



Rock On Enterprises, Inc.

Including Sister and Affiliated Companies

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020 Employee Welcome Message

Welcome to Rock on Enterprises, Inc.!

Starting a new job is exciting, but at times can be overwhelming. This employee handbook has been developed to help you get acquainted and answer many of your initial questions.

As an employee of Rock On Enterprises, Inc. the importance of your contribution cannot be over stated. Our goal is to provide the finest-quality services to customers and to do this more efficiently and economically than our competitors. By satisfying our customers' needs, they will continue to do business with us and will recommend us to others.

You are an important part of this process for your work directly influences our corporation's reputation.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees, as well as the specific opportunities and responsibilities that exist for you within our corporation. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Rock On Companies. To be responsive to the needs of a growing organization, changes or additions to this handbook may be necessary. We will keep you informed when changes are made.

We are glad you joined us, and we hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Krystal Vierkant
Owner/CEO



Rock On Enterprises, Inc.
Including Sister and Affiliated Companies

030 Introductory Statement

This handbook is designed to acquaint you with Rock On Enterprises and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Rock On Enterprises to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Rock On Enterprises continues to grow, the need may arise and Rock On Enterprises reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of Rock On Enterprises has the ability to adopt any revisions to the policies in this handbook.



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040 Employee Acknowledgement Form

The employee handbook describes important information about Rock On Enterprises, and I understand that I should consult the Human Resources Representative regarding any questions not answered in the handbook.

I have entered into an employment-at-will relationship with Rock On Enterprises voluntarily. I acknowledge that I understand my employment relationship with Rock On Enterprises is not for a specific length of time. Accordingly, either I or Rock On Enterprises can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Rock On Enterprises' policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of Rock On Enterprises has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

HUMAN RESOURCES: (printed): _____

HUMAN RESOURCES SIGNATURE: _____

DATE: _____



Rock On Enterprises, Inc.

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050 Customer Relations

Customers are among our organization's most valuable assets. Every employee represents Rock On Enterprises to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

It is sometimes easy to take a customer for granted, but when we do, we run the risk of losing not only that customer, but his or her associated, friends or family who may also be customers or prospective customers.

Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of Rock On Enterprises. Positive customer relations not only enhance the public's perception or image of Rock On Enterprises, but also pay off in greater customer loyalty and increased sales and profit.

Employees are expected to model and promote highest standard of customer relations and employees that do not meet Rock on Enterprises customer relation expectations will be subject to disciplinary action, up to and including termination of employment.



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101 Nature of Employment

Effective Date: 3/31/2014

Revision Date: 03/23/2024

This handbook is intended to provide you with a general understanding of the personnel policies of Rock On Enterprises and to answer many common questions. You are encouraged to review all the policies in the handbook and become familiar with them.

However, this handbook cannot anticipate every situation or answer every question about employment. This handbook is also not an employment contract and is not intended to create contractual obligations of any kind. Since employment at Rock On Enterprises is based on mutual consent and is at will, either you or Rock On Enterprises have the right to end the employment relationship at any time, with or without cause or advance notice.

In order to retain necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for the policy of employment-at-will. The only recognized deviations from the policies in this handbook must be authorized and signed by the chief executive officer of Rock On Enterprises.



Rock On Enterprises, Inc.
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102 Employee Relations

Effective Date: 3/28/2014

Revision Date: 03/23/2024

Wages, and benefits offered at Rock On Enterprises are competitive in nature with those offered by other employers in this area and in this industry. If you have concerns about your compensation, you are strongly encouraged to voice these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Rock On Enterprises amply demonstrates its commitment to employees by responding effectively to employee concerns.



Rock On Enterprises, Inc.

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103 Equal Employment Opportunity

Effective Date: 3/28/2014

Revision Date: 03/23/2024

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Rock On Enterprises will be based on merit, qualifications, and abilities. Rock On Enterprises 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.

We will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Undue hardship is defined as a significant difficulty or expense to the employer. This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to our commitment to provide equal employment opportunities to all qualified individuals, we have established an affirmative action program to promote opportunities for individuals in certain protected classes throughout Rock On Enterprises.

If you have a question or concern about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of your supervisor or the Human Resources Representative. At Rock On Enterprises, be assured that you can raise concerns and make reports without fear of reprisal. Further, anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.



Rock On Enterprises, Inc.

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104 Business Ethics and Conduct

Effective Date: 03/28/2014

Revision Date: 03/23/2024

The successful business operation and reputation of Rock On Enterprises is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as performing at the highest standards of conduct and personal integrity.

The continued success of Rock On Enterprises is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to Rock On Enterprises, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

Rock On Enterprises will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Representative for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Rock On Enterprises employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.



Rock On Enterprises, Inc.

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105 Personal Relationships in the Workplace

Effective Date: 3/28/2014
Revision Date: 03/23/2024

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is defined as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

You may not occupy a position that works directly for or supervises a relative. You may not be involved in a dating relationship with an employee who either works directly for you or supervises you. Rock On Enterprises also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that might affect the review of employment decisions.

If two people who are in a reporting situation described above subsequently develop a relative relationship or dating relationship, the person in the relationship who is the supervisor is responsible and obligated to disclose the existence of the relationship to management. We will then ask the individuals involved to decide which one of them is to be transferred to another available position. If that decision is not made within 30 calendar days, Rock On Enterprises will decide who is to be transferred or, if necessary, terminated from employment.

If there a situation where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. If you are in a close personal relationship with another employee, we ask that you refrain from displays of affection or excessive personal conversation at work.



Rock On Enterprises, Inc.
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107 Immigration Law Compliance

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of 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 must also complete the form if they have not completed an I-9 with Rock On Enterprises within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Representative. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.



Rock On Enterprises, Inc.
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110 Outside Employment

Effective Date: 03/31/2017

Revision Date: 03/23/2024

Rock On Enterprises employees may hold outside jobs as long as they can satisfactorily perform their Rock On Enterprises job and there is no interference with our scheduling demands. Drivers, please note that per FMCSA regulations any compensated work will count towards your hours of service and must be reported to the safety director.

All employees will be held to the same standards of performance and scheduling expectations, regardless of any outside job. If we determine that outside work is impacting your performance or the ability to meet our requirements, which may change over time, you will be asked to terminate the outside job in order to stay employed at Rock On Enterprises.

We prohibit outside employment that constitutes a conflict of interest. Further, you may not receive any income or material gain from individuals outside Rock On Enterprises for materials produced or services rendered while performing your job.



Rock On Enterprises, Inc.

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112 Non-Disclosure & Confidentiality

Effective Date: 03/28/2014

Revision Date: 03/23/2024

During your employment at Rock On Enterprises, Inc., you may have access to confidential and proprietary data, which is not known by competitors or within the company's field of business generally. This information (hereinafter referred to as "Confidential Information") includes, but is not limited to: data relating to the Company's marketing and servicing programs; procedures and techniques; the criteria and formula used by the Company in pricing its products and services; the structure and pricing of special packages that the Company has negotiated; lists of customers and prospects; the identity, authority and responsibilities of key contacts at Company accounts; the composition and organization of accounts' businesses; the peculiar risks inherent in their operations; sensitive details concerning the structure, conditions, and extent of their existing products and services; contract expiration dates; commission rates; service arrangements; proprietary software, Web applications and analysis tools; and other data showing the particularized requirements and preferences of the accounts. This Confidential Information is a valuable asset of the Company, developed over a long period of time and at substantial expense.

To protect the Company's interest in this valuable asset, you must (a) not use any such Confidential Information for your personal benefit or for the benefit of any person or entity other than the Company, and (b) use your best efforts to limit access to such Confidential Information to those who have a need to know it for the business purposes of the Company. In addition, you should minimize those occasions on which you take documents, computer disks or a laptop containing such Confidential Information outside the office. On those occasions where it is necessary, consistent with the best interests of the Company and doing your job effectively, to take documents, computer disk or a laptop containing Confidential Information outside the office, all appropriate precautionary and security measures should be taken to protect the confidentiality of the information.

