



## **EMPLOYEE HANDBOOK AGREEMENT AND ACKNOWLEDGEMENT**

I certify that I have received a copy of M&M Excavating’s Employee Handbook and understand that it contains important information on the general policies of the Company and on my privileges and obligations as an employee. This Handbook, revised April 2022, supersedes any previously issued handbooks or inconsistent policy statements.

I have acknowledged and will read the Employee Handbook in its entirety. I understand that failure to comply with the Company's policies and rules may result in disciplinary action, up to and including termination.

I understand that nothing in this Handbook changes my “**At-Will**” employment status.

## **SAFETY PROGRAM**

I acknowledge the company follows a complete Safety Program. I also understand that if I have any questions concerning the Safety Program, I may contact the Safety Director for clarification. Further, I understand that safety is everyone’s responsibility, including my own.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY**

It is the Employee’s responsibility to utilize PPE, including Safety Vests, and follow all Safety Policies of MIOSHA, MDOT, and M&M Excavating, as stated in the M&M Excavating Employee Handbook & Safety Programs. Noncompliance by an employee of any MIOSHA, MDOT or M&M Excavating procedure is subject to discipline, up to and including termination, as outlined in the M&M Excavating Employee Handbook & Safety Programs.

I have received an ANSI 107-2004 Safety Vest from M&M Excavating. I understand its purpose and agree to comply with its guidelines. I agree to return the Safety Vest in good condition to M&M Excavating upon lay- off or termination. If the Safety Vest cannot be reused upon return due to conditions beyond normal wear and tear, I agree that the cost of the vest may be deducted from my final paycheck at a rate of \$15. Upon recall from lay-off, I may be reissued the Safety Vest from the preceding season.

I also understand the necessity of one hundred percent effort in keeping my job safe; I will use common sense, good practices, and due care in exercising any and all duties.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed