



EMPLOYEE HANDBOOK PART I

ATTENDANCE

Regular and on-time attendance is essential to the efficient operations of the Company and is an essential function of every employee's job. Excessive absenteeism, tardiness, or early departures are not only inconvenient, but they are also costly problems. While it is recognized that occasional illness or personal reasons cause unavoidable absences, tardiness, or early departures from work, regular on-time attendance is required for continued employment.

Employees must call their supervisor or the office as soon as they become aware of any absence or tardiness, or at least by their designated start time. Unacceptable attendance resulting in unexcused absences will negatively affect any consideration an employee may receive for promotion or a pay raise and may also affect the amount or timing of benefits. In addition, employees who fail to maintain an acceptable attendance record will be subject to disciplinary action, up to and including termination.

ARRIVAL TIME AND WORK TIME

All employees are required to be at their designated workplaces (not just the job site) with the necessary tools at their designated start time. A 30-minute lunch break is allotted at mid-day, and sufficient time to pick up tools is allowed at the end of each workday.

BREAKS

It is MAREK's policy to comply with all applicable laws regarding meal and rest breaks. On some projects, employees are allowed to take a paid rest break mid-morning, or as otherwise determined on a case-by-case basis. The break must be taken at the employee's workstation or in a designated lunch or break area on site. Congregating or asking someone to get food or drinks is not permitted. There are no guaranteed provisions for afternoon breaks.

PHONE/TECHNOLOGY

Because the Company places a high level of importance on safety and production, the use of personal cellular phones and other electronic devices—including, but not limited to, digital media players, smartphones, PDAs, and similar devices—by employees for non-work-related purposes during working hours is strictly prohibited.