During the course of your employment with the Company, you will be provided with and will generate correspondence, memoranda, literature, reports, summaries, manuals, proposals, contracts, customer lists, prospect lists, and other documents and data concerning the business of the Company. Any and all such records and data, whether maintained in hard copy or on a computer or other medium, is the property of the Company, regardless of whether it is or contains Confidential Information. Upon termination of your employment at the Company, you are required to return all such records to the Company and may not retain any copy of such records or make any notes regarding such records. We reserve the right to search for such information and property in personal items while on Company premises such as vehicles, purses, briefcases, etc.



Rock On Enterprises, Inc.

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114 Disability Accommodation

Effective Date: 3/28/2014

Revision Date: 03/23/2024

Rock On Enterprises is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

All employment practices and activities are conducted on a non-discriminatory basis. Our hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to an employee with a disability if the disability affects the performance of job functions. We make all employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make leaves of all types available to all employees on an equal basis.

Rock On Enterprises is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. Rock On Enterprises will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Rock On Enterprises is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.



Rock On Enterprises, Inc.

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116 Job Posting

Effective Date: 03/28/2014

Revision Date: 03/23/2024

At Rock On Enterprises, we believe career advancement is rewarding for both the employee and our corporation. Whenever possible, we will promote qualified employees to new or vacated positions.

Job openings will be posted on the employee bulletin board.

To apply for an open position, submit a job posting application to the Human Resources Representative listing your job-related skills and accomplishments. You should also describe how your current experience with Rock On Enterprises and prior work experience and/or education qualifies you for the position.

We recognize the benefit of developmental experiences and encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support employees' efforts to gain experience and advance within Rock On Enterprises.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. We may also use other recruiting sources to fill open positions when it is in the best interest of the organization.



Rock On Enterprises, Inc.

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201 Employment Categories

Effective Date: 3/28/2014

Revision Date: 03/23/2024

It is the intent of Rock On Enterprises to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

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 Rock On Enterprises 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 Rock On Enterprises' full-time schedule. Generally, they are eligible for Rock On Enterprises' 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 32 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 Rock On Enterprises' other benefit programs.

DUMP TRUCK & TRACTOR-TRAILER DRIVERS are full-time company drivers who do not fall under an hourly wage. They are paid on a commission basis, earning a percentage of the truck gross however, if you are on a prevailing wage regulated project your on-job time will be paid the appropriate hourly wage. Their rules and regulations are governed by the Interstate Commerce Commission (ICC) and the Department of Transportation (DOT). This refers to duty days, hours of service, etc.



Rock On Enterprises, Inc.
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202 Access to Personnel Files

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Rock On Enterprises. Employees who wish to review their own file should contact the Human Resources Representative. With reasonable advance notice, employees review their own personnel files during regular business hours, in Rock On Enterprises' offices, and in the presence of an individual appointed by Rock On Enterprises to maintain the accuracy of the files.



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204 Personnel Data Changes

Effective Date: 03/28/2014

Revision Date: 03/23/2024

It is the responsibility of each employee to promptly notify Rock On Enterprises of any changes in personnel 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. If any personnel data has changed, notify the Human Resources Representative. Personal data changes can be made in person with the Human Resources Representative in person, or via email at hr@rockontruck.com.



Rock On Enterprises, Inc.

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205 Introductory Period

Effective Date: 03/28/2014

Revision Date: 03/23/2024

At Rock On Enterprises, we want you to be successful at your job. The introductory period provides you with the opportunity to demonstrate that you can perform your job at a satisfactory level of performance. We use this period to evaluate your capabilities, work habits, and overall performance. Since employment at Rock On Enterprises is based on mutual consent, either you or Rock On Enterprises may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

The introductory period for all new and rehired employees is the first 30 calendar days after the date of hire. If there is a significant period of absence during the introductory period, the period will automatically be extended by the length of the absence. Either during the introductory period or at the end of the period, we may extend the introductory period if we determine there was not adequate time to evaluate performance.

When the introductory period is satisfactorily completed, employees enter the "regular" employment classification.



Rock On Enterprises, Inc.
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208 Employment Applications

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and employment. If there are any misrepresentations, falsifications, or material omissions in any of this information, we may exclude that applicant from further consideration. If the person was already hired, it could result in termination of employment.



Rock On Enterprises, Inc.

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209 Performance Evaluation

Effective Date: 3/28/2014

Revision Date: 03/23/2024

The best communications about job performance happen on an informal, day-to-day basis. You and your supervisor are strongly encouraged to talk about performance regularly. In addition, Rock On Enterprises wants to ensure that you and your supervisor have scheduled, formal performance evaluations. These discussions are designed to provide a two-way conversation between you and your supervisor to give you both the opportunity to discuss job responsibilities and goals, encourage and recognize strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future.

The performance of all office and shop employees is generally evaluated on an ongoing 12-month cycle, on or about October 1st, each year.

The performance of all drivers is generally evaluated on an ongoing 12-month cycle, on or about November 1st, each year.

Rock On Enterprises awards merit-based pay adjustments in recognition of truly superior employee performance. These adjustments are based on numerous factors, including the information documented by the formal performance evaluation process.

Off cycle reviews/interactions will be documented and filed accordingly to ensure all employment activity is recorded and accessible to the annual review



Rock On Enterprises, Inc.

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210 Job Descriptions

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises creates and maintains accurate job descriptions for all positions within the organization. Each description includes sections for job information; a job summary (giving a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their job duties and to set standards for employee performance evaluations. Job descriptions are also used to identify the requirements of each position, establish hiring criteria, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Representative and the hiring manager reviews job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities.

Job descriptions do not necessarily cover every task or duty that you might be assigned, and that additional responsibilities may be assigned as necessary. You can contact the Human Resources Representative if you have any questions or concerns about your job description.



Rock On Enterprises, Inc.

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212 Salary Administration

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because we believe that recruiting and retaining talented employees is critical to our success, we are committed to paying our employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. We periodically review our salary administration program and restructure it as necessary. We may award merit-based pay adjustments in conjunction with superior employee performance as documented by our performance evaluation process. Incentive bonuses may be awarded depending on our overall profitability and based on each employee's individual contributions to the organization.

If you have a question about the pay practices for your department, you can talk with your supervisor. The Human Resources Representative is also available to answer questions about Rock On Enterprises' salary administration program.



Rock On Enterprises, Inc.

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301 Employee Benefits

Effective Date: 3/28/2014

Revision Date: 03/23/2024

Rock On Enterprises provides a wide range of benefit programs to eligible employees. Certain legally required programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner required by the laws. Rock on Enterprises will administer benefits in compliance with federal and state laws.

Your eligibility for each benefit program depends on a variety of factors, including your employee classification. To better understand exactly which benefit programs you are eligible for, talk to your supervisor. You will find details about many of these programs elsewhere in the employee handbook. In some cases, a policy may also refer you to other sources, such as the Summary Plan Document for that benefit. When a conflict in employee communication materials arise the Summary Plan Document will preside.

The following benefit programs are available to eligible employees, subject to terms and conditions of each program:

- * School Conferences
- * Cancer Insurance
- * 401(k) Savings Plan
- * Bereavement Leave
- * Dental Insurance
- * Family Leave
- * Health Insurance
- * Holidays
- * Jury Duty Leave
- * Life Insurance
- * Medical Insurance
- * Medical Leave
- * Military Leave
- * Paid Time Off (PTO)
- * Personal Leave
- * Short-Term Disability
- * Vision Care Insurance
- * Witness Duty Leave

While some of the benefit programs we offer may require you to contribute to the cost, many programs are fully paid by Rock On Enterprises.



