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EMPLOYEE HANDBOOK PART II

ACCIDENTS

In the event that an employee is involved in an accident or sustains an injury while on the job, they must report it to their supervisor immediately, regardless of its severity. First aid supplies are normally maintained at jobsites to take care of certain minor injuries. When medical attention is warranted, the supervisor will assist the employee in getting to the proper medical facility.

When the seriousness of an injury is in question, the supervisor and/or the Company reserve the right to require an employee to seek medical attention, even if the employee feels it is not warranted. In addition, an injury occurring on the last workday of the week will require the employee to seek medical attention. Employees are expected to cooperate with all aspects of the treatment of an on-the-job injury, including but not limited to making and keeping medical appointments and maintaining regular communication with the Human Resources Department concerning their return-to-work status.

GENERAL HOUSEKEEPING

The Company requires that all employees cooperate in making our facilities and jobsites cleaner and safer places in which to work. Please use trashcans that are available and do not leave trash or bottles of any kind on the jobsite or facilities, within company vehicles, or any other company property. The Company welcomes any suggestions toward making our facilities or jobsites the cleanest possible.

TOOLS

The Company provides all of the necessary scaffolding, lasers, cut-off saws, stocking equipment, and larger tools for employees to do their jobs. However, employees are required to purchase their own personal hand tools that they will need. No tools, except those an employee has purchased, are allowed to be removed from the jobsite and/or Company property.

Employees are expected to take proper care of Company tools and equipment, and in the event of loss or damage due to negligence, the employee will be responsible for replacement or repair costs.

ILLEGAL/UNAUTHORIZED ITEMS

Illegal and unauthorized substances and drugs, look-alikes, synthetic drugs, alcoholic beverages, drug paraphernalia, legally prescribed drugs in excess of reasonable dosage requirements, contraband, stolen property, firearms (including concealed handguns for which the holder has a permit), weapons, ammunition, explosives and any other hazardous substances or articles are strictly prohibited on any of the Marek Companies' properties or jobsites. Employees found to be using or in possession or concealment, or having a measurable presence in the body, of any of the above-mentioned

unauthorized items, will not be allowed on Company property or jobsites and will be subject to disciplinary action up to and including termination. All persons and their vehicles and personal property are subject to search, inspection, and any other appropriate screening before entering, while on, or departing the premises of properties of the Marek facilities and jobsites, and/or as a condition of employment or continued employment.