent the views of PCR. Links to other websites or locations are also subject to this policy.

Any Employee that chooses to link their personal networking account to an PCR account as a “friend” or “fan” should understand that they are linking their personal data to an PCR entity and could potentially provide inappropriate content to other users of the that site or other sites. Should such a link provide what PCR views as inappropriate content, without notice, PCR will sever the online link with that Employee.

Apply a “good judgment” test for every activity related to PCR: Could you be guilty of leaking information, trade secrets, customer data, or upcoming announcements?

Do not provide references or employment verifications of other employees.

PCR has a strict No Harassment Policy which applies to any communications sent to an Employee or between Employees that would be considered harassing (as defined by PCR policy) via any social networking technology.

Further, if any employee becomes aware of social networking activity that would be deemed distasteful or fail the good judgment test, please contact Human Resources.

SERVER ROOM – PHYSICAL ACCESS

Access to the server room or other restricted IT Department controlled areas (server closets, communication rooms, etc.) is limited to those specifically approved for entry by IT management.

BACKUP & RECOVERY

IT Department will replicate production data and software on a regular basis and follow IT practices for secure and environmentally safe storage.

PCR highly recommend that all work is saved to any of the assigned network drives. Any information stored on the local drive is susceptible to failure, and is not backed up, and is the responsibility of the user.

SECURITY OF DATA AND EQUIPMENT

Employees should take all precautions to protect company information on, or being transported with, portable devices. To prevent theft when traveling, the unit should be kept in sight at airports, restaurants and public places.

POLICY VIOLATIONS

Improper use of Company computing devices, owned or licensed software, records belonging to PCR or entrusted to their care, will result in discipline, up to and including employment termination. Improper use includes any misuse as described in this policy, any misuse that would result in violations of other Company policies, as well as any harassing, offensive, demeaning, insulting, defaming, intimidating or sexually suggestive written, recorded or electronically retrieved, printed or transmitted communications.

Any breach or threatened breach of this policy can cause irreparable injury to PCR. Therefore, violations of this policy may result in disciplinary action up to and including termination.

Nothing contained in this policy is intended to interfere with Employee rights under the Electronic Communications Privacy Act. Nothing contained in this policy is intended to interfere with Employees’ rights under the National Labor Relations Act, including but not limited to Employees’ rights to discuss the terms and/or conditions of their employment, or other laws protecting lawful job-related activities. Should you have any questions regarding this policy, please contact the Human Resources Department.

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using PCR property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machine, or tool appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee’s responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, up to and including, termination of employment.

504**EMERGENCY CLOSINGS**

Except for regularly scheduled holidays, PCR recognizes that circumstances beyond its control, such as inclement weather, national crisis or other emergencies do occur. On such occasions PCR may close for all, or part, of a regularly scheduled workday.

In such event, PCR will endeavor to notify all supervisory personnel for the purpose of contacting employees. Employees may also contact their Supervisor/manager, or company offices.

505**BUSINESS TRAVEL EXPENSES**

PCR will reimburse employees for reasonable business travel expenses incurred while on assignments away from normal work location. All business travel must be approved in advance by the President or Vice President.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will either be reimbursed directly to the employee by PCR, or will be paid directly to the employees' company assigned credit card. Employees are expected to limit expenses to reasonable amounts.

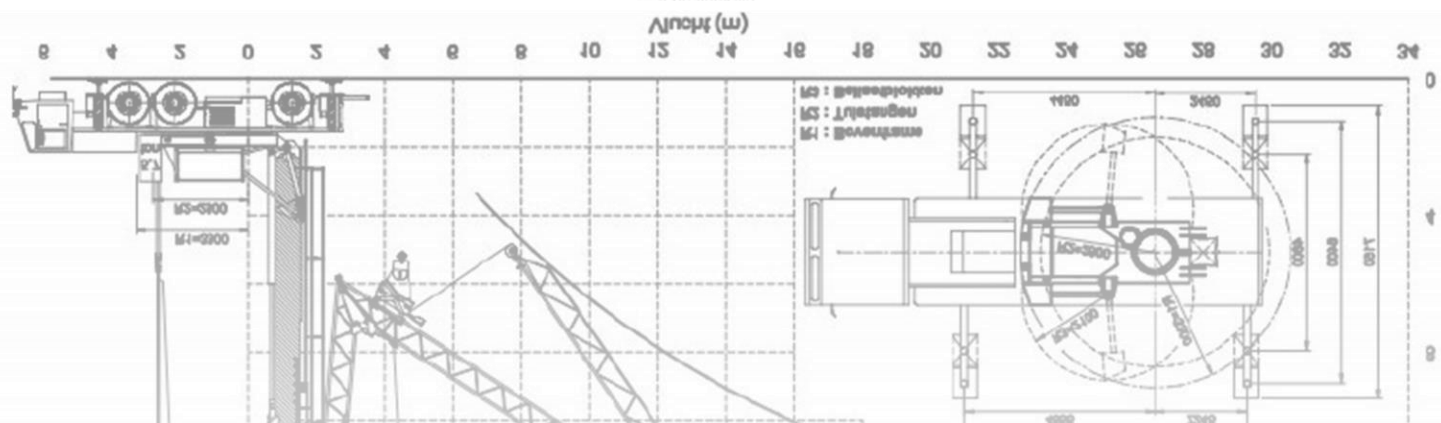
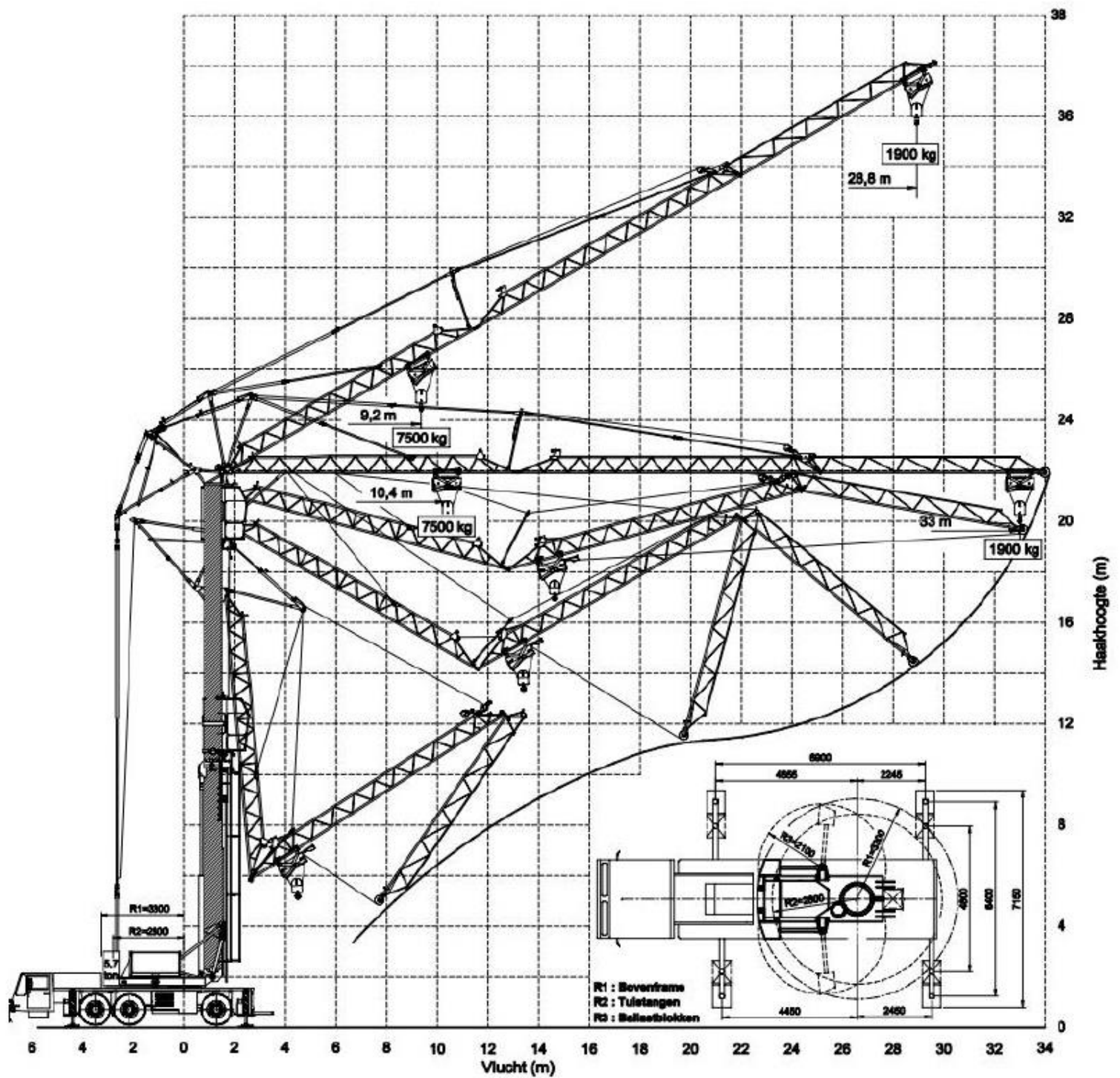
Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, reimbursement for specified expenses or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including, termination of employment.