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305 Holidays

Effective Date: 3/28/2014

Revision Date: 03/23/2024

Rock On Enterprises will grant holiday time off to all employees on the holidays listed below:

- * New Year's Day (January 1)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Thanksgiving (fourth Thursday in November)
- * Christmas (December 25)

Rock On Enterprises will grant paid holiday time off to all eligible employees who have completed 30 calendar days of service in an eligible employment classification. Holiday pay for regular full-time employees will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Holiday pay for drivers will be paid at their % pay hourly rate for 8 hours. Ex: If a driver is at 27% and the truck rate is \$115 per hour – Driver would be paid \$31.05 per hour.

Eligible employee classification(s):

- * Drivers
- * Regular full-time employees

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday unless they are absent with prior permission from their supervisor.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. This is subject to change based on our customer's needs.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), the employee will be ineligible for holiday pay.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.



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306 Workers' Compensation Insurance

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. We ask for your assistance in alerting management to any condition which could lead or contribute to an employee accident.

Neither Rock On Enterprises nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Rock On Enterprises.

Return to Work Policy

Rock on Enterprises, Inc. will actively seek to return injured employees covered by workers compensation to productive work as quickly as possible, in cooperation with the employee's physician or health care provider. If an injured employee is not physically capable fo returning to full duty, the return-to-work program provides opportunities, when available, for the employee to perform a temporary assignment.



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308 Time Off to Vote

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Rock On Enterprises will grant up to 2 hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.



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Including Sister and Affiliated Companies

309 Bereavement Leave

Effective Date: 03/28/2014

Revision Date: 03/23/2024

In the event that you need to take time off in the event of the death of an immediate family member, Rock On Enterprises provides bereavement leave. To request bereavement leave, see your supervisor.

We grant up to 3 days of paid bereavement leave to eligible employees in the following employment classifications:

- * Drivers
- * Full-time employees
- * Part-time employees

During paid bereavement leave, regular full-time employees pay will be calculated based on your pay rate at the time of absence, excluding any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Full-time drivers pay will be paid at their % pay hourly rate for 8 hours. Ex: If a driver is at 27% and the truck rate is \$115 per hour – Driver would be paid \$31.05 per hour.

We will normally grant bereavement leave unless there are unusual business needs or staffing requirements that prevent accommodating the request. You may also, with supervisory approval, use any available paid leave benefits, such as PTO, for additional time off as necessary.

The bereavement leave policy defines "immediate family" as your spouse, parent, child, sibling or parent-in-laws.



Rock On Enterprises, Inc.

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311 Jury Duty

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises encourages you to fulfill your civic responsibilities by serving jury duty when required. You may request unpaid jury duty leave for the length of absence. You may also use any available paid time off, such as PTO, in order to be compensated for unpaid jury duty leave.

If you receive a jury duty summons, show it to your supervisor as soon as possible so that arrangements can be made to accommodate your possible absence from work. You are expected to report for work whenever the court schedule permits.

Either you or Rock On Enterprises may request you be excused from jury duty if necessary. We may request that you be relieved from serving on jury duty if we believe that your absence would cause serious operational difficulties for Rock On Enterprises.

Subject to the terms, conditions, and limitations of the applicable plans, Rock On Enterprises will continue to provide health insurance benefits for the full period of unpaid jury duty leave.



Rock On Enterprises, Inc.
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312 Witness Duty

Effective Date: 03/28/2014

Revision Date: 03/23/2024

We provide witness duty time off to employees who receive a subpoena to testify in court. If you are summoned or otherwise requested to testify as a witness by Rock On Enterprises, you will receive paid time off for the entire period of witness duty.

You will be granted unpaid time off if you are requested to appear in court as a witness by a party other than Rock On Enterprises. However, you may use any available paid leave benefits, such as PTO, to be compensated for that absence.

In order to make arrangements for the time off, you must show the subpoena to your supervisor as soon as you receive it. When serving as a witness, you are expected report to work whenever you are not needed in court.



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313 Benefits Continuation (COBRA)

Effective Date: 03/28/2014

Revision Date: 03/23/2024

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under our health plan when a "qualifying event" occurs that would normally result in the loss of eligibility. "Qualifying events" include resignation, termination of employment, or death of an employee; a reduction in an employee's hours; employee's leave of absence; employee's divorce or legal separation; and when a dependent child no longer meets the eligibility requirements as a dependent.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Rock On Enterprises' group rates plus an administration fee. When you become eligible for Rock On Enterprises health insurance, we will also give you a written notice describing the rights granted under COBRA. Because the COBRA notice contains important information about your rights and your obligations, please read it carefully.



Rock On Enterprises, Inc.
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314 Unpaid Personal Time

Effective Date: 03/28/2014
Revision Date: 03/23/2024

Employees in the following employment classifications are eligible for unpaid personal time after completing their introductory period

- * Regular full-time employees
- * Drivers

Regular full-time employees will receive 40 hours of unpaid personal time per calendar year. Personal time may be taken in a minimum of four-hour increments.

Unpaid personal time is granted at the beginning of each calendar year.

Requests for scheduled personal days should be submitted in writing at least two weeks in advance to your supervisor. If you have an unexpected need to be absent from work, you should notify your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of unexpected absence.

Unpaid personal time may not be carried over to the next calendar year.

Drivers will receive 24 hours of unpaid personal time per calendar year. Personal time may be taken in a minimum of four-hour increments.

Unpaid personal time is granted at the beginning of each calendar year.

Requests for scheduled personal days should be submitted in writing at least two weeks in advance to your supervisor. If you have an unexpected need to be absent from work, you should notify your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of unexpected absence.

Unpaid personal time may not be carried over to the next calendar year.



Rock On Enterprises, Inc.

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315 Paid Time Off (PTO), Sick and Safe time

Effective Date: 1/1/24

Revision Date: 1/1/24

Rock On Enterprises provides Paid Time Off (PTO), Sick and Safe time for eligible employees to use for vacation, illness or injury, and personal business. Paid Time Off combines traditional vacation and sick leave plans into one flexible, paid time-off policy. Employees in the following employment classifications are eligible to earn and use Paid Time Off (PTO), Sick and Safe time:

- * Regular part-time employees
- * Regular full-time employees
- * Drivers

For regular part-time employees Paid Time Off (PTO), Sick and Safe time is calculated according to years of employment.

*Upon initial hire, you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 1.34 hours per pay period up to 48 hours.

*On January 1, you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 1.34 hours per pay period up to 48 hours.

For regular full-time employees Paid Time Off (PTO), Sick and Safe time is calculated according to years of employment.

*Upon initial hire, you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 1.34 hours per pay period up to 48 hours.

*On January 1, you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 1.34 hours per pay period up to 48 hours.

*Starting January 1 after three full calendar years of employment, you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 1.54 hours per pay period up to 80 hours.

*Starting January 1 after five full calendar years of employment, you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 2.3 hours per pay period up to 120 hours.

You may use Paid Time Off (PTO), Sick and Safe time in increments of 4 hour or 8 hours only. Paid Time Off (PTO), Sick and Safe time must be used first before any unpaid personal time. If you have an unexpected need to be absent from work, you should notify your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of unexpected absence.

To schedule planned Paid Time Off (PTO), Sick and Safe time requests forms should be submitted to Human Resources, at least two weeks in advance. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

Paid Time Off (PTO), Sick and Safe time is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

In the event that you do not use your available Paid Time Off (PTO), Sick and Safe time by the end of the calendar year, you will be able to carry over a maximum of 80 hours.



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If your employment terminates, and you have given a two weeks' notice to Rock On Enterprises, you will be paid for any unused Paid Time Off (PTO), Sick And Safe time that has been earned through your last day of work. However, if Rock On Enterprises, in its sole discretion, terminates your employment, your unused Paid Time Off (PTO), Sick And Safe time will be forfeited. On termination of your employment for any reason, if you have used Paid Time Off (PTO), Sick and Safe time in an amount in excess of what was accrued, that amount will be deducted from your final paycheck

For drivers, Paid Time Off (PTO), Sick and Safe time is calculated based on seasons of employment.

