



May 22, 2020

To: All Employees
Re: Employee Handbook

We are pleased to share that an updated Superior Ready Mix Employee Handbook has been published and is available on the Employee Portal of the Superior Ready Mix website at www.superiorm.com. Many hours of work have been put into this latest version which sets forth the benefits and policies of employment at Superior at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

During the week of May 25, 2020, Acknowledgment of Receipt forms and Agreement for Binding Arbitration forms will be distributed and need to be signed by all employees and returned to the Human Resource department in Escondido no later than June 8, 2020. To be mindful of the environment, we will not be printing physical copies of the handbook except by request. Rather the handbook will be posted on the Employee Portal of the Superior Ready Mix website. To request a paper copy of the handbook, please indicate so on the Acknowledgment of Receipt form and a paper copy will be provided to you. If you need assistance accessing the Handbook on the Employee Portal, please contact Melissa Pastoor at extension 1193 or Alissa Brouwer at extension 1103.

Over the past several years all new employees have signed an Agreement for Binding Arbitration, and we are requiring all employees to sign this Agreement at this time. The agreement does not limit your ability to retain an attorney and to have a third party resolve any disputes between you and the company. It merely provides that those disputes will be resolved by an independent arbitrator. Arbitration is a simple and efficient method of resolving disputes. Of course, we hope that there never are such disputes, and we encourage all employees to use our open door policy and contact managers and owners of the company if there are any concerns, and we will do our best to address them.

One change in the Handbook we would like to call to your attention is the increase in Paid Sick Leave. The amount of Paid Sick Leave which is front loaded on your anniversary date is increased from 24 hours to 40 hours. Vacation accruals will be adjusted to reflect the increase in Sick Pay hours. This does not change the total Paid Time Off hours you will be given based on your years of service. The details of the policy are available beginning on page 10 of the updated version of the Handbook. This change will be reflected on the first regular payroll check of July 2020.

It is our desire that you will find the updated version of the Superior Ready Mix Employee Handbook beneficial and appreciate all you do to put "Superior" in Superior Ready Mix.