506**EMPLOYEE SAFETY AND REPORTING PROCEDURES**

PCR strives to provide its employees with a safe and healthful workplace environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject PCR to fines and penalties.



601**LEAVE OF ABSENCE**

A leave of absence is time off in a non-pay status. Upon receipt of a formal written request for leave of absence from regular full-time employees after 12 months of employment, a personal leave of absence, without pay, may be granted at the discretion of PCR. (Also see Medical/Family Leave policy.) The employee is expected to request leave of absence with as much advance notice as possible. Leaves of absence will not be granted for periods less than two (2) weeks in duration. Vacation or sick leave should be used for such absences.

The reason for leave should fall into one of the following categories:

- **MILITARY**
- **PERSONAL**

THE LEAVE CLASSIFICATIONS ARE DEFINED AS FOLLOWS:

MILITARY

To protect the employment rights of employees entering the armed forces of the United States and to ensure conformance with the applicable federal laws, a leave of absence must be granted to all employees, except temporary, who enter military service for active duty as a result of the following:

- Initial enlistment in the armed services of the United States;
- Initial training period in the National Guard;
- Being ordered to active military service as a member of the Reserves or National Guard for an indefinite period; or for a periodic training period up to ten working days; and any service requirements under the Selective Service Act.

PERSONAL

Except for those situations covered under the Medical/Family Leave policy, personal leaves may be granted to employees having special non-medical personal needs for an extended period of time. Each case will be evaluated on its own merits, and the following will be taken into consideration:

- The reason for the request;
- The amount of time required; and
- The employee's length of service and past record.

RETURN TO WORK

See Medical/Family Leave policy for details on reporting during leave and return from leave. Exceptions to this policy are for those employees who are granted military leave of absence. They are entitled to full re-employment rights subject to the governing federal and state laws.

Employees are required to notify PCR of the intent to come back to work, no less than two business days of returning. Depending on the type of Leave, there may be required documents that will need to be submitted prior to starting work. If an EE does not notify PCR of intent to return and does not return after any leave of absence will be terminated effective on the last day of work or paid leave, whichever is later.

BENEFITS DURING APPROVED LEAVE OF ABSENCE:**HOLIDAYS**

To be paid for a holiday, an employee must be in active pay status the day before and the day after the holiday. Employees are not eligible to receive pay for any holiday during the personal leave period.

VACATION

No vacation or sick time (hours are earned during the personal leave period. Employees requesting a leave of absence for medical or military reasons (please refer to FMLA policy) must use any vacation time accrued at time of leave which will run concurrently with the leave. Employees requesting personal leave of absence must use all earned vacation before beginning leave of absence.

602**FAMILY MEDICAL LEAVE ("FMLA")**

PCR understands that its employees, on occasion, will have the need to take an extended period of time away from work to care for their child after birth, adoption, or foster care placement; to care for their spouse, child or parent with a serious health condition; or because of a serious health condition of their own.

ELIGIBILITY REQUIREMENTS

To qualify for leave under this policy, you must have been employed by PCR for at least 12 months and you must have worked 1,250 or more hours (does not include Vacation or Holiday time) in the previous 12 months.

REASONS FOR LEAVE

1. Leave under this policy may be taken: to care for your child after birth or adoption, or after state placement of a child with you for foster care;
2. to care for your spouse, child or parent who has a serious health condition or;
3. for a serious health condition that makes you unable to perform the essential functions of your job.
 - 3.1. There are several specific conditions or circumstances that qualify as a serious health condition. The first visit to a doctor must be within seven (7) days of the first day of leave, and both visits must occur within 30 days of the absence.
4. Spouses employed by the same employer are jointly entitled to a combined total of 12 work- weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

PROCEDURES

NOTICE

You must provide PCR with thirty (30) days' notice if the absence is foreseeable. If the leave of absence is not reasonably foreseeable you must notify PCR as soon as practicable. Any failure to give a timely notice may cause your leave to be delayed.

REQUEST

To request family/medical leave, you should obtain, complete, and sign a Medical/Family Leave Request Form and submit to the Human Resources department or your supervisor.

1. DOCTOR'S CERTIFICATION

If the reason for the leave request involves a serious health condition, you must also obtain and submit a completed and signed Certification of Health Care Provider within 15 days of submitting the Request Form.

2. SECOND OPINION

Should PCR disagree with the opinion given by your health care provider, PCR reserves its right to require opinions from second or third health care providers at PCR's expense.

1.1 THIRD OPINION

If the two doctors disagree about your condition, a third health care provider, agreed upon by you and PCR, will render a binding decision.

1.2. NOTICE OF DESIGNATION

After receiving the completed forms, PCR will designate the leave as either Medical/Family Leave or non-Medical/Family Leave and provide you with a Notice of Medical/Family Leave Rights and Responsibilities reflecting that designation.

1.3. REPORTING DURING LEAVE

You will be required to furnish PCR reports on your status, intent to return and recertification of the serious health condition every 30 days.

2. SUBSTITUTIONS FOR OTHER KINDS OF LEAVE

PCR requires any accrued paid leave time, such as sick leave (exempt full-time employees), vacation or personal time be used concurrently with unpaid Medical/Family leave.

3. BENEFITS DURING LEAVE

3.1. *5.1Health Insurance.* PCR will pay its portion of the health insurance coverage that you have at the time of your unpaid Family Medical Leave for the duration of the leave provided that you maintain your portion of the health insurance benefit premiums. You will be required to pay your normal health insurance premium during Family Medical Leave. If the employee fails to make health insurance benefit payments for 30 or more days, the employee's group health insurance will be terminated retroactive to the date the premiums were paid and any charges incurred during that period will be the employee's responsibility. You are required to use any accrued paid time which will run concurrent with FMLA.

3.2. *Accrual of Other Benefits:* Eligibility for other benefits will accrue on the same schedule as if you were actively at work (i.e. 401k, ESOP) You will be reinstated to your current position, or to an equivalent position, as described in paragraph 6.3 without any need for position qualification upon your return.

4. RETURN FROM LEAVE**4.1. FAILURE TO RETURN.**

When Medical/Family Leave expires, and your need for an extended leave is required, your failure to return to work will be grounds for immediate termination unless a written extension is obtained from your supervisor.

4.2. FITNESS FOR DUTY CERTIFICATE

When a leave is taken because of your own illness or injury, you must provide a fitness-for-duty certification from a health care provider before your return. A failure to do so may cause a delay or denial in your reinstatement.

4.3. REINSTATEMENT.

Upon your return, you will be entitled to reinstatement to your current position, or to an equivalent position, with the same pay and benefits.

4.4. EXCEPTION

If you are a salaried, exempt employee paid in the top ten percent of PCR's employees within 75 miles of your facility, you may forfeit your right to reinstatement under certain conditions. You will be informed of this possibility when notice is given, or as soon thereafter as practical, under the circumstances.