- *Upon initial hire, you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 1.34 hours per pay period up to 48 hours.
- *After your first full or partial season, you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 1.34 hours per pay period up to 48 hours.
- *After 4 seasons, you will you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 2.41 hours per pay period up to a maximum of 56 hours per season.
- *After 5 seasons, you will you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 3.33 hours per pay period up to a maximum of 80 hours per season.
- *After 6 seasons, you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 3.67 hours per pay period up to a maximum of 88 hours per season.
- *After 7 seasons, you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 4 hours per pay period up to a maximum of 96 hours per season.
- *After 8 seasons, you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 4.33 hours per pay period up to a maximum of 104 hours per season.
- *After 9 seasons, you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 4.67 hours per pay period up to a maximum of 112 hours per season.
- *After 10 seasons, and each season thereafter you will accrue Paid Time Off (PTO), Sick and Safe time at a rate of 5 hours per pay period up to a maximum of 120 hours per season.

You may use Paid Time Off (PTO), Sick and Safe time in increments of 1/2 day or full day. Paid Time Off (PTO), Sick and Safe time must be used first before any unpaid personal time. If you have an unexpected need to be absent from work, you should notify your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of unexpected absence.

To schedule planned Paid Time Off (PTO), Sick and Safe time, time off requests forms should be submitted to Human Resources at least two weeks in advance. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

Paid Time Off (PTO), Sick and Safe time is paid at driver's % pay hourly rate for 8 hours. Ex: If a driver is at 27% and the truck rate is \$115 per hour – Driver would be paid \$31.05 per hour.

In the event that you do not use your available Paid Time Off (PTO), Sick and Safe time by the end of the calendar year, you will be able to carry over a maximum of 80 hours.

If your employment terminates, and you have given a two weeks' notice to Rock On Enterprises, you will be paid for any unused Paid Time Off (PTO), Sick And Safe time that has been earned through your last day of work. However, if Rock On Enterprises, in its sole discretion, terminates your employment, your unused Paid Time Off (PTO), Sick And Safe time will be forfeited. On termination of your employment for any reason, if you have used Paid Time Off (PTO), Sick and Safe time in an amount in excess of what was accrued, that amount will be deducted from your final paycheck



Rock On Enterprises, Inc.

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316 Health Insurance

Effective Date: 03/28/2014

Revision Date: 03/23/2024

The health insurance plan at Rock On Enterprises offers employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- * Drivers
- * Regular full-time employees

Eligible employees may participate in the health insurance plan subject to the terms and conditions of the agreement between Rock On Enterprises and the insurance carrier.

If you change to an employment classification that would cause you to lose your health insurance plan eligibility, you may qualify to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy in this handbook for more information.

You will find details of the health insurance plan in the Summary Plan Description (SPD). When you become eligible, you will receive an SPD and rate information prior to the enrollment date. For questions about health insurance, contact the Human Resources Representative for additional information.



Rock On Enterprises, Inc.
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317 Life Insurance

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Life insurance offers you and your family important financial protection. Rock On Enterprises provides a basic life insurance plan for eligible employees.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- * Drivers
- * Regular full-time employees

Eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between Rock On Enterprises and its insurance carrier.

You will find details about the basic life insurance plan including benefit amounts in the Summary Plan Description. If you have questions, contact the Human Resources Representative for more information.



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318 Short-Term Disability

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises provides short-term disability (STD) benefits to eligible employees who are unable to work because of a qualifying disability resulting from an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan:

- * Drivers
- * Regular full-time employees

Eligible employees may participate in the STD plan subject to the terms and conditions of the agreement between Rock On Enterprises and its insurance carrier.

If the disability condition arises from pregnancy or a pregnancy-related illness, it will be treated the same as any other illness that prevents an employee from working.

You will find details about the STD benefits plan including benefit amounts and schedule, limitations, restrictions, and exclusions in the Summary Plan Description. If you have questions about STD benefits, contact the Human Resources Representative for more information.



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320 401(k) Savings Plan

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises has established a 401(k) savings plan to provide employees with the potential for future financial security for their retirement.

Company Drivers will automatically be enrolled in our 401(k) savings plan.

Other employees will have the option to join the 401(k) savings plan. To be eligible to join our 401(k) savings plan, you must be 21 years of age or older. You may join the plan only during open enrollment periods. Eligible employees may participate in the 401(k)-plan subject to all terms and conditions of the plan.

The 401(k) savings plan allows you to elect how much salary you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs.

Because your contribution to a 401(k) plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 401(k) distributions.

Complete details of the 401(k) savings plan are described in the Summary Plan Description. You can contact the Human Resources Representative for more information about the 401(k) plan.

Rock On Enterprises will match the employee's contributed amount to the 401 (k) dollar for each dollar on the first 3% and fifty cents for each dollar on the next 3% for a max total match of 4 ½% with an employee's contribution of 6%



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328 Parental Leave for School Visits

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Since school events sometimes occur during working hours, Rock On Enterprises recognizes the challenge for working parents to fully participate in their children's education. Our parental leave for school visits benefit provides unpaid time off for school visits to those employees who are parents, guardians, or custodians of children in licensed day care facilities or kindergarten through grade 12. This benefit gives you the opportunity to participate in activities that are sponsored, approved, or supervised by the school or daycare, such as parent/teacher conferences or field trips.

You may request up to 16 hours of unpaid parental leave for school visits within a calendar year. You may use any available paid leave benefits, such as PTO, to be compensated for unpaid parental leave for school visits.

To make arrangements for your absence, your supervisor needs to be given reasonable advance notice. And when you return, you will be expected to provide the Human Resources Representative with documentation from the school verifying the date and time of your visit. The Human Resources Representative can give you more details and answer your questions about parental leave for school visits.



Rock On Enterprises, Inc.

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401 Timekeeping

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Nonexempt employees are responsible for accurately recording the hours they work. This information also helps Rock On Enterprises comply with the laws that require us to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" is defined as all the time nonexempt staff spend performing assigned duties.

If you are a nonexempt employee, you must accurately record the time you begin and end your work, as well as the beginning and ending time of any meal periods, split shifts, or if you leave the workplace for personal reasons. Also, you always need to receive advance approval before working any overtime hours.

Exempt employees that take a full day off are required to submit a signed time off request to Human Resources.

We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employee's time record.



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403 Paydays

Effective Date: 03/28/2014

Revision Date: 03/23/2024

All employees are paid weekly every Friday. Office/shop employees will be paid for the period ended the previous Friday. Drivers will be paid for the period which is two weeks behind.

Office/Shop Work Week: Saturday - Friday

Drivers Work Week: Monday - Sunday

If a regularly scheduled payday falls on a holiday, you will be paid on the last work day before the regularly scheduled payday.

Payments will be made by direct deposit into a checking or savings account of your choice.



Rock On Enterprises, Inc.

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405 Employment Termination

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. These are some of the most common circumstances for employment terminations:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.

We will schedule an exit interview at the time of employment termination. The exit interview is an opportunity to discuss topics such as employee benefits, conversion privileges, repayment of any outstanding debt to Rock On Enterprises, or return of Rock On Enterprises-owned property. It is also a time for you to voice any suggestions, complaints, and questions you may have.

Since employment with Rock On Enterprises is based on mutual consent, either you or Rock On Enterprises have the right to terminate the employment relationship at will, with or without cause or advance notice, at any time. However, Rock On Enterprises has a preference for two or more week notice from employees if possible.

Rock On Enterprises complies with all state and federal laws/regulations regarding employment termination. Minnesota is an employment "at will" state. An employee can quit for any reason; an employer can fire any employee for any reason as long as that reason is not illegal, such as discrimination based on race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation or marital status (MN Department of Labor and Industry).

A terminated employee's paycheck must be paid within 24 hours of the employee's demand for wages (see [Minnesota Statutes 181.13](#)). If an employee quits, wages are due on the next pay period that is more than five days after quitting. However, wages must be paid within 20 days of separation (see [Minnesota Statutes 181.14](#)).

