

I. REST PERIODS

All employees are authorized and permitted periodic ten-minute rest periods during their workday. You will be paid for all such rest periods and you will not clock out. You are relieved of all duty during rest periods. You are free to come and go as you please and are free to leave the premises. You are free to leave your truck or other equipment unattended. Please make sure your truck or other equipment is safe and secure before beginning your rest period. You are expected to return to work promptly at the end of any rest period.

If you work a shift from three and one-half to six hours in length you will be entitled to one ten-minute rest period. If you work more than six hours and up to ten hours, you will be entitled to two ten-minute rest periods. If you work more than ten hours and up to fourteen hours, you will be entitled to three ten-minute rest periods. For shifts in excess of fourteen hours, you will continue to be entitled to additional paid ten-minute rest periods for every four hours you work or major fraction thereof.

Employees are generally authorized and permitted to schedule their rest periods at their own discretion; however, supervisors may schedule rest periods to ensure the smooth operation of their departments. Employees should take their rest periods in the middle of each work period to the extent it is practicable to do so, and not combine them with meal periods or skip them to leave work early. The Company schedules work assignments with the expectation that all employees will take their duty-free rest periods, and the Company encourages employees to do so.

Employees may be asked to confirm in writing that they have been relieved of all duty and otherwise provided all of their rest periods during a particular pay period, or in the alternative, to identify any rest periods that they have missed. If you believe that you have not been permitted rest periods as described above, please contact your supervisor and request the rest period. Please contact the human resources department as soon as possible if there are any problems with the implementation of this policy or if you believe that you have not been permitted rest periods as described above.

Company managers and supervisors are not authorized to instruct an employee how to spend his or her personal time during a rest period. Employees should immediately report a manager's or supervisor's instruction to skip or to work during a rest period to the human resources department.

J. MEAL PERIODS

If you work more than five (5) hours in a workday, you are entitled to an unpaid, uninterrupted, duty-free meal period of at least 30 minutes which is to begin no later than the end of the fifth hour of work. Employees who work no more than six hours in a day may be able to waive the first meal period. If you work more than 10 hours you are entitled to a second, unpaid meal period of at least 30 minutes. This second meal period is to begin no later than the end of the 10th hour of work. You may be able to waive your second meal period if you took the first meal period and you work no more than twelve hours.

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You must clock out for your meal period. Employees who do not have access to a time clock during their shift will automatically have 30 minutes deducted for each day worked in excess of six hours unless they notify their supervisor of unusual circumstances preventing the taking of the off duty meal period within fourteen calendar days of the day in which the meal period was deducted. The failure to notify a supervisor within this time period will be deemed by the Company as an admission by the employee that the meal period deduction was proper. Please track your meal periods on an Employee Work Report and turn the report in with your paperwork on the last day you work for the week. The payroll office must receive all Employee Work Reports no later than the Tuesday of the following week.

You must not perform any work during your meal period, and you must stop working for at least 30 full, consecutive minutes. Saturdays are not an exception to this policy. Employees are free to use their meal period times as they wish. The Company schedules work assignments with the expectation that all employees will take their duty-free meal periods, and the Company encourages employees to do so.

Employees may be asked to confirm in writing that they have been relieved of all duty and otherwise provided all their meal periods during a particular pay period, or in the alternative, to identify any meal periods that they have missed. At no time may any employee perform off-the-clock work or otherwise alter, falsify or manipulate any aspect of their time-keeping records to inaccurately reflect or hide meal periods taken or time spent working during meal periods.

Please note that no Company manager or supervisor is authorized to instruct an employee how to spend his or her personal time during a meal period. Employees should immediately report a manager's or supervisor's instruction to skip or work during a meal period to the human resources department.

If, for any reason, you do not take the applicable meal periods, you must notify your supervisor immediately and complete an Employee Work Report. On the Employee Work Report, you must document what circumstances prevented you from taking a timely meal period or no meal period at all. The report must be signed by a supervisor.

Due to the perishable nature of the products of ready mix concrete and asphaltic concrete and the need for a continuous delivery of these products to a jobsite, mixer truck drivers and asphaltic concrete truck drivers may be exempt from taking an unpaid 30-minute meal period and may take an on-duty paid meal period when the nature of the work prevents them from being relieved of all duty and when by, written agreement between the parties, an on-the-job paid meal period is agreed to. All drivers desiring to take on-duty paid meal periods in such circumstances must have a signed agreement on file with the human resources department and, if the nature of the work during a day prevents them from taking an on-duty meal period, they must complete a Driver Work Report. Driver Work Reports must be turned in to your supervisor on the last day you work for the week. Employees may revoke on-duty meal agreements at any time but must do so in writing. If a driver does not wish to continue the practice of taking on-duty paid meal periods, the driver must take unpaid 30-minute meal periods.