An employee who fraudulently obtains Medical/Family Leave from PCR is not protected by this policy's restoration or maintenance of health benefits provisions and will be subject to appropriate disciplinary action including discharge.

603**JURY DUTY**

All employees who are called to serve on a jury will be excused from work as necessary to appear, provided they submit prior written notification and verify the request.

604**VOTING**

PCR encourages all employees to vote. Employees are encouraged to take advantage of polling hours prior to the beginning or following the end of your workday.

If this cannot be arranged, your supervisor/manager will approve time off to vote either at the beginning or end of your workday, provided that you give at least one day's notice to your supervisor/manager.

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EMPLOYEE CONDUCT & WORK RULES

To ensure orderly operation and provide the best possible work environment, PCR expects employees to follow rules of conduct that will protect the interest and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the work- place. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including, termination of employment: (List is not inclusive)

- Fighting on company premises;
- Insubordination or refusal to follow the instructions of managerial personnel;
- Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances;
- Any act which might endanger the safety or lives of others;
- Bringing firearms or weapons onto PCR premises;
- Deliberately stealing, destroying, abusing, or damaging Company property, tools, or equipment, or the property of another employee or visitor;
- Disclosure of confidential Company information or trade secrets to unauthorized persons;
- Willfully disregarding Company policies or procedures;
- Willfully falsifying any Company records;
- Willfully deleting any files and Company records;
- Employee's conviction for or confession to fraud, misappropriation, embezzlement, theft or the like, against PCR;
- If Employee performs any intentional act which, under the reasonable man standard, damages the reputation of PCR;
- Employee's conviction for, or confession to, sexual harassment in any form towards employees of PCR or anyone affiliated with PCR;
- Employee's excessive absence from performing his duties for PCR, as determined by PCR, in PCR's sole and absolute discretion.

Employment with PCR is at the mutual consent of PCR and the employee and either party may end that relationship at any time, with or without cause, and with or without advance notice.

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CELL PHONE POLICY

This policy about cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned. An employee who uses a company-supplied device or a company-supplied vehicle is prohibited from using a cell phone or similar device while driving, whether the business conducted is personal or company-related.

This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings or civic responsibilities performed for or attended in the name of the Company; or any other Company or personally related activities not named here while driving. Use of company-owned vehicles or devices for personal business is discouraged. You may not use your cellular phone or similar device to receive or place calls, text messages, surf the net, check phone messages, or receive or respond to email while driving if you are in any way doing activities that are related to your employment.

We recognize that other distractions occur during driving, however curbing the use of cell phones and smartphones while driving, is one way to minimize the risk, for our employees, of accidents. Therefore, you are required to stop your vehicle in a safe location so that you can safely use your cell phone or similar device if you need to make or respond to a phone call. Engaging in company business using a cell phone or similar device while driving is prohibited.

PCR complies with all State and Federal law's concerning cell phone use; and aligns its cell phone policy with all government agencies (list is not inclusive: (OSHA CFR § 1926.1417(d); 1926.1420(c); FMCSA 49 CFR § parts 177, 383, 384, 390, 391 and 392.)

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Employees who violate this policy will be subject to disciplinary actions up to and including employment termination.

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DRUG AND ALCOHOL USE

This policy is implemented because we believe that the impairment of any Company employee due to his or her use of illegal drugs, or due to alcohol abuse, is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as customers or business guests. Moreover, illegal drug abuse adversely affects employee morale and productivity. "Impairment" or "being impaired" means that an employee's normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol.

The employee who begins work while impaired, or who becomes impaired while at work, is guilty of a major violation of Company rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances.

Likewise, the use, possession, transfer or sale of any illegal drugs on company premises or in any Company storage area or job site is prohibited. Employees who violate this rule are subject to severe disciplinary action. In all instances, disciplinary action to be administered shall be at the sole discretion and determination of PCR.

When an employee is involved in the use, possession, transfer or sale of illegal drugs in violation of this policy, PCR may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the employee's supervisor and the Human Resources Manager. PCR is aware that illegal drug abuse is a complex health problem that has both a physical impact and an emotional impact on the employee, his or her family, and social relationships. A drug abuser is a person who uses illegal drugs, as defined above, for non-medical reasons, and this use affects job performance detrimentally or interferes with normal social interface at work. Illegal drug abuse is both a management and a medical problem.

A supervisor/manager who suspects a drug or alcohol abuse case should discuss the situation immediately with his or her supervisor/manager. Because each case is usually different, the handling and referral of the case must be coordinated with the supervisor/manager and the Human Resources Manager.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

Social activities held off-premises and paid for on a personal basis are not affected by this policy. If management considers it appropriate, light alcoholic beverages may be served at company-sponsored events held off-premises and for purely social reasons. The service must be managed in good taste and with good judgment.

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DRUG-FREE WORKPLACE POLICY

PURPOSE

In compliance with the Drug-Free Workplace Act of 1988, Phoenix Crane Rental, ("PCR", "Company") has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and Drug abuse poses a threat to the health and safety of Phoenix Crane Rental employees and to the security of the company's equipment and facilities. For these reasons, Phoenix Crane Rental is committed to the elimination of drug and alcohol use and abuse in the workplace.

SCOPE

This policy applies to all employees and all applicants for employment of Phoenix Crane Rental. The Operations Manager is responsible for policy administration.

EMPLOYEE ASSISTANCE

Phoenix Crane Rental will assist and support employees who voluntarily seek help for drug or alcohol problems (at the employee's expense) before becoming subject to discipline or termination under this or other Phoenix Crane Rental policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully

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following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including termination.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

WORK RULES

Whenever employees are working, are operating any Phoenix Crane Rental vehicle, are present on Phoenix Crane Rental premises or are conducting company-related work offsite, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug as defined in this policy.
- Possessing or consuming alcohol. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.
- Phoenix Crane Rental will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

REQUIRED TESTING

PRE-EMPLOYMENT

Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

REASONABLE SUSPICION

Employees are subject to testing based on (but not limited to) observations by at least two members of management of apparent workplace use, possession or impairment. HR, the plant manager or the director of operations should be consulted before sending an employee for testing. Management must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

POST-ACCIDENT

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Employees are subject to testing when they cause or contribute to accidents that seriously damage a Phoenix Crane Rental vehicle, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a Phoenix Crane Rental forklift, pickup truck, overhead crane or aerial/man-lift) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

RANDOM

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

RETURN-TO-DUTY & FOLLOW-UP

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

COLLECTION AND TESTING PROCEDURES

Employees subject to alcohol testing will be transported to a Phoenix Crane Rental-designated facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Applicants and employees subject to drug testing will be transported to a Phoenix Crane Rental-designated testing facility and directed to provide urine specimens. Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory will transmit all positive drug test results to a medical review officer (MRO) retained by Phoenix Crane Rental, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to Phoenix Crane Rental until such time that the MRO has confirmed the test to be positive.

CONSEQUENCES

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the company believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

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Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, Phoenix Crane Rental may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Phoenix Crane Rental for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately termination from employment.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management, a union representative (if requested), and HR. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

INSPECTIONS

Phoenix Crane Rental reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees may have union representation involved in this process. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

CRIMES INVOLVING DRUGS

Phoenix Crane Rental prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Phoenix Crane Rental employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

Phoenix Crane Rental does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, Phoenix Crane Rental reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five (5) days. Failure to comply will result in automatic termination. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with Phoenix Crane Rental.

DEFINITIONS

"Company premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Phoenix Crane Rental or any site on which the company is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to termination.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

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“Under the influence of drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

ENFORCEMENT

The Operations Manager is responsible for policy interpretation, administration and enforcement.

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DOT DRUG AND ALCOHOL POLICY

This policy is applicable to all Phoenix Crane Rental Company ("PCR", "Company") employees. If subcontractors are used, they are required to comply with the Company policy that must equal or exceed this program. Aspects of the Company operations are subject to regulation by various federal, state and local agencies, therefore certain Company employees are subject to the terms and conditions of this DOT Drug and Alcohol Policy, the terms and conditions of which are hereby incorporated within the Company Drug and Alcohol Use Policy. The serious impact of drug use and alcohol abuse has been recognized by the federal government. Consequently, the Federal Motor Carrier Safety Administration (FMSCA) has issued regulations which require the Company to enhance its alcohol and controlled substance program. This policy corresponds with the Company Employee Handbook.