When the discharged or quitting employee was entrusted with money or property during employment, the employer shall have an additional 10 calendar-days after the date of the employee's separation to audit the accounts of the employee before the employee's wages are to be paid.

Company policy can determine when any benefits are due, such as vacation, sick leave and severance packages. Benefits are payable within 30 days of when they become due. If owed and not paid by the employer, the employee may file a claim for those benefits in the conciliation court in the county in which the employee worked for the employer (see [Minnesota Statutes 181.74](#)).



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409 Administrative Pay Corrections

Effective Date: 03/28/2014

Revision Date: 03/23/2024

In the unlikely event that there is an error in the amount of pay you receive, you should promptly advise the Payroll Administrator so that the discrepancy can be corrected as quickly as possible.



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410 Pay Deductions and Setoffs

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises is legally required to make certain deductions from every employee's compensation. Among these deductions are federal, state, and local taxes as appropriate. We are also legally required to deduct Social Security taxes on your earnings up to a maximum amount, which is called the Social Security "wage base." Rock On Enterprises contributes to your Social Security by matching the amount of Social Security taxes deducted from your compensation.

Rock On Enterprises offers programs and benefits to eligible employees beyond those required by law. You may voluntarily authorize deductions from your paycheck to cover your portion of the cost of these programs.

We may find it necessary to take "pay setoffs" from your paycheck. Pay setoffs are pay deductions taken by Rock On Enterprises, usually to help pay off a debt or obligation to us or to others.

If you have questions concerning why a deduction was made from your paycheck or how your paycheck is calculated, consult with the Human Resources Representative.



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501 Safety

Effective Date: 03/28/2014

Revision Date: 03/23/2024

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Rock On Enterprises has established a workplace safety program outlined in the safety manual. This program is a top priority at Rock On Enterprises. The Safety Director is responsible for implementing, administering, monitoring, and evaluating the safety program. The success of the program depends on the alertness and personal commitment of everyone.

We provide information to employees about workplace safety and health issues through regular internal communication channels. These may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards. We also have a safety committee that assists in these activities and helps facilitate effective communication between employees and management about workplace safety and health issues.

You are expected to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the appropriate supervisor. If you violate Rock On Enterprises safety standards, cause a hazardous or dangerous situation, or fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, you should immediately notify the Safety Director or the appropriate supervisor. Prompt reporting can ensure legal compliance and quick initiation of insurance and worker's compensation benefits procedures.

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

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform you supervisor immediately.



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2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal drug substances on the corporation's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedures, don't guess, ask your supervisor.
6. Know the locations, contents and use of first aid and firefighting equipment.
7. Wear personal protective equipment in accordance with the job you are performing.

Any safety violation may lead to disciplinary action, up to and including discharge.

SAFETY ITEMS REQUIRED WHEN DRIVING

When you are on construction sites or in a pit such as Martin Marietta, Kraemer Mining, Dresser Trap Rock, Bryan Rock, Etc. and you need to step out of you truck (or cab) you **must** have on your hard hat, safety glasses, safety vest and steel toe shoes.

Violation of this is grounds for immediate termination.



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502 Work Schedules

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Work schedules for employees vary throughout Rock On Enterprises. Your supervisor will advise you of your specific work schedule. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Work assignments will be made by your supervisor. When possible, you will be assigned future assignments well in advance so you will have ample time to prepare for the assignment.

Once you have begun an assignment, you will report directly to the supervisor for all matters relating to its completion.



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505 Smoking

Effective Date: 03/28/2014

Revision Date: 03/23/2024

In keeping with Rock On Enterprises' intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. In situations where the preferences of smokers and nonsmokers' conflict, the preferences of the nonsmokers will prevail.

This policy includes employees use of e-cigarettes or vapes.

This policy applies equally to all employees as well as to our customers and visitors.



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506 Rest and Meal Periods

Effective Date: 03/28/2014

Revision Date: 03/23/2024

If you are a full-time nonexempt employee, you will be given meal and rest periods in compliance with federal and state laws. To the extent possible, rest periods will be in the middle of work periods. Since this time is counted and paid as time worked, you must not be absent from your workstation beyond the allotted rest period time.

All full-time Shop employees are provided with one meal period of 30 minutes in length each workday. All full-time Office employees are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. During meal periods, you will be relieved of all work responsibilities and restrictions and will not be compensated for that time.



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507 Overtime

Effective Date: 3/28/2014

Revision Date: 03/23/2024

There may be times when Rock On Enterprises cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will let you know in advance of a mandatory overtime assignment.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

All nonexempt employees will be paid overtime compensation in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. For this reason, time off for PTO, and other paid or unpaid leaves of absence is not considered hours worked for the purpose of calculating overtime pay.

If you work overtime without receiving your supervisor's prior authorization, you may be subject to disciplinary action, up to and including possible termination of employment.

Shop and Office personnel are paid overtime after 40 hours/workweek.

As an interstate carrier, Rock On is exempt from overtime regulations for truck drivers; however, drivers who are on prevailing wage jobs in MN are paid overtime after 8 hours/day and after 40 hours/workweek and in ND drivers are paid overtime after 40 hours/workweek.



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508 Use of Equipment and Vehicles

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Rock On Enterprises property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

You should notify your supervisor if any equipment, machines, tools, or vehicles appear 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 other people. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

Employees are responsible for any moving violation and fine which may result when operating a corporate vehicle.

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

Rock On Enterprises embraces a no-rider policy. At no time shall an employee have a non-employee rider, including but not limited to, spouse, children, acquaintance, animals, etc. in a company-owned vehicle unless a safety situation requires this type of action.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.



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510 Emergency Closings

Effective Date: 03/28/2014

Revision Date: 03/23/2024

There could times when emergencies, such as severe weather, fires, power failures, or earthquakes, may disrupt our normal business operations. In extreme cases, these circumstances may require that we close a work facility.

When a facility is officially closed due to emergency conditions, the time off from scheduled work will or will not be paid in accordance with federal and state laws. However, you may request to use your available paid time off time.

If Rock On Enterprises is not officially closed during an emergency, you are expected to report to work.

If you do not report to work, you will not be paid for the time off. However, you may request to use your available paid time off.



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516 Computer and Email Usage

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises may give employees access to computers, computer files, the email system, and software to use in doing their work. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

We strive to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

We prohibit displaying, downloading, or emailing sexually explicit images, messages, and cartoons. Other examples of unacceptable computer usage include (but are not limited to) ethnic slurs, racial comments, off-color jokes, or anything that may be seen by another person as harassment or disrespectful.

You may not use email to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters.

Rock On Enterprises 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 the software developer authorizes us, we do not have the right to reproduce the software for use on more than one computer.

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

You should notify your supervisor, the Human Resources Representative or any member of management if you learn about a violation of this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.



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517 Internet Usage

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises may provide employees with Internet access to help them do their jobs. This policy explains our guidelines for using the Internet responsibly and productively. We limit Internet usage to job-related activities only and do not permit personal use during working hours. With prior permission only the employer may allow employee to us for personal use.

All Internet data that is composed, transmitted, or received via our computer systems is considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Before you download or copy a file from the Internet, you should take the necessary anti-virus precautions. Rock On Enterprises requires that all downloaded files be checked for viruses. All compressed files must be checked for viruses both before and after decompression.

Employees whose Internet usage violates laws or Rock On Enterprises policies are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization



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- * Copying, pirating, or downloading software and electronic files without permission
- * Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- * Violating copyright law
- * Failing to observe licensing agreements
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of the organization
- * Sending anonymous email messages
- * Engaging in any other illegal activities



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518 Workplace Monitoring

Effective Date: 3/28/2014

Revision Date: 03/23/2024

Rock On Enterprises may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

Rock On Enterprises conducts video and audio surveillance of non-private workplace areas. We use video and audio monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent acts of harassment and workplace violence.

Because we are sensitive to the legitimate privacy rights of our employees, we make every effort to guarantee that workplace monitoring is always done in an ethical and respectful manner.



