

## **RECEIPT OF EMPLOYEE HANDBOOK**

This is to acknowledge I have received and read my copy of the Coffman Excavation ("CEX") Employee Handbook dated July 2024. I understand that it is my responsibility to ask questions for clarification if necessary, and to abide by the policies, guidelines and practices it summarizes.

I also understand and acknowledge that:

- This Handbook supersedes and replaces all previous Handbooks, guidelines and policies.
- The policies in this Handbook are to be considered guidelines, and are not to be interpreted as a contract between CEX and me or as a guarantee of employment or benefits.
- CEX has the right to modify, add to or delete any of the policies, guidelines and programs included in the Handbook at any time without prior notice by distributing an update to this Handbook and/or posting the changes in Company common areas. I accept responsibility for staying informed of these changes.
- My employment is "at-will," and both CEX and I have the right to terminate my employment at any time for any lawful reason, with or without cause or notice, except as otherwise provided and in accordance with the terms of the applicable union contract/collective bargaining agreement.
- I have read the policies contained in this Handbook. I understand that CEX will not condone or permit conduct in violation of these policies, and that it is my obligation to report any concerns that I have or violations of these policies that I observe to my supervisor or Management.
- I understand that this Handbook and the policies contained herein are not intended to limit or prevent me from exercising any rights I may have under the National Labor Relations Act (NLRA) and/or equivalent state laws, including the ability to engage in concerted activities for the purpose of collective bargaining or other mutual aid or protection, discussing terms and conditions of employment, or otherwise engaging in activity protected by Section 7 of the NLRA or otherwise disclosing or discussing truthful information about unlawful employment practices (including unlawful discrimination, harassment, retaliation, or sexual assault).

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EMPLOYEE NUMBER & SIGNATURE

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DATE