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

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

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

CONFIDENTIALITY/RECORDKEEPING

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

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

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

DRUG PROHIBITIONS

Sale, purchase, transfer, possession, or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on the Company premises, engaged in Company business, operating Company equipment, or while under the authority of the Company.

Testing positive for a controlled substance (except medically prescribed drugs).

Refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up drug test.

Use of any controlled substance, except when administered by, or under the instructions of, a licensed medical practitioner, who has advised the employee that the substance will not affect the employee's ability to perform a safety-sensitive function. Be advised that the use of marijuana for medicinal purposes is not a legitimate explanation. Under federal law, the use of marijuana does not have a legitimate medical use in the United States.

These are the drugs that will be tested for. All Testing conducted according to SAMHSA's guidelines checks for a Five-Panel illicit drugs plus, alcohol (ethanol, ethyl alcohol, booze). These five illicit drugs are:

- Amphetamines (meth, speed, crank, ecstasy)
- THC (cannabinoids, marijuana, hash)
- Cocaine (coke, crack)
- Opiates (heroin, opium, codeine, morphine)
- Phencyclidine (PCP, angel dust)

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

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

- Barbiturates (phenobarbital, butalbital, secobarbital, downers)
- Benzodiazepines (tranquilizers like Valium, Librium, Xanax)
- Methaqualone (Quaaludes)
- The typical 10-Panel Test includes the 8-Panel Test plus:
- Methadone (often used to treat heroin addiction)
- Propoxyphene (Darvon compounds)
- Testing can also be done for:
- Hallucinogens (LSD, mushrooms, mescaline, peyote)
- Inhalants (paint, glue, hairspray)
- Anabolic steroids (synthesized, muscle-building hormones)
- Hydrocodone (prescription medication known as Lortab, Vicodin, Oxycodone)
- MDMA (commonly known as Ecstasy)

ALCOHOL PROHIBITIONS

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

DEFINITIONS

Alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.

Alcohol use is defined as the consumption of any beverage, mixture, or preparation, including any medication (prescribed or over-the-counter, intentional or unintentional), containing alcohol.

Covered Employee shall include all active employees of the Company, subsidiaries and affiliates who are subject to the terms and conditions of this DOT Drug and Alcohol Policy. Acknowledgement of Receipt of this DOT Drug and Alcohol Policy shall be indication that the employee is subject to the policy.

Safety-Sensitive Functions shall include: (1) all time spent at a distributor warehouse, other property, or on any public property, waiting to be dispatched, unless the employee has been relieved from duty by his or her supervisor; (2) all time spent inspecting, servicing, or conditioning any motor vehicle at any time; (3) all time spent at the driving controls of a motor vehicle in operation; (4) all time, other than driving time, in or upon any motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time fueling, repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

General Applicability: An employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any and all functions described or related to these described here.

TYPES OF DRUG & ALCOHOL TESTING

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

PRE-EMPLOYMENT (DRUG ONLY)

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

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POST-ACCIDENT

In the event of an accident involving a commercial motor vehicle operating on a public road in commerce, the involved employee shall be subject to a drug (not to exceed 32 hours after accident) and alcohol test within two (2) hours (not to exceed eight (8) hours after accident) in the following circumstances:

- 1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
- 2) Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
- 3) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- 4) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by tow.

Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

RANDOM

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

REASONABLE SUSPICION

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

RETURN-TO-DUTY & FOLLOW-UP

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

DOT DRUG & ALCOHOL CONSEQUENCES

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

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

Consequences of a Verified Positive Drug Test

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

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

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

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

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

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Notwithstanding the foregoing, an employee whose test results indicate an alcohol concentration greater than .02 will be subject to disciplinary action, up to and including termination.

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

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

REFUSAL TO SUBMIT TO A DRUG AND/OR ALCOHOL TEST

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

DRUG TEST

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

ALCOHOL TEST

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

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DRUG & ALCOHOL TESTING PROCEDURES

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

DRUG TESTING PROCEDURES

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

ALCOHOL TESTING PROCEDURES

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

SCREENING TESTS

- The DOT Alcohol Testing Form (ATF) will be used to document the results of an alcohol screening test.
- The testing will be performed in a private setting. Only authorized personnel will have access and are the only individuals who can see or hear the test results.
- The employee should have and present positive identification to the STT or BAT at the test site. The employee may also request positive identification of the STT or BAT.
- When an ASD is used, the STT or BAT must check the device's expiration date and show it to the employee. A device may not be used after its expiration date.
- The STT or BAT will open an individually wrapped or sealed package containing the device in front of the employee and he/she will be asked to place the device in his/her mouth and use it in the manner described by the device's manufacturer.

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- The employee must work with the STT or BAT to perform the test, which includes the insertion of the device mouth piece in the employee's mouth and the exhalation (breathing out) must be performed in the manner described by the device's manufacturer.
- The STT or BAT should wear single-use examination gloves and must change the gloves following each test.
- When the device is removed from the employee's mouth, the STT or BAT must follow the manufacturer's instructions to ensure the device is activated.
- If the procedures listed above cannot be successfully completed, the device must be discarded, and a new test must be conducted using a new device. The employee will be offered the choice of using the new device or having the STT or BAT use the new device for the test.
- If the new test cannot be successfully completed, the employee will be directed to immediately take a screening test using an EBT.
- When an EBT is used, the mouthpiece of the breath testing device must be sealed before use and opened in the employee's presence. The mouthpiece is then inserted into the breath testing device.
- The employee must blow forcefully into the mouthpiece of the testing device for at least 6 seconds or until an adequate amount of breath has been obtained.
- Once the test is completed, the BAT must show the employee the results.
- The result displayed on the device must be read within 15 minutes of the test. The STT or BAT must show the employee the device and its reading and enter the result on the ATF.
- If the reading on the ASD or EBT is less than .02, both the employee and the STT or BAT must sign and date the result form. The form will then be confidentially forwarded to the Company DER. No further testing is authorized.
- If the reading on the ASD or EBT is .02 or more, a confirmation test must be performed.

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CONFIRMATION TESTS

If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. If a different BAT will conduct the confirmation test, the BAT who conducts the screening test will complete and sign Step 3 of the ATF. The BAT will provide the employee with Copy 2 of the form.

In the presence of the employee, the BAT will conduct an “air blank” to ensure that the device is working correctly. The BAT must show the reading to the employee. The air blank result must be .00. If the reading is greater than .00, the BAT will conduct one more air blank. If the reading is greater than .00, testing will not proceed using the instrument. However, testing may proceed on another instrument.

The BAT will instruct the employee not to eat, drink, put any object or substance in his or her mouth, and, to the extent possible, not belch during a waiting period before the confirmation test. This time period begins with the completion of the screening test and will not be less than 15 minutes. The BAT will explain to the employee the reason for this requirement (i.e., to prevent any accumulation of mouth alcohol leading to an artificially high reading) and the fact that it is for the employee’s benefit. The BAT will also explain that the test will be conducted at the end of the waiting period. If the employee has disregarded the instruction, the BAT will so note in the “Remarks” section of the ATF.

If a BAT other than the one who conducted the screening test is conducting the confirmation test, the new BAT will initiate a new breath alcohol testing form. The BAT will complete Step 1 on the form. The employee will then complete Step 2 on the form, signing the certification. Refusal by the employee to sign this certification will be regarded as a refusal to take the test. The BAT will note in the “Remarks” section of the form that a different BAT conducted the screening process. If the employee does not sign the certification in Step 4 of the form, it will not be considered a refusal to be tested. In this event, the BAT will note the failure to sign in the “Remarks” section of the form.