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520 Social Networking

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Companies recognizes that employees may engage in “social networking” while off duty. “Social networking,” for purposes of this policy, includes all types of postings on the Internet, including, but not limited to, social networking sites, (such as Facebook©, Myspace© or LinkedIn©); blogs and other on-line journals and diaries; bulletin boards and chat rooms; micro blogging, such as Twitter©; and the posting of video on YouTube© and similar media. Social networking also includes permitting or not removing postings by others where an employee can control the content of postings, such as on a personal profile or blog. This Policy applies to social networking while off duty and is expected to comply with the non-disclosure and confidentiality policy.

Employees who engage in social networking should be mindful that their postings, even if done off premises and while off duty, could have an adverse effect on the Company’s legitimate business interests. For example, the information posted could be the Company’s confidential business information. In addition, some readers may view you as a *de facto* spokesperson for the Company. To reduce the likelihood that your personal social networking will have an adverse effect on the Company, we ask that you observe the following guidelines when social networking:

- Do not engage in social networking using any of the Company’s electronic resources or when you are supposed to be working. Never use your Company email address for personal use. Company email addresses should be used ONLY for Company approved communications.
- Your social networking is subject to all of the policies in this Handbook, including “Sexual and Other Unlawful Harassment”, “Employee Conduct and Work Rules”, “Non-Disclosure”, “Computer and Email Usage ” and “Internet Usage.”
- Any employee may reject a friend request from any other employee without repercussion.
- All requests for references or recommendations, even those that are received through social networking, should be handled in accordance with the Company’s standard policy for responding to such requests.



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- If your social networking includes any information related to the Company, please do the following:
 - o Make it clear to your readers that the views expressed are yours alone and do not reflect the views of the Company, by stating, for example, *“The views expressed in this post are my own. They have not been reviewed or approved by the Company.”*
 - o Do not defame or otherwise discredit the Company’s products or services, or the products or services of its vendors or competitors. Do not mention customers, business partners, or suppliers without prior approval.
 - o Do not use the Company’s logo, trademark or proprietary graphics, or photographs of the Company’s premises or products.
 - o Do not disclose personal or contact information, or post photographs, of coworkers or supervisors without their prior permission.
 - o If someone from the media or press contacts you about your social networking activities that relate to the Company, speak to your manager before responding. You also should consider the following if your social networking includes any information related to the Company:
 - The Company has spent substantial time and resources building its reputation and good will. These are valuable and important corporate assets. Before you engage in any social networking that identifies yourself as an employee of the Company, or that identifies the Company, please consider whether you are damaging the Company’s reputation. If you are uncertain, you should consult your manager or the Human Resources Department before posting.
 - You are more likely to resolve complaints about work by speaking directly with your coworkers, supervisor or other management-level personnel than by posting complaints on the Internet. If you, nonetheless, decide to post complaints or criticism, avoid doing so in a way that is defamatory or damaging to the Company or any of the Company’s employees or be prepared to face possible consequences.
- The Company will, in its discretion, review your social networking activities. Please note that this Policy applies even if your social networking is anonymous or under a pseudonym. If you



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do engage in such social networking, you should be aware that in appropriate circumstances the Company will take steps to determine your identity.

- The Company may request, in its sole and absolute discretion, that you temporarily confine your social networking to matters unrelated to the Company if the Company determines this is necessary or advisable to ensure compliance with securities regulations or other laws.
- If you need clarification of any aspect of this policy, contact your supervisor or the Human Resources Representative.
- Failure to comply with this policy may lead to discipline up to and including termination and if appropriate, the Company will pursue all available legal remedies. The Company also may report suspected unlawful conduct to appropriate law enforcement authorities. Note, however, that nothing in this policy will be interpreted to limit or interfere with your rights under Section 7 of the National Labor Relations Act.



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526 Cell Phone Usage

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises provides cellular telephones to some employees as business tools. The phones are provided to assist employees in communicating with management and other employees, clients, and other business-related contacts. Cell phones are primarily intended for business-related calls. However, occasional, brief personal use is permitted within reasonable limits. You should be aware that we might review cell phone invoices.

If you use a cell phone for business, always remember to apply normal business etiquette by keeping your conversations private and non-disruptive to others.

FMCSA passed the final rule on cell phone use for drivers of Commercial Motor Vehicles (CMV) effective January 3, 2012. This rule restricts a CMV driver from holding a mobile telephone to conduct a voice communication and from dialing a mobile telephone by pressing more than a single button. This law also restricts the use of push to talk (Nextel type) “walkie-talkie” phones. Limiting the use of cell phones, including texting and hands-free devices, to times when we are not operating a motor vehicle, will reduce exposure to accidents and injuries.

Rock On Companies has adopted the following policy effective immediately.

Texting is never allowed while operating a CMV. Texting includes phone texting, pda use, satellite communications or any other existing texting communication devices.

This policy is in effect for anyone driving company owned or leased equipment for Rock On Enterprises, Inc. Violations of this policy may result in disciplinary actions, up to and including termination.



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601 Federal Family & Medical Leave

Effective Date: 03/28/2014
Revision Date: 03/23/2024

Eligible employees may take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon their return to work.

To be eligible for family/medical leave, you must satisfy both of the following conditions:

- A) Worked for the company for at least 12 months and for at least 1,250 hours in the past 12 months; and
- B) At the time leave is requested either: (a) worked at a worksite with 50 or more employees or (b) worked at a worksite with less than 50 employees if 50 or more employees are employed within 75 miles of the worksite.

Eligible employees may take family/medical leave for any of the following reasons:

- 1) For incapacity due to pregnancy, prenatal medical care or child birth.
- 2) To care for the employee's child after birth, or placement of a child with you for adoption or foster care, and in order to care for the newly placed son or daughter;
- 3) To care for a spouse, child, or parent ("covered relations") with a serious health condition; and
- 4) Because of your own serious health condition that renders you unable to perform an essential function of your position.
- 5) Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in the U.S. National Guard or Reserves in support of a contingency operation
- 6) Twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (Military Caregiver Leave)



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Any leave due to the birth and care of a child or the placement of a child for adoption or foster care, and care of the newly placed child, must be completed within one (1) year of the date of birth or placement of the child.

If you request leave because of a birth, adoption or foster care placement of a child or to care for a covered relation with a serious health condition any accrued PTO, personal days or family leave must be used first as part of your family/medical leave.

If you request leave because of your own serious health condition or to care for a covered relation with a serious health condition any accrued PTO, personal day, family leave or medical or sick leave must be used first as part of your family/medical leave.

The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Also, your family/medical leave may run concurrently with other types of leave.

During an approved family/medical leave, the company will maintain your health benefits under the same terms and conditions applicable to employees not on leave.

- If paid leave is submitted for unpaid family/medical leave, the company will deduct your portion of the insurance plan premium as a regular payroll deduction.
- If your leave is unpaid, you must pay your portion of the premium by making arrangements with the human resource department.
- Your insurance coverage may cease if your premium payment is more than 30 days late. If your payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your co-payment within 15 days of this letter, your coverage will cease.

If you elect not to return to work at the end of the leave for at least 30 calendar days, you will be required to reimburse the company for the cost of the premiums paid by the company for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or because of other circumstances beyond your control.

When spouses are employed by the Corporation, they are entitled to a combined total of 12 weeks' leave: (1) for birth, adoption, or foster care and in order to care for such child; or (2) to care for a parent with a serious health condition. Each individual is entitled to:

6 weeks' leave because of his/her own serious health condition or to care for the serious health condition of his/her child or spouse without counting leave time taken by the other spouse.



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Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If the leave is unpaid, the company will adjust your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced-schedule leave, the company may temporarily transfer you to an available alternate position that better accommodates your recurring leave and that have equivalent pay and benefits.

You must complete the appropriate family/medical leave forms. These forms are available from the human resources department.

If your need for family/medical leave is foreseeable, we encourage a 30 days' prior written notice. If this is not possible, you must give notice to your supervisor as soon as practicable (within 1 or 2 business days of learning your need for leave). Failure to provide such notice may be grounds for delay of leave. If you need is because of a planned medical treatment, attempt to schedule the treatment to avoid disrupting the company's operations.

26 Weeks

For all leaves taken to provide care for wounded military personnel, eligible employees can take up to 26 weeks of leave under this policy during any single 12-month period. This single 12-month period begins on the first day the employee begins the associated LOA to provide care for wounded military personnel.

Any LOA time taken for any other reason during this single 12-month period shall count against the 26 weeks of leave available to care for wounded military personnel. Similarly, any LOA time taken to care for wounded military personnel shall count against the 12 weeks of leave available to the employee for any other reason.

Medical Certification for a Serious Health Condition

If you are requesting leave because of your own or a covered relation's serious health condition, the appropriate health care provider must supply medical certification. Obtain a medical certification form from the human resources department. If possible, you should provide the medical certification within 15 days after you request leave. If you provide at least 30 days' notice of your need for medical leave, you should provide the medical certification before your leave begins. If you do not provide the required medical certification in a timely manner, your leave may be delayed until it is provided.

The Corporation, at its expense, may require an examination by a second health care provider designated by the company, if it reasonably doubts the medical certification, you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the Corporation, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The company may require subsequent medical recertification. Failure to provide requested certification within 15 days if such is practicable may result in delay of further leave until it is provided.



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Tracking Your Leave

The 12-month period in which 12 weeks of leave may be taken will be tracked based on the first day of the FMLA leave or on a reduced leave schedule by completing absence reports provided by the human resource department.

Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relation with a serious health condition, contact your supervisor on a prescheduled basis regarding the status of the medical condition and your intention to return to work. In addition, you must give notice as soon as practicable (with in two business days if feasible) If the dates of leave change or are extended or initially were unknown.

Returning To Work

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you must provide medical certification that you are able to resume work before you return. Obtain return-to-work medical certification forms from the human resource department.

Employees failing to complete the return-to-work medical certification form will not be permitted to resume work until it is provided.

Certain highly compensation employees or “key employees” may be denied restoration to their prior or equivalent position. Key employees are those employees who are among the highest paid ten percent of employees within 75 miles of the worksite. Denial is based on the following conditions:

- 1) The denial is necessary to prevent substantial economic injury to the employer;
- 2) The employer has notified the employee of his/her “key” employee status as well as its decision to deny restoration should the leave take place or continue; and
- 3) The employee elects not to return to work after being notified of the employer’s decision.

No Work While On Leave

The taking of another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

State and Local Family and Medical Leave Laws

Where state or local family and medical leave laws offer more protection or benefits to employees, the protection or benefits provided by such laws will apply.



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603 Personal Leave

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises will consider a request from an eligible employee to take a personal leave of absence to fulfill personal obligations. Employees in the following employment classifications are eligible to request a personal leave:

- * Drivers
- * Regular full-time employees

Eligible employees may request a personal leave only after completing 365 calendar days of service. In order for us to give your leave request adequate consideration, we ask that you submit the request in writing to your supervisor as far in advance as possible. With an approved personal leave, employee must first use any earned PTO time then the balance of the personal leave will be unpaid.

An eligible employee may not take more than 42 calendar days of personal leave every 1 year. We will also consider a written request for a single extension of no more than 14 calendar days. With supervisory approval, you may include available accrued paid time off, such as vacation, as part of your personal leave period.

We will give each request individual consideration. The decision to approve a personal leave will be based on a number of business factors such as anticipated workload needs and staffing considerations during the proposed absence.

Subject to the terms, conditions, and limitations of the applicable plans, Rock On Enterprises will provide health insurance benefits until the end of the month in which an approved personal leave begins. At that time, you will become responsible for the full cost of those benefits in order for coverage to continue. When you return from personal leave, Rock On Enterprises will resume providing those benefits according to the applicable plans.

When a personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to an available similar position for which you are qualified. However, Rock On Enterprises cannot guarantee reinstatement in all cases.

If you do not report to work promptly at the end of a personal leave, we will assume that you have resigned.



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605 Military Leave

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises will grant a military leave of absence to employees who are absent from work because they are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You are required to give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

The military leave will be unpaid. However, you may use any available accrued paid time off.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Employees who are on military leave for up to 30 days must return to work on the first regularly scheduled work period after service ends (allowing for reasonable travel time). Employees who are on military leave beyond 30 days must apply for reinstatement in accordance with USERRA and all applicable state laws.

When you return from military leave (depending on the length of military service in accordance with USERRA), you will be placed either in the position you would have attained if you had remained continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Human Resources Representative for more information.



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615 Court Appearance Leave

Effective Date: 03/28/2014

Revision Date: 03/23/2024

If you are the victim of a crime or a witness to a crime, or a member of your family is a crime victim, you may request time off to participate in court proceedings related to the crime.

A crime includes domestic violence, sexual assault, and stalking, as well as other crimes that require the victims to appear in court. A family member includes your daughter, son, parent, husband, or wife.

If you request court appearance leave, you will be asked to give advance notice whenever possible of the need for leave to the Human Resources Representative, and to provide written documentation showing the need for the leave. Documentation may be:

- * a police report indicating that you or a member of your family was a victim of a crime;
- * a court order protecting or separating you or a member of your family from someone who committed an act of domestic violence, or other evidence from the court or prosecuting attorney showing that you or your family member has appeared in court; or,
- * documentation from a medical professional, domestic violence advocate, health care provider or counselor that you or your family member was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault or other crime.

Court appearance leave may be requested to:

- * prepare for and attend court proceedings;
- * receive medical treatment or attend to medical treatment for a victim who is your daughter, son, parent, husband or wife; or,
- * get services needed to remedy a crisis caused by domestic violence, sexual assault, stalking, or any other crime.

While this leave is unpaid, you may use PTO you have already earned while you are on court appearance leave.

Rock On Enterprises will protect the confidentiality within legal limits of any information you give us as certification of your need for court appearance leave.



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701 Employee Conduct and Work Rules

Effective Date: 03/28/2014

Revision Date: 03/23/2024

To ensure orderly operations and provide the best possible work environment, we expect you to follow rules of conduct that will protect the interests and safety of all employees and Rock On Enterprises.

Although it is not possible to list all the forms of behavior that are considered unacceptable at work, the following are some examples of conduct that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from work station during the workday
- * Unauthorized use of telephones, mail system, or other employer-owned equipment
- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

Since employment with Rock On Enterprises is based on mutual consent, either you or Rock On Enterprises have the right to terminate the employment relationship at will, with or without cause or advance notice, at any time.



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702 Drug and Alcohol Use

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises wants to provide a drug-free, healthful, and safe workplace. To meet this goal, we expect you to report to work in a mental and physical condition that enables you to perform your job in a satisfactory manner.

While on Rock On Enterprises premises or while conducting business-related activities off Rock On Enterprises premises, you may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. We permit the legal use of prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others.

Rock On Enterprises has zero tolerance for the use of alcohol, illegal substances, or the misuse of prescription medications while on duty or the presence of these substances in the body while on duty regardless of when consumed.

A separate drug and alcohol policy is included with this handbook. If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Human Resources Representative without fear of reprisal.



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703 Sexual and Other Unlawful Harassment

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is



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made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact your manager and/or the Human Resources Representative or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Representative or any member of management so it can be investigated in a timely and confidential manner. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Disclosure of employment information

Section 626.87 Subd. 2.

Upon request of a law enforcement agency, an employer shall disclose or otherwise make available for inspection employment information of an employee or former employee who is the subject of an investigation under subdivision 1 or who is a candidate for employment with a law enforcement agency in any other capacity. The request for disclosure of employment information must be in writing, must be accompanied by an authorization and release signed by the employee or former employee, and must be signed by an authorized representative of the law enforcement agency conducting the background investigation. (Official Publication of the State of Minnesota Revisor of Statutes)



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704 Attendance and Punctuality

Effective Date: 03/28/2014

Revision Date: 03/23/2024

As an employee of Rock On Enterprises, we expect you to be reliable and punctual by reporting for work on time and as scheduled. In the rare instances when you cannot avoid being late or are unable to work as scheduled, be sure to notify your supervisor as advanced notice as possible or a minimum of 30 minutes before the start of your workday so that appropriate arrangements can be made.

If you are absent for two days without notifying the corporation, it is assumed that you have voluntarily abandoned your position with the corporation, and you will be removed from payroll.

Because unplanned absences can be disruptive to work, a poor attendance record or excessive lateness may lead to disciplinary action, up to and including termination of employment.



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705 Personal Appearance

Effective Date: 03/28/2014

Revision Date: 03/23/2024

We want Rock On Enterprises employees to reflect an appropriate business image to customers and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers.

During business hours or whenever representing Rock On Enterprises, you are expected to present a clean, neat, and tasteful appearance. You should always dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing in person with customers or visitors.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave work until you can return properly dressed or groomed. If this happens, you will not be paid for the time away from work. Be sure to consult your supervisor if you have questions as to what constitutes appropriate appearance. We may, when necessary, make reasonable accommodation in the personal appearance policy for a person with a disability.

Because personal style can be important to people, we do not want to restrict individual tastes unnecessarily. However, to give additional guidance, we expect Rock On Enterprises employees to follow the personal appearance guidelines below:

- * Shop personnel must wear steel toed shoes with metatarsal guards at all times.
 - Rock on Enterprises will reimburse up to \$50.00/year upon receipt for mechanics that have been employed with the company for 90+ days.
- * Tank tops, tube or halter tops may not be worn under any circumstances. Shorts and skirts must be no shorter than directly above knee level
- * Offensive personal hygiene such as severe body odor will not be accepted in the workplace. This excludes any hygiene or body odor symptoms that are a result of a disability protected under the ADA.
- * Drivers: No shorts are allowed when driving your truck. Drivers are expected to wear the proper safety attire at all times when on duty.



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706 Return of Property

Effective Date: 3/28/2014

Revision Date: 03/23/2024

Shop Deposit: The corporation provides uniforms to full-time shop personnel at a minimal charge through payroll deductions. Proper care of these uniforms is required. A \$50.00 deposit is required and will be deducted from paycheck in \$10.00 increments for 5 weeks.

Drivers Deposit: Upon hire you will be checked into a truck and receive all the necessary equipment to safely and successfully do your job. You are responsible for all supplies. A \$50.00 deposit is required and will be deducted from your paycheck in \$10.00 increments for 5 weeks.

You are responsible for the control of Rock On Enterprises property in your possession and expected to return it promptly when requested or if your employment ends. In situations where you do not return Rock On Enterprises property, we may take steps to recover the item or its cost by withholding from your deposit.

The following replacement fees may apply:

Hard Hat - \$25.00

Safety Vest - \$25.00

A Hard Hat & Safety Vest will be provided to new employees by Rock On Enterprises and are theirs to keep. Rock On Enterprises will absorb the cost of these items for any employee that retains employment with Rock On Enterprises for six (6) months. Should an employee's employment terminate for any reason prior to six (6) months, the replacement costs listed above will be deducted from the employee's deposit.



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708 Resignation

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Resignation is defined as a voluntary act initiated by an employee to terminate employment with Rock On Enterprises. Although there is no requirement that you give advance notice, your thoughtfulness will be appreciated and will be noted favorably should you ever wish to reapply for employment with the Corporation. We request a resigning employee submit a written notice of resignation at least 2 weeks in advance. If such notice is given, your accrued PTO will be paid at your final paycheck.

Before an employee leaves, we will schedule an exit interview to better understand the reasons for resignation and to go over any resulting benefit changes.



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712 Solicitation

Effective Date: 03/28/2014

Revision Date: 03/23/2024

In an effort to minimize disruptions and maintain a harmonious environment, we prohibit people who are not Rock On Enterprises employees from either soliciting or distributing literature in the workplace at any time for any purpose.

We recognize that our employees are often active and have interest in events and organizations outside work. However, it is also our policy that employees may not solicit for or distribute literature about these activities during working time. (Working time excludes lunch periods, work breaks, or any other time when an employee is not "on duty" or scheduled to be working.)

Posting notices and solicitations on our bulletin boards is also prohibited. The bulletin boards are reserved for official Rock On Enterprises communications on:

- * Affirmative Action statement
- * Employee announcements
- * Internal memoranda
- * Job openings
- * Organization announcements
- * Workers' compensation insurance information
- * State disability insurance/unemployment insurance information



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714 Drug Testing

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to check for the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing will result in the same consequence as receiving a positive test result.

Rock On Enterprises has zero tolerance for the use of alcohol, illegal substances, or the misuse of prescription medications while on duty or the presence of these substances in the body while on duty regardless of when consumed.

Copies of the drug testing policy will be provided to all employees. If you have questions about our drug testing policy or its administration, consult with the Human Resources Representative.



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716 Progressive Discipline

Effective Date: 03/28/2014

Revision Date: 03/23/2024

This policy describes the policy for administering equitable and consistent discipline for unsatisfactory conduct at Rock On Enterprises.

Rock On Enterprises will ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and Rock On Enterprises have the right to terminate employment at will, with or without advance notice, Rock On Enterprises may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. All stages of disciplinary action will be documented and filed accordingly.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Rock On Enterprises recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be considered a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we ensure that most employee problems can be corrected at an early stage, benefiting both employees and Rock On Enterprises.



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718 Problem Resolution

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises is committed to providing the best possible working conditions for our employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Rock On Enterprises supervisors and management.

Rock On Enterprises strives to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to offer positive and constructive criticism to each other.

If you disagree with established rules of conduct, policies, or practices, you can express your concern through the problem resolution procedure. You will not be penalized, formally or informally, for voicing a complaint with Rock On Enterprises in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. You present the problem to your supervisor after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to contact that person, you may present the problem to the Human Resources Representative or any other member of management.
2. The supervisor responds to the problem during discussion or after consulting with appropriate management, when necessary. The supervisor documents the discussion.
3. You present the problem to the Human Resources Representative if the problem is unresolved.
4. The Human Resources Representative counsels and advises you, assists in putting the problem in writing, visits with your managers, if necessary, and directs you to the Owner for a review of the problem.
5. You present the problem to the Owner in writing.



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6. The Owner reviews and considers the problem. The Owner informs you of the decision and forwards a copy of the written response to the Human Resources Representative for your file. The Owner has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.



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722 Workplace Etiquette

Effective Date: 03/28/2014

Revision Date: 03/23/2024

Rock On Enterprises strives to maintain a positive work environment where employees treat each other with respect and courtesy. Issues can arise when employees may be unaware that their behavior at work may be disruptive to others. You can address these day-to-day issues by politely talking with your co-worker to bring the perceived problem to his or her attention.

The following are some workplace etiquette guidelines and suggestions to help you be more conscientious and considerate of your co-workers and the work environment. If you have comments, concerns, or suggestions about workplace etiquette, contact the Human Resources Representative.

- * Replace paper in the copy machine and printer paper trays when they are empty.
- * Keep the area around the copy machine and printers orderly and picked up.
- * Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- * Try to minimize unscheduled interruptions of other employees while they are working.
- * Refrain from using inappropriate language (swearing) that others may overhear.
- * Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- * Clean up after yourself and do not leave behind waste or discarded papers.



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806 Suggestion Program

Effective Date: 03/28/2014

Revision Date: 03/23/2024

As an employee at Rock On Enterprises, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas. We are always interested in your constructive ideas and suggestions for improving operations.

All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit Rock On Enterprises by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making Rock On Enterprises a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

Please submit your suggestions to the Human Resources Representative.

If your suggestion is implemented, you will receive special recognition.