



**ADOBE ROCK**

# Employee Policies & Procedures

**HERITAGE  
HOMES**

*Salt Flat*  
Trading Co.

**ADOBE   
BROTHERS**

**ABC**  
EARTHWORK





## General Requirements

All new employees must complete the following prior to their first day of work. *The first three*

*items will be completed through the QuickBooks link sent with your offer letter and verified upon arrival.*

- ❖ General Information
- ❖ W-4 Tax Withholdings
- ❖ Direct Deposit Form
  
- Introduction of Adobe Rock Workplace Culture
- I-9 Employment Eligibility Verification (including copies of ID and SSN)
- Review of Adobe Rock Policies and Procedures
- Setup of Workforce App for Paystub & Tax Information
- Setup of Slack App for Communication
- Tour of Facilities

If necessary, new employees may be required to complete the following on their first day:

- Radio Use Contract
- Home Office Equipment Contract
- Pre-Employment Drug Screening
- Setup of the Trello App
- Upkeep App
- Initial MSHA Training
- DOT Paperwork
- Official Copy of MVR
- MVR Release Form

\*\*Open DUI or points more than 50 on MVR may disqualify an individual from employment as truck driver.

## 90-Day Probationary Employment

The first 90 days of employment with Adobe Rock will be considered a probationary period for all employees. During that time an employee will not receive employment benefits. Following the 90-day period an employee will participate in an evaluation interview with a supervisor and employment benefits will be initiated.



## Pay Period and Direct Deposit

Paychecks are distributed via direct deposit every two weeks on Friday. The pay period for each paycheck ends on the Saturday before payday.

### Direct Deposit

If you need to update or change your direct deposit information, submit a signed Direct Deposit Authorization Form from your bank or banking app to HR.

If you have questions or run into any issues, contact HR for assistance.

## Dress Code Policy

At Adobe Rock, we want our employees to feel comfortable while maintaining a professional and safe work environment. Our dress code allows for casual attire in the office while ensuring field employees follow all necessary OSHA and MSHA safety regulations.

### Office Employees (Casual Attire)

We ask that all employees dress appropriately for their daily responsibilities and any interactions with customers and vendors. Depending on your department, you may be expected to wear Adobe Rock logo clothing and name tags—**Check with your manager for specific guidelines.**

#### Acceptable clothing includes:

- Jeans, shorts, dresses (without excessive holes, stains, or fraying)
- T-shirts (without offensive language or graphics)
- Hoodies, sweaters, jackets
- Casual shoes (closed-toed is recommended if employee walks around landscape yard)

#### Avoid:

- Clothing with offensive, inappropriate slogans
- Tank tops, crop tops, or excessively revealing clothing
- Dirty, ripped, or overly worn clothing

### Field Employees (Gravel Pit, Landscape Yard, Earthworks Team)

Employees in the field must comply with all OSHA/MSHA safety regulations. Depending on your department, you may be expected to wear Adobe Rock logo clothing and name tags—**Check with your manager for specific guidelines.**

**Required attire includes:**

- High-visibility shirts/vests (as required by site regulations)
- Long pants (no shorts)
- Steel-toed boots
- Hard hats, gloves, eye protection and other PPE as required

**Avoid:**

- All open-toed shoes or sandals
- Loose or baggy clothing that may pose a safety hazard
- Any clothing that does not meet OSHA/MSHA compliance

## Workplace Behavior Policy

### Professional Conduct & Behavior

All Adobe Rock employees are expected to maintain a respectful, inclusive, and professional work environment. This includes:

- Treating coworkers, managers, clients, and vendors with courtesy and respect.
- Communicating professionally in person, via email, Slack, or Trello.
- Avoiding disruptive behaviors such as gossip, bullying, excessive negativity, or creating a hostile work environment.
- Refraining from using inappropriate language, offensive jokes, or discriminatory remarks.

**Harassment, discrimination, violence, or any form of workplace misconduct will not be tolerated and may result in disciplinary action, up to and including termination and criminal prosecution.**

## Conflict Resolution Policy

Conflicts are a natural part of any workplace. Adobe Rock employees are encouraged to address minor disputes professionally and respectfully between themselves when possible. However, if an issue persists or escalates, the following steps should be taken:

1. **Direct Resolution:** Employees should first attempt to resolve conflicts directly with the parties involved in a respectful manner.
2. **Manager Involvement:** If a resolution cannot be reached, the employee should escalate the issue to their immediate supervisor or manager for guidance.



3. **HR Assistance:** If the conflict involves serious misconduct, ongoing disputes, or policy violations, the issue should be reported to Human Resources (HR) for further mediation.
4. **Formal Investigation:** If necessary, HR will investigate and take appropriate actions to resolve the conflict fairly and impartially.

## Reporting Threats, Harassment, or Workplace Violence

Employees must report any threats, acts of violence, harassment, or unsafe behavior immediately to their manager or HR. This includes:

- Verbal or physical threats
- Intimidation or bullying
- Harassment of any kind, including sexual harassment
- Any behavior that creates a hostile or unsafe work environment

Reports will be kept confidential as much as possible, and retaliation against employees who report concerns in good faith is strictly prohibited.

## Workplace Safety and Security

At Adobe Rock, maintaining a safe and secure work environment is a top priority. Employees are expected to follow all safety protocols and security measures to protect themselves, their coworkers, and company property.

### Occupational Health and Safety

Employees must comply with all Occupational Safety and Health Administration (OSHA) regulations and any other applicable workplace safety laws. Adherence to these guidelines helps prevent accidents, injuries and health hazards.

### Emergency Procedures

Employees should be familiar with emergency protocols, including fire drills, medical emergency response, and natural disaster plans. In the event of an emergency, follow established procedures and evacuation routes to ensure safety.

For detailed information on workplace safety guidelines, refer to the **Safety Policies and Procedures**. If you have any questions or concerns, contact your supervisor or manager.



## Drug and Alcohol Policy

Adobe Rock is committed to a substance-free workplace, recognizing that drug and alcohol abuse threatens the safety health, and well-being of employees, customers, and all who interact with its operations.

- **Drug & Alcohol Use is strictly prohibited.**  
We strictly prohibit the illicit use, possession, sale, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any form. Additionally, the abuse of alcohol or prescription drugs is not allowed.
- **No Smoking:**  
No smoking will be allowed inside or within 25 feet of any Adobe Rock equipment or buildings.
- **Pre-Employment & Random Drug Screening:**  
All Field employees (Pit, Earthworks, Landscape, Drivers) must complete a pre-employment drug screening and agree to random drug screenings during their employment.
  - Refusal to submit to a drug screening will be treated as an automatic positive test, with the cost potentially deducted from the employee's next or final paycheck.
- **Reasonable Suspicion**  
Employees may be required to undergo drug and/or alcohol testing if there is reasonable suspicion of substance use while on duty. Reasonable suspicion will be based on objective observations of behavior, appearance, speech, or other indicators made by a supervisor or manager.
- **Post-Incident Testing:**  
Employees may also be tested immediately following any workplace incident that results in injury, property damage, or could have compromised safety.
- **Documentation:**  
All drug and alcohol testing, including any required retesting, will be fully documented and the records will be kept in the employee's confidential personnel file.

In accordance with DOT regulations, truck drivers will not be permitted to operate a truck until they have passed a drug test.

**Any violation of this policy will result in disciplinary action up to and including termination and referral for criminal prosecution.**



## Firearms Policy

Adobe Rock recognizes and respects the rights of employees to carry firearms in accordance with state and federal laws. Our policy allows employees to have legally owned firearms on company property, provided they are handled responsibly and never used in a threatening or inappropriate manner.

### Firearm Guidelines:

- Employees may carry or store legally owned firearms in their personal vehicles while on company property.
- Firearm use is only permitted in designated areas **after business hours** and **with the express permission of the owners of Adobe Rock**.
- Firearms must always be handled safely and securely—reckless behavior or negligent handling will **NOT** be tolerated.

### Prohibited Actions:

- Brandishing, displaying, or pulling a firearm on another person is strictly prohibited unless in a situation of legitimate self-defense as defined by law.
- Threatening, intimidating, or harassing others with a firearm will result in **immediate termination**.
- Discharging a firearm on company property (except in lawful self-defense and as permitted in this policy) is strictly forbidden.
- Carrying a firearm while under the influence of drugs or alcohol is strictly prohibited and grounds for immediate termination and/or legal action.

**Failure to comply with this policy will result in disciplinary action, up to and including termination. Any incidents involving firearms will be thoroughly investigated, and law enforcement may be involved if necessary.**



## Cell Phone Policy

### While operating equipment:

- Operators may take/make calls or send/receive text messages only when the equipment is in a "**parked**" position.
- Use of a "hands-free device" is allowed for brief phone calls while operating equipment.

### On the road (semi-trucks, dump trucks, company pickups, etc.):

- Operators may take/make calls or send/receive text messages only when the equipment is in a safe, "parked" position.
- The