A breath alcohol test is invalid under the following circumstances:

- The EBT does not pass its next external calibration check (invalidates all test results of 0.02 or greater on tests conducted since the last valid external calibration test); this does not invalidate negative tests.
- The BAT does not observe the minimum 15-minute waiting period prior to the confirmation test.
- The BAT does not perform an air blank on the ebt before a confirmation test or such an air blank does not result in a reading of .00.
- The BAT does not sign the form.
- An EBT fails to print a confirmation test result.
- The sequential test number or alcohol concentration displayed on the EBT is not the same as the sequential test number or alcohol concentration on the printed result.

RETURN-TO-DUTY PROCESS AND FOLLOW-UP PROCEDURES

The Company is not required to provide a Substance Abuse Professional (SAP) evaluation or any subsequent recommended education or treatment through an employee assistance program for an employee who has violated a DOT drug and alcohol regulation. If the Company, at its sole discretion, offers the employee an opportunity to return to a DOT safety-sensitive duty following a violation, the Company must, before the employee again performs that duty, ensure that the employee receives an evaluation by a SAP meeting the requirements of the regulations and that the employee successfully complies with the SAP’s evaluation recommendations.

SAP RESPONSIBILITY

- Making a face-to-face clinical assessment and evaluation to determine what assistance is needed by the employee to resolve problems associated with alcohol and/or drug use;
- Referring the employee to an appropriate education and/or treatment program (EAP);
- Conducting a face-to-face follow-up evaluation to determine if the employee has actively participated in the education and/or treatment program and has demonstrated successful compliance with the initial assessment and evaluation recommendations;
- Providing the DER with a follow-up drug and/or alcohol testing plan for the employee;
- Providing the Company and the employee with recommendations for continuing education and/or treatment.
- Return-to-Duty Testing
- If the Company decides to permit the employee to return to the performance of safety-sensitive functions, the Company must ensure that the employee takes a return-to-duty test. The return-to-duty test cannot occur until:
- The employee has been evaluated by a SAP to determine what education and/or treatment the employee needs to resolve problems related to alcohol or drug use;

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- The employee has successfully complied with the prescribed education and/or treatment;
- The employee has been re-evaluated by the SAP to ensure that the employee has properly followed the education and/or treatment program.

FOLLOW-UP TESTING

- A SAP must establish a written follow-up testing plan for each employee who has committed a DOT drug or alcohol regulation violation and who seeks to resume the performance of safety-sensitive functions. The SAP does not establish this plan until after it is determined that the employee has successfully complied with the education and/or treatment recommendations.
- The SAP must present a copy of the follow-up testing plan directly to the Company DER.
- The SAP is the sole determiner of the number and frequency of follow-up tests and whether these tests will be for drugs, alcohol, or both, unless otherwise directed by the appropriate DOT agency regulation. For example, if an employee had a positive drug test, but the SAP evaluation or the treatment program professionals determined that the employee has an alcohol problem as well, the SAP should require that the employee have follow-up tests for both drugs and alcohol.
- The SAP must, at a minimum, direct that the employee be subject to six (6) unannounced follow-up tests in the first 12 months of safety-sensitive duty following the employee's return to safety-sensitive functions. The SAP may, however, require a greater number of follow-up tests during the first 12-month period of safety-sensitive duty.
- The SAP may also require follow-up tests during the 48 months of safety-sensitive duty following this first 12-month period. The SAP is not to establish the actual dates for the follow-up tests he/she prescribes. The decision on specific dates to test is the responsibility of the Company.
- The Company will not impose additional testing requirements on the employee that go beyond the SAP's follow-up and random testing plan.

OBSERVED COLLECTIONS ARE REQUIRED IN THE FOLLOWING CIRCUMSTANCES:

- All Return to Duty tests;
- All follow-up tests;
- Anytime the employee is directed to provide another specimen because the temperature of the original specimen was out of the accepted temperature range of 90° - 100°F;
- Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;
- Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid, and the MRO determined that there was not an adequate medical explanation for the result:

Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be cancelled because the test of the split specimen could not be performed. Employees do not have access to a test of their split specimen following an invalid result.

You are required to notify PCR management of any prescriptions that are prescribed by your physician throughout your employment with PCR that would adversely affect your ability to safely operate a CMV. If you are found in violation of this regulation/policy you will be subject to disciplinary action up to and including termination of employment.

49 CFR 391.41, *Physical Qualifications for Drivers*: A person is physically qualified to drive a CMV if that person ... (12)(i) Does not use any drug or substance identified in 21 CFR 1308.11 Schedule I, an amphetamine, a narcotic, or other habit-forming drug. (ii) Does not use any non-Schedule I drug or substance that is identified in the other Schedules in 21 part 1308 except when the use is prescribed by a licensed medical practitioner, as defined in § 382.107, who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a CMV.

Phoenix Crane Rental Company reserves the right, at the company's expense, to request a second opinion of another physician of PCR's choice, if the employee's medical card details are suspicious.

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ATTENDANCE AND PUNCTUALITY

To maintain an efficient work environment and to conduct its daily business productively, PCR expects employees to be reliable and to be punctual in reporting for scheduled work. Poor attendance and excessive tardiness are disruptive, interfere with job performance, and may lead to disciplinary action, up to and including, termination of employment.

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Absenteeism and tardiness places a burden on other employees and PCR. When employees cannot avoid being late for work, or if they are unable to report to work as scheduled, the immediate supervisor should be notified as soon as possible. Whenever possible, advance notice of absence should be given.

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PERSONAL APPEARANCE

PCR is a professional organization where each individual is asked to use good judgment in dressing appropriately for the work he/she performs. If you have any questions regarding appropriate dress for your position, please ask your manager.

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POLITICAL ACTIVITIES

In recognition of its responsibilities as a business citizen, PCR encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities, in accordance with their interests and abilities. PCR accepts, without reservation, the basic democratic principle that all employees are free to make their own individual decisions in civic and political matters.

Therefore, no employee's status with PCR will be affected, in any way whatsoever, because of participation, or nonparticipation, in lawful civic and political activities. Participation in civic and political activities is considered to be a personal matter and, as such, is generally to be carried on outside of normal working hours. No political activities or solicitations will be carried on within company premises.

Political activities are defined for purposes of this policy as activities in support of any partisan political issue or activities in support of, or in concert with, any individual candidate for political office, or of a political party, which seek to influence the election of candidates to federal, state, or local offices. The definition includes employees who are, or may be, candidates for political office.

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PROGRESSIVE DISCIPLINE & PERFORMANCE IMPROVEMENT

Performance improvement may be suggested whenever Company management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of Company management. PCR desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in PCR's best interests. PCR expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at any step at the discretion of management. Management, in its sole discretion, may warn, reassign, suspend or discharge any employee at will, whichever it chooses and at any time.

The supervisor/manager will determine the course of action best suited to the circumstances. The steps in performance improvement are as follows:

- Verbal Counseling
- Written Counseling
- Probation
- Involuntary Termination

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PROBLEM RESOLUTION

PCR management encourages open discussion of matters that concern you or affect your job. Whenever you have a question about your job, hours, pay or work environment, talk about the issue directly with your supervisor. Statistics show that the Open Door is the most effective means of early resolution of a dispute, and you are encouraged to first utilize this important step to attempt resolution of your concern. You should feel free to raise issues via the Open Door without fear of reprisal. Your first point of contact should be your supervisor. If you do not feel comfortable or are not satisfied with your supervisor's response, you can take your discussion item to the Human Resources Department.

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HARASSMENT AND COMPLAINT PROCEDURE

PCR believes that you should be afforded the opportunity to work in an environment free of harassment based on your race, skin color, religion, gender, sex, national origin, age, disability, or any other characteristic protected by law.

PCR will not tolerate harassment of any type. Harassment is a form of inappropriate conduct that undermines the employment relationship. Sexual harassment of any Employee, whether unwelcome sexual advances, requests for sexual favors or other mental, verbal or physical conduct of a sexual nature is prohibited. Anyone engaging in sexual or any other form of harassment will be subject to disciplinary action up to and including termination.

Harassment may be verbal or written, and if written, may be communicated in different ways such as email or text messaging or physical conduct that denigrates or shows hostility or aversion toward you because of your race, skin color, religion, gender, national origin, age, sex or disability that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with your work performance; or (3) otherwise adversely affects your employment opportunities.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

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Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

PCR managers and Employees are covered by this policy and are prohibited from engaging in any form of harassing conduct as defined by this policy. Further, no manager has the authority to suggest to any other Employee that employment, continued employment, future advancement, or other term or condition of employment will be affected in any way by any Employees' acceptance of a hostile work environment as described in this policy, or by any Employees entering into (or refusing to enter into) any form of personal relationship with the manager or any member of PCR management. Such conduct on the part of any member of PCR management is a direct violation of this policy.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at PCR.

It is the intention of PCR that every Employee is afforded the opportunity to work in an environment free from harassment. Harassment is specifically prohibited as unlawful and as a violation of PCR policy. PCR management at all levels is responsible for preventing harassment in the workplace, for taking immediate corrective action to stop harassment in the workplace and for promptly investigating any allegation of work-related harassment or inappropriate behavior.

If you experience or witness harassment in the workplace, immediately report the incident to your Supervisor/Manager. If you feel uncomfortable speaking to your Supervisor/Manager about your concerns or allegation, you are encouraged to contact and seek assistance from a representative of Human Resources.

All allegations of harassment will be quickly investigated to the greatest extent possible. Your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. On occasion, disclosure may be necessary to further the investigation, but will be done as discretely as possible and only when deemed necessary. When the investigation is completed, you will be informed of the outcome of the investigation.

800 MISCELLANEOUS POLICIES



801

CONFLICT OF INTEREST

You are expected to conduct yourself at all times in a manner consistent with the best interests of PCR. This applies particularly to your associations with other employees, customers and suppliers. Personal activities or involvement, from which personal benefit or obligation may potentially result, should be avoided as it may create, or appear to create, a conflict with your responsibility and loyalty to PCR. Before accepting any gifts, gratuities or other things of value over \$50 from co-workers, suppliers or customers, you should first contact your manager. In addition, all employees are prohibited from simultaneous employment with a competitor. Prior to engaging in outside employment, please discuss with your immediate supervisor.

802

LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart disease or AIDS often wish to continue their normal pursuits, including work, to the extent allowed by their condition. PCR supports these endeavors as long as employees are able to meet acceptable performance standards and their condition poses no threat to the health or safety of others.

Medical information on individual employees is treated confidentially. PCR will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resources Manager for information and referral to appropriate services and resources.

GHS PICTOGRAMS



FLAMMABLE



CORROSIVE



EXPLOSIVE



COMPRESSED
GAS



OXIDIZING



TOXIC



HEALTH
HAZARD



HARMFUL/
IRRITANT



DANGER FOR
THE ENVIRONMENT

*"SAFETY IS **SUCCESS BY PURPOSE** –
NOT ACCIDENT"*

901

TOGGLE SWITCH POLICY

During periods of inactivity, **whether it's day or night**, the Control Function Lockout Switch on your crane should be engaged to prevent accidentally hitting the control during such periods of inactivity. The location of the switch is dependent upon the model of crane. If you do not know where the switch is located on a particular crane, contact the service department.

The following are examples of switch locations:

Link-Belt sticker for function lockout, which is located on the dash in the newer models and on the panel above the operator's head to the right on the older models.

Terex does not have a switch. The operator will need to raise the left armrest to lockout the functions.

Crawler cranes have lockout lever located by operator's right leg, 248 Truck cranes have a master switch by the pressure gauge on the dash panel by the windshield.

These are just some examples of the cranes in our fleet. Again, if you do not know where the switch is on your crane – ask the SERVICE DEPARTMENT.

902

FUEL POLICY

Cranes and Semi Tractors are required to fuel upon return to the yard. Fueling upon return will prevent unnecessary Pre-trip fueling, late departures to jobs, and emergency fuel truck trips.

While fueling any crane or vehicle you must attend the fueling process. DO NOT walk away from the nozzle while fueling. Any spill due to leaving the nozzle unattended will be considered a violation of company policy and handled accordingly.

903

BLOCKING & CRIBBING POLICY

DEFINITIONS:

Blocking – Foundation or first layer used to support heavy loads such as outriggers.

Cribbing – Used when a heavy load must be supported at a greater height than blocking can provide. (more than one layer)

POLICY:

Blocking must always be used under all circumstances. Cribbing must always be used when the load must be supported at a height higher than blocking can provide. Phoenix Crane Rental Company's allowable forms of Cribbing and Blocking are as follows:

- Manufactured Steel Mats
- 4 x 6 or larger Wood cribbing covering an area larger than the outrigger float itself.
- Dica Pads, Sterling, or similar outrigger pads are acceptable but require approval in each case.

Ground conditions must allow the full support of the equipment and meet the appropriate load bearing requirements. The Blocking and Cribbing material must be physically capable of handling heavy loads induced by the outrigger floats. The material must not be cracked, deformed, rotten, bent, worn, or damaged. The blocking or cribbing material must be free of grease, oil, and debris to prevent slipping.

1. Proper Use of Blocking and Cribbing:

- Blocking must be placed on a firm level base or foundation to support the weight of the load.
- The underside of blocking and cribbing must be free of debris to ensure firm placement on the ground or surface.
- Blocking and Cribbing should be placed directly under the outrigger and stacked to avoid slipping.
- Frequent inspections must take place during operations to check for settling, slippage, bending, crushing, or shear failure.
- Cribbing should never be taller than twice the width of the blocking base.

2. General Calculations to Determine the correct Blocking Size:

- Rule of 5: Take the maximum lifting capacity in tons of the unit such as 50 tons, divide by 5 = 10sq. ft. of blocking or cribbing.

900 OPERATIONS POLICIES

- Rule of 3: Take the square footage of the cranes floats and multiply by 3. Example, 2 x 2 Float = 4sq. ft. Take 4sq. ft. x 3 = 12sq. Ft. of cribbing or blocking.

Examples of Soil Types and Load Bearing Capacities:

Soil Type:	Load Bearing Capacity:
Virgin Ground	22 PSI
Asphalt	29 PSI
Compressed Crushed Stone	36 PSI
Clay/Silt Soil, Firm	43 PSI
Mixed Granular Soil	51 PSI
Firm Compacted Gravel	58 PSI
Firm Compacted Gravel (more compacted)	72 PSI
Firm Compacted Gravel (more compacted)	109 PSI
Brittle Weathered Rock	145 PSI
Concrete	1000 PSI

Outrigger Pad/Float Size in Square Inches:

Round:	24 inch Diameter	=	452 square inches
	36 inch Diameter	=	1017 square inches
	48 inch Diameter	=	1808 square inches
Square:	24 x 24	=	576 square inches
	36 x 36	=	1296 square inches
	48 x 48	=	2304 square inches

Specific Calculations to Determine the Correct Blocking Size:

Maximum outrigger down pressure* divided by outrigger pad/float square inches = amount of pressure per square inch on the blocking material.

Example : $62,800^* / 1296$ (sq. outrigger pad 36 x 36) = 48.5lbs PSI

*** Now consult the soil type list above. With 48.5lbs psi, the unit can be safely set up on "Mixed granular soil" or any soil with a higher load bearing pressure than 48.5lbs psi. ***

904

HEADACHE BALL/HOOK BLOCK

It is the policy of Phoenix Crane Service, Inc., dba Phoenix Crane Rental Company, that no personnel will ride the hook block or headache ball or any load. The only personnel hoisting allowed will be from a secured, certified man basket. Failure to comply with this policy at any time by any Phoenix Crane Rental employee will result in the immediate dismissal of that employee.

