

## VEHICLE DRIVER POLICY

A. L. Helmcamp, Inc / Cold Creek Construction / Helmcamp Materials

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### 10.12 ALH / CCC / HMAT VEHICLE DRIVER POLICY

REVIEWED 12/29/2022, GL

#### OVERVIEW

As a driver of A. L. Helmcamp, Cold Creek Construction or Helmcamp Materials vehicles, the authorized driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in the following policy.

President;  Rick Helmcamp

#### Vehicle Driver Policy Purpose

**A. L. Helmcamp, Inc. / Cold Creek Construction, Ltd. / Helmcamp Materials vehicles are provided to support business activities and are to be used only by qualified and authorized employees.** They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

A L Helmcamp / Cold Creek Construction / Helmcamp Materials vehicles may not be used for business activities of other companies.

A L Helmcamp / Cold Creek Construction / Helmcamp Materials vehicles may not be driven to Mexico, Canada or out of state without prior written consent from ALH/CCC/HMAT Management.

#### Driver Licensing and Eligibility

A. L. Helmcamp / Cold Creek Construction / Helmcamp Materials drivers and anyone authorized to drive the A L Helmcamp / Cold Creek Construction / Helmcamp Materials vehicles must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be qualified to drive the vehicle. Obtaining a driver's license is a personal expense.

Authorization of all employees to drive any company vehicle is dependent on the results of a driver's record check. No employee shall be granted access to drive any company vehicles prior to the review of the driver's record check and approval by ALH Management.

## VEHICLE DRIVER POLICY

A. L. Helmcamp, Inc / Cold Creek Construction / Helmcamp Materials

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### **Driver Use of Company Vehicle**

The Company will furnish vehicles to eligible employees to facilitate Company business in a manner which allows for safety, economy and a positive business image. When not needed for business, the vehicle may be used for personal driving by the authorized driver only. This privilege is extended to employees and permits only reasonable personal use of the Company vehicle.

Other Company vehicles not assigned to a particular employee, such as traffic pilot vehicles, shall not be used for personal driving beyond transporting employees to and from the work site.

The authorized driver may be held responsible for the costs of any repair to the vehicle while being driven by any unauthorized person and could lose their vehicle privileges.

Management reserves the right to revoke an employee's privilege to drive a Company vehicle because of excessive damage to the vehicle due to driver neglect, frequent involvement in what would be considered avoidable accidents, driving while under the influence of illegal drugs or alcohol, or excessive moving violations.

In the event of employment termination by the Company or by the Employee, the provided vehicle must be returned to the Company as soon as possible and within 48 hours of the termination.

All authorized drivers of A L Helmcamp, Cold Creek Construction or Helmcamp Materials vehicles for Company business must adhere to the following rules:

1. Company approved drivers and anyone authorized to drive Company vehicles must have a valid current driver's license issued by the state of residence for the vehicle being operated and must be qualified and able to operate the vehicle.
2. Company vehicles may only be driven by assigned drivers who are at least 18 years of age.
3. Drivers are responsible for following the vehicle manufacturer's recommended maintenance schedules to maintain valid warranties and for following manufacturer's recommended oil change schedule, maintenance, and inspections. Vehicles should not be operated with any defect that could compromise vehicle or driver safety.
4. Driver is responsible for promptly paying any moving violation traffic tickets and parking fines that you incur during non-working hours. You must report all moving violations to the Company.
5. You must operate the vehicle in a manner consistent with reasonable practices to avoid abuse, theft, neglect, or disrespect of equipment.
6. You must obey all traffic laws and practice safe driving techniques.
7. You must keep the vehicle reasonably clean at all times; washed and vacuumed as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean, provided you submit your receipts for these expenses.

## VEHICLE DRIVER POLICY

### A. L. Helmcamp, Inc / Cold Creek Construction / Helmcamp Materials

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8. You must not allow persons unauthorized or not employed by ALH to operate the Company vehicle.
9. Prior to operation of any Company vehicle, you shall familiarize yourself with the procedures to follow if you are involved in an accident.
10. Seat belts shall be worn by driver and passengers while vehicle is in operation.
11. Cell phone use while driving is prohibited except when used with a 'hands free' device.
12. All motor vehicle accidents, whether during work hours or not, must be reported to the Company as soon as safely possible and within 24-hours of the occurrence. If you are involved in a work-related traffic accident, you must report it to the Company Safety Department, the Company Safety Manager, Seth Cooper (903-390-5971), immediately or as soon as safety possible.
13. Report all thefts of a Company vehicle immediately to the ALH Area Manager and Safety Director or Manager.
14. You agree to use Company issued credit cards or Fleet fuel cards for fuel and vehicle related expenses only. Private use of these cards is prohibited.

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. It is your responsibility to contact the ALH Office to report any changes in names or addresses, and to immediately notify your immediate supervisor of any revocation or suspension of your license. Failure to do so will result in disciplinary action, up to and including termination of employment. You are also required to notify your supervisor of any illness, injury, physical condition, or use of medication which may impair or affect your ability to drive safely.

From time to time, you and your spouse may be asked to submit a copy of your driving record to ALH. Report any changes to your driving record to the Company immediately. Failure to do so may result in disciplinary action, up to and including termination of employment.

#### **Review of Motor Vehicle Record**

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history when hired and at least annually thereafter.

In addition, we will be using Samba Safety to continually monitor drivers records for traffic violations and changes in driver's license status.

Driving privileges may be withdrawn or suspended and/or the Company vehicles removed from any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

## VEHICLE DRIVER POLICY

A. L. Helmcamp, Inc / Cold Creek Construction / Helmcamp Materials

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### **LYNX Camera System**

A L Helmcamp, Cold Creek Construction, and Helmcamp Materials vehicles are now using a LYNX camera system in the majority of Company vehicles. The LYNX camera will send data to LYNX any time the vehicle is in operation. If the camera receives a strong g-force, such as sudden braking, fast acceleration, swerving, or an impact force it will save and record several seconds prior to and after the event. The cameras record a forward-looking view and will also record the driver when activated by the g-force event. The LYNX camera does not record the driver until the unit is activated by an event.

The cameras do not allow anyone to observe the driver at any time other than during an event that triggers the recording process.

Covering the camera lens, both forward and rear view, is prohibited and may result in loss of driving privileges and reprimand.

Additional information on dash cams is available in 10.38 of the Safety Manual.

### **Cell Phone Policy**

A L Helmcamp, Cold creek Construction and Helmcamp Materials are committed to achieving the highest performance in occupational health and safety with the aim of creating and maintaining a safe and healthy working environment. The use of cell phones and other communication devices while driving vehicles or operation equipment (other than with a hands-free device) creates a significant hazard and is prohibited. **Texting while operating any motorized machinery or vehicle is strictly prohibited.** Cell phones may be used during breaks and lunch. Personal calls must be limited to break times.

### **Electronic Communications Policy**

A L Helmcamp, Cold creek Construction and Helmcamp Materials Electronic Communications Policy states that computers, tablets and phones provided by ALH / CCC / HMAT shall be used professionally and for Company business and forbids the unauthorized use of all Company owned devices or systems and access to unauthorized web sites.

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A. L. Helmcamp, Inc / Cold Creek Construction / Helmcamp Materials

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### Acknowledgement and Consent Agreement

I have read or have had this policy read to me and understand the conditions in the A L Helmcamp, Inc. / Cold Creek Construction, Ltd. / Helmcamp Materials Vehicle Fleet Policy document regarding the operation of any vehicle for A L Helmcamp, Inc. / Cold Creek Construction, Ltd. / Helmcamp Materials. By signing below, I acknowledge having received this policy and consent to abide by the contents of this policy as stated.

After signing, return this page of the Vehicle Fleet Policy to your Supervisor or the ALH/CCC/HMAT office.

Name (printed) \_\_\_\_\_ Employee ID# \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**A L HELMCAMP / COLD CREEK CONSTRUCTION / HELMCAMP MATERIALS  
CELL PHONE AND ELECTRONIC COMMUNICATION DEVICE POLICY**

Reviewed 12/30/2022, gl

**10.75 CELL PHONE POLICY**

ALH/CCC/HMAT is committed to achieving the highest performance in occupational health and safety with the aim of creating and maintaining a safe and healthy working environment. The use of cell phones and other communication devices while driving automobiles or operating any mobile equipment, without hands-free technology, creates a significant hazard and is prohibited. **Texting while operating any motorized vehicle or machinery is prohibited. Personal use of cell phones should be limited to breaks and lunch.**

Devices covered under this policy include but is not limited to:

- Cell phones
- Tablets
- Satellite Radios
- GPS Systems
- All Multimedia devices (e.g. MP3 player, CD player)
- Hand held gaming systems
- Laptops-Computers

**Electronic Communications Policy**

The ALH/CCC/HMAT Electronic Communications Policy defines the proper use of all communication and computer systems provided by ALH, including email, internet, fax, copy machines and voicemail systems. These systems are the property of ALH and are in place to enhance and expedite communications within and outside of the company. To that end, these systems are intended to be used professionally and for Company business only.

Employees with communication devices (e.g. cell phone, tablet, computer) whether ALH/CCC/HMAT provided or personal, shall not use these devices while working to call, text, read emails, play games, or any other act that distracts or keeps the employee from performing their work responsibilities or distracts the employee and reduces their ability to work safely.

ALH may intercept, monitor, copy, review and download any communications or files you create or maintain on these systems. Because these systems are the property of ALH, by using such systems you acknowledge ALH's ownership of these systems and thereby consent to interception, monitoring, copying, reviewing, accessing, or downloading of any communications or files on the system by ALH and its personnel. You have no expectation of privacy when using the Company's computers, voice mail, email. Or internet access.

Your communications and use of ALH's electronic communications and computer systems, including email, internet, fax, copy machines, and voice mail systems, must comply with the ALH non-harassment and equal employment policies. We expect that you will use good judgement in your use of these systems. Your supervisor should be notified of unsolicited, offensive materials received by any employee on any of these systems.

## **A L HELMCAMP / COLD CREEK CONSTRUCTION / HELMCAMP MATERIALS CELL PHONE AND ELECTRONIC COMMUNICATION DEVICE POLICY**

### **Qualified Persons Usage**

The use of cell phones for business purposes will be limited to pre-qualified persons only. All other communications, other than for business purposes, are strictly prohibited.

Qualified persons under this policy will include:

- Area Managers
- General Superintendents
- Foremen (as directed by a supervisor)
- Safety Personnel

### **Computer Policy**

Unauthorized duplication of computer software is protected by ALH. Typically, computer software is protected by the copyright laws of the United States. When the Company purchases software, that software is typically licensed to be used only by a specific number of users. Copying software without authorization violates the copyright laws of the United States and may subject the Company and an employee making such copies to serious legal consequences. Accordingly, the copying of computer software contrary to the terms of the applicable license agreement is prohibited.

ALH also prohibits the use or installation of unauthorized software, including programs downloaded from the internet or the web, computer games and copies of software given to you by someone other than an authorized agent for ALH. For example, knowingly copying a "pirated" copy of software violates this policy just as copying that software would. Violation of this policy may subject an offending employee to disciplinary action up to and including termination. In addition, under certain circumstances, civil and criminal liability may also attach to violation of this policy. Contact Melvin Barrilleaux ([melb@alhelmcamp.com](mailto:melb@alhelmcamp.com)) for computer and software updates.

### **Social Media Policy**

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At ALH, we recognize that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, the use of social media poses certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have developed these guidelines for appropriate use of social media.

Social Media includes all means of communicating or posting information or content of any sort on the internet, including to your or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or chat room, whether or not associated with ALH, as well as any other form of electronic communication.

## **A L HELMCAMP / COLD CREEK CONSTRUCTION / HELMCAMP MATERIALS CELL PHONE AND ELECTRONIC COMMUNICATION DEVICE POLICY**

### **Guidelines**

You are ultimately responsible for what you post online and before creating online content, we advise you to consider some of the risk and rewards involved. Any conduct that adversely affects your job performance, your co-workers' job performance, or otherwise adversely affects members, customers, supplies, people who work on behalf of ALH, or ALH's legitimate business interests may result in disciplinary action, including termination.

Carefully read these guidelines and keep the rules and regulations in the Employee Handbook in mind when posting online to ensure that your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary actions, including termination.

Please be respectful, fair, and courteous to your co-workers, customers, members, suppliers, or people who work on behalf of ALH. Keep in mind that you are more likely to resolve a work conflict by speaking directly to the co-worker or utilizing the Open Door Policy than by posting complaints on social media. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that may disparage or belittle customers, members, associates, or suppliers, or that may constitute harassment or bullying. Examples of such conduct includes offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law.

Make sure you are honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything, therefore, even deleted posts can be searched. Never post any information or rumors you know to be false about ALH, co-workers, members, customers, suppliers, or people working on behalf of ALH or it's competitors.

Maintain the confidentiality of ALH trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential information.

Respect financial disclosure laws-it is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.

Do not create a link from your blog, website, or other social networking site to an ALH website without identifying yourself as an ALH employee.



**A L HELMCAMP / COLD CREEK CONSTRUCTION / HELMCAMP MATERIALS  
CELL PHONE AND ELECTRONIC COMMUNICATION DEVICE POLICY**

Express only your personal opinions. Never represent yourself as a spokesperson for ALH. If ALH is the subject of the content that you are creating, be clear and open about the fact that you are an employee and never post anything on the internet in the name of ALH without prior authorization from ALH's President, Rick Helmcamp. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of ALH.

Refrain from using social media while on work time or on the equipment ALH provides, unless it is work-related and authorized by your supervisor and consistent with ALH policies. Do not use ALH email addresses to register on social networks, blogs, or other online tools utilized for personal use.

ALH prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, including termination.

Employees should not speak with the media on ALH's behalf without authorization. All media inquiries should be directed to Tracy Schieffer.

If you have any further questions or need further guidance, contact Tracy Schieffer.

**Disciplinary Actions**

Through enforcement of this policy and by education of employees, the Company will seek to prevent, correct and discipline behavior that violates this policy. Engaging in conduct in violation of this policy may result in disciplinary actions which could include verbal or written reprimands, suspensions and termination of employment.

By my signature, I accept the above conditions of Cell Phone and Electronic Communication Device usage during work hours and also while driving any ALH Company vehicle or operating any ALH/CCC/HMAT equipment, and I understand that my failure to abide by the rules, regulations. And procedures may result in progressive disciplinary measures.

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

\_\_\_\_\_  
ALH Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date