905

FMCSA DRIVER QUALIFICATIONS

All Safety Sensitive job functions that are responsible for operating a vehicle with a gross weight rating (GVWR) or gross combination weight rating of 10,001 or more pounds or transporting hazardous materials requiring a hazard placard - you are subject to the requirements of the Federal Motor Carrier Safety Administration ("FMCSA") §CFR 382 & 383 Driver Qualifications as listed:

- Pass Pre-employment and/or Random Drug & Alcohol Testing - compliant with PCR DOT Drug & Alcohol Drug Testing Policy;
- Maintain a Valid CDL/Driver's License - §CFR 392.42 & 383.33 FMCSA;
- Current Medical Card – Medical Cards must be current and valid If your medical card expires you are in direct violation of PCR policy and your **CDL and/or CCO** certifications are **not VALID**, you will **NOT BE ALLOWED** to operate any equipment of PCR, if non-compliant you may be subject to discipline up to and including termination.
 - It is your responsibility to ensure that the Department of Driver Services has a record of your card on file. You can do this either by setting up a DDS account and downloading your document or stopping by a location.
 - PCR reserves the right to have a driver medically reevaluated with a DOT Qualified Medical Examiner at our expense, should any aspect of a driver's medical card come into question.
- Annual Driving Record Review – Each year you will be asked to certify your driving history for the previous 12-month period, this is aligned with your medical card expiration date. Send in a completed form along with your new medical card or one year from the expiration date on card.
- FMCSA requires a driver to contact their employer the **NEXT BUSINESS DAY of any suspensions or revocations**;

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- CCO Certification is REQUIRED; you must be in compliance with the NCCCO program at all times which includes a valid medical card;
- PCR Operator Evaluations are performed on each type of equipment operated; do not operate any PCR equipment unless you have been evaluated for that equipment by PCR management.
- Employees without a CDL but still qualify to have a Driver File are required to have a current medical card.

Provide Human Resources with *ALL license and medical card renewals, CCO certifications, and other training documents promptly*; it is your responsibility to keep your employment records current and updated.

906

CCO CERTIFICATION

Effective December 9, 2018 all Crane Operators must have and maintain certification on the type of equipment that they operate. The NCCCO certification requires a current medical card.

If a medical card expires the CCO certification is not valid and the Operator will be in violation of both Company and OSHA regulations. The Operator will not be able to operate any Company equipment and will be subject to disciplinary action up to and including termination.

907

GOVERNMENT & PCR PROGRAM COMPLIANCE

PCR is operationally responsible to follow the guidelines of several agencies; Federal Motor Carrier Safety Administration, OSHA, MSHA, DOT, NCCCO, (this list is not inclusive), as an employee of PCR you are required to maintain training, keep aware of all changes and abide by all government mandated programs.

1. Pre-trip and Post-trip Inspection forms for the equipment that is operated each work day are to be completed in sequence of your work day; if you get inspected by the GDPS and/or by PCR Operations Management and the forms are not completed you will be in violation of company policy and you will be subject to disciplinary action up to and including termination.
2. All Job-related documentation - Timesheets and Crane and/or Truck Checklists (Signed Job Tickets, Property Release Agreement, Man basket Inspection Checklist, Lift Plan, etc) is due into the office each Wednesday no later than 10:00 a.m. for the previous workweek.
3. If you are working on a monthly job, email your timesheet and documents to www.payroll@phoenixcrane.com, you are also required to send in all original documents via US mail to arrive no later than the Friday of the same work week. You will need to keep a copy of documents that you send for your records.
4. Safety Meetings are held quarterly at the Atlanta office; if you do NOT attend the meeting it is YOUR responsibility to retrieve each Safety Meeting minutes', read, sign and turn in to the office. Dispatch or the HR Department will have copies as well.)

908

OSHA 10 TRAINING

Due to the nature of our business we are requiring all safety function positions to have an OSHA 10 training certification.

- Class must be completed no later than six (6) months after hire date;
- PCR offer's a discounted group rate;
- 24/7 Access to complete the course;
- Course is ten (1) hours and must be done in two intervals.

909

YARD TIME POLICY

The following guidelines will be adhered to for ALL crane operators, oilers, and truck drivers regarding yard time:

Prior to leaving each day, IT IS YOUR RESPONSIBILITY to check with dispatch to determine if there is a job scheduled for you the following day. If there is not a job scheduled for you, unless you are specifically instructed to show up the following day, you will not be required to do so.

Should you show up for work having been instructed otherwise, you will not be paid yard time. However, you will be eligible for any jobs that may come in that day. You will not be paid yard time waiting for that to happen. (It will be considered waiting to be engaged to work, which is not work time).

900 OPERATIONS POLICIES

Each morning, upon arriving at your scheduled time, if you've not been assigned a job, after 2 hours you will be automatically clocked out.

After returning from your assigned job, if there is not another job scheduled for you that day, your time will end corresponding with your return travel time on your job ticket, whether you clock out or not.

All Yard Work will be assigned through our Dispatch Department. Work is not authorized until, and unless, you are given a Requisition Number for this authorized work. The exception to Requisition Work is Pre- and Post-Trip inspections of cranes/trucks/equipment. We allow up to 15 minutes of paid time for these inspections.

YARD AUTHORIZATION MUST BE SIGNED OFF ON YOUR TIME SHEET ON A DAILY BASIS; Operations Management/Branch Manager will assign a requisition number for authorized work. (Please refer to Requisition Number requirements.) A complete detail of maintenance performed, or authorized waiting time, must be entered in the "Yard Diary" section of your Time Sheet for each day.

910

PERSONAL PROTECTIVE EQUIPMENT ("PPE") POLICY

PREFACE

This Personal Protective Equipment Plan has been written as a general guide for PCR employees.

PURPOSE

The basic element of any PPE program is an in-depth evaluation of the equipment needed to protect against the hazards at the workplace; this is the initial hazard assessment for which written documentation is required. Two basic objectives of any PPE program should be to protect the wearer from incorrect use and/or malfunction of PPE. The purpose of this Personal Protective Equipment (PPE) Program is to document the hazard assessment, protective measures in place, and PPE in use at PCR. PPE devices are not to be relied on as the only means to provide protection against hazards, but are used in conjunction with guards, engineering controls, and sound work practices. If possible, hazards will be abated first through engineering controls, with PPE to provide protection against hazards which cannot reasonably be abated otherwise.

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

This written program documents steps PCR has taken to minimize injury resulting from various occupational hazards present at construction sites and facilities by protecting workers through the use of PPE when the hazards cannot be eliminated.

Establishing an overall written PPE program detailing how employees use PPE makes it easier to ensure that they use PPE properly in the workplace and document our PPE efforts in the event of an OSHA inspection. PCR PPE program covers:

- Hazard assessment
- PPE selection
- Employee training
- Cleaning and maintenance of PPE
- PPE specific information

ADMINISTRATIVE DUTIES

The Safety & Compliance Director is responsible for developing and maintaining all PCR safety programs. A copy of this plan may be reviewed by employees at any time. In addition, The Safety & Compliance Director is responsible for maintaining any records related to all safety programs for PCR.

We encourage all suggestions because we are committed to the success of our safety program. We strive for clear understanding, safe behavior, and involvement from every level of our company. Please direct all comments

900 OPERATIONS POLICIES

concerning this plan to the Safety & Compliance Director.

HAZARD ASSESSMENT

The Safety & Compliance Director and Service Director, and/or Branch Manager are required to conduct formal walk through surveys of the facility frequently where hazards exist, or may exist, to identify sources of hazards to employees. They consider these basic hazard categories:

- Impact,
- Fall Hazards,
- Heat,
- Penetration,
- Harmful Dust,
- Compression (roll over),
- Light (optical) Radiation,
- Chemical,
- Sources of Motion,
- Sources of High Temperatures,
- Sources of Harmful Dust,
- Sources of Light Radiation,
- Sources of Falling Objects,
- Sources of Sharp Objects,
- Sources of Rolling or Pinching Objects,
- Layout of Workplace, and
- Electrical hazards

PPE SELECTION GUIDELINES

Once any hazards have been identified and evaluated through hazard assessment, the general procedure for selecting protective equipment is to:

Become familiar with the potential hazards and the type of protective equipment (PPE) that are available, and what they can do.

Compare types of equipment to the hazards associated with the environment.

Select the PPE which ensures a level of protection greater than the minimum required to protect employees from the hazards.

Fit the user with proper, comfortable, well-fitting protection and instruct employees on care and use of the PPE. It is very important that the users are aware of all warning labels for and limitations of their PPE. Defective PPE shall not be used at any time.

It is the responsibility of the safety & compliance director and facility supervisor, when appropriate, to reassess the workplace hazard situation as necessary, to identify and evaluate new equipment and processes, to review incident records, and reevaluate the suitability of previously selected PPE. Elements which should be considered in the reassessment include:

- Adequacy of PPE Program
- Incidents and Illness Experience
- Levels of Exposure (this implies appropriate exposure monitoring)
- Adequacy of Equipment Selection
- Number of Man-hours that Workers Wear PPE
- Adequacy of Training and Fitting of PPE
- Adequacy of Program Records

RECOMMENDATION FOR PROGRAM IMPROVEMENT AND MODIFICATION

EMPLOYEE TRAINING

PCR provides training for each employee who is required to use personal protective equipment. PCR employees who perform operations that require their workers to wear PPE are also required to train their personnel. Training for PCR includes:

- When PPE is Necessary
- What PPE is Necessary
- How to Wear Assigned PPE
- Limitations of PPE
- The Proper Care of PPE

Employees are prohibited from performing work without donning appropriate PPE to protect them from the hazards they will encounter in the course of that work.

If the Safety & Compliance Director or Facility Supervisor has reason to believe an employee does not have the understanding or skill required, they must be retrained. Circumstances where retraining may be required include changes in the workplace or changes in the types of PPE to be used which would render previous training obsolete. Also, inadequacies in an affected employee's knowledge or use of the assigned PPE which indicates that the employee has not retained the necessary understanding or skills.

Because failure to comply with company policy concerning PPE can result injury as well as in OSHA citations and fines, an employee who does not comply with this program will be disciplined for noncompliance.

CLEANING AND MAINTENANCE

It is important that all PPE be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE is to be inspected, cleaned, and maintained by employees at regular intervals as part of their normal job duties so that the PPE provides the requisite protection.

Supervisors are responsible for ensuring compliance with cleaning responsibilities by employees. If PPE is for general use, the Safety & Compliance Director has the responsibility of ensuring that PPE is properly cleaned and maintained. If a piece of PPE is in need of repair or replacement it is the responsibility of the employee to bring it to the immediate attention of their supervisor. It is against work rules to use PPE that is in disrepair or not able to perform its intended function.

GENERAL PPE INFORMATION

EYE AND FACE PROTECTION

It is the policy of PCR that as a condition of employment all employees are required to wear ANSI approved safety glasses and/or goggles/face shields to help prevent eye and face injuries, including those resulting from flying particles and liquid chemicals.

All supervisors are responsible for ensuring employees under their charge are in compliance with this policy.

All employees who work in designated work areas and/or job assignments are responsible for wearing goggles/face shields to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge. All employees who are required to wear goggles/face shields must routinely inspect and properly care for their goggles/face shields.

FOOT PROTECTION

It is the policy of PCR that as a condition of employment, all employees working in designated work areas and/or job assignments are required to wear hard soled safety shoes with steel and/or composite toe to help prevent foot injuries, ankle injuries, slips, and falls.

Those personnel who work in non-designated areas of the company and vendors and visitors will be allowed to walk through the designated work areas without safety shoes as long as they remain in designated areas only.

All employees who work in designated work areas and/or job assignments are responsible for purchasing and wearing safety shoes to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

The Human Resources Department or the workers Supervisor are responsible for informing new employees who are assigned to the designated work areas of the safety shoe policy and the procedures for obtaining them. The new employee is responsible for reporting to their first day of work wearing approved safety shoes.

GLOVES

It is the policy of PCR that as a condition of employment that all employees working in designated work areas and/or job assignments are required to wear gloves to help prevent hand injuries, including cuts, burns, chemical exposure, for example. All supervisors and managers are responsible for ensuring personnel under their charge are in compliance with this policy.

All employees who work in designated work areas and/or job assignments are responsible for wearing company provided gloves to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge. The company will provide up to four (4) pair of gloves per year.

All employees required to wear protective gloves must routinely inspect and properly care for their assigned gloves.

HEAD PROTECTION

It is the policy of PCR that as a condition of employment that all employees are required to wear ANSI approved hard hats to help prevent head injuries, including those resulting from falling objects, bumping the head against a fixed object, or electrical shock and at all times when working on one of our construction sites.

All employees who work in designated work areas and/or job assignments are responsible for wearing company provided hard hats to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

All employees required to wear hard hats must routinely inspect and properly care for their hard hats.

HEARING PROTECTION

It is the policy of PCR that as a condition of employment that all employees are required to wear ANSI approved hearing protection to help prevent hearing injuries when operating or working around loud equipment.

All employees who work in designated work areas and/or job assignments are responsible for wearing company provided hearing protection to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

HIGH VISIBILITY CLOTHING

It is PCR policy as a condition of employment that all employees are required to wear ANSI approved High Visibility Clothing (vests – company provided) while on the job site.

All employees who work in designated work areas and/or job assignments are responsible for wearing company provided High Visibility Clothing protection to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

LOWER BODY PROTECTION

It is PCR policy as a condition of employment that all employees are required to wear pants that extend the full length of the leg while on the job site. Shorts are prohibited.

All employees who work in designated work areas and/or job assignments are responsible for wearing Lower Body Protection to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

PCR PERSONAL PROTECTION EQUIPMENT POLICY

It is PCR Policy, as a condition of employment, all employees who work in designated areas/job assignments are responsible for wearing the appropriate PPE while on the job site. Government regulatory agencies provide specific requirements/standards for the construction industry (OSHA, MSHA, ANSI, FMCSA). OSHA states, “.... clothing must protect employees from chemical hazards, environmental hazards such as machinery or sharp materials, radiological hazards and/or mechanical irritants.

Eye Protection, Foot Protection, Gloves, Head Protection, High Visibility Clothing and Lower Body Protection is mandated. If you have any questions regarding approved PPE contact your supervisor and/or Mike Knott, Safety & Compliance Director.

AWARDS & ACCREDITATIONS

BUSINESS PARTNERS

NATIONALLY CERTIFIED CRANE OPERATORS

SUPERIOR SAFETY AWARD FROM THE ASSOCIATED BUILDERS & CONTRACTORS (ABC)

THREE RECIPIENTS OF THE SUPERVISOR SAFETY AWARD FROM THE ASSOCIATED GENERAL CONTRACTORS OF AMERICA (AGC)

CERTIFICATE OF COMMENDATION FOR SAFETY EXCELLENCE BY THE AGC

AWARD OF EXCELLENCE FOR SAFETY FROM THE GEORGIA DEPARTMENT OF LABOR

100% CERTIFIED DRUG-FREE WORKFORCE

- ASME ■ SCRA ■ AVETTA ■ BROWZ ■ ISNETWORLD ■
- ITI ■ SMI SAFETY ■
- MSHA ■ OSHA ■ FMCSA ■

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NORTHEAST GEORGIA CRANE
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ATHENS, GA 30601
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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

The Employee Handbook is provided for guidance only and does not constitute a contract between the Phoenix Crane Rental Company ("PCR") and its employees. Nothing contained in it guarantees continued employment or changes the at-will status of all employees. The employment relationship can be terminated at any time by either the employee or PCR for any reason or no reason.

PCR remains free to unilaterally change, suspend or modify any or all of the working conditions described in the Employee Handbook without giving cause or justification to employees.

Penalties imposed because of infractions of company policy may be modified by the company when extenuating circumstances are found.

It is the intention of the PCR to comply with all State and Federal laws, if there is an instance where there is a disparity, the Company, in good faith, will provide greater rights to the benefit of the employee.

I certify that I have been informed and understand that there is a complete electronic copy of the Employee Handbook on the <https://forms.phoenixcrane.com/employee-portal/new-hire-information/> which I can access 24/7; it is my responsibility to familiarize myself with the contents. *(A hard copy of the Employee Handbook is available by request.)*

EMPLOYEE

PHOENIX CRANE RENTAL COMPANY

PRINT NAME

REPRESENTATIVE (PRINT NAME)

SIGNATURE

PCR SIGNATURE

DATE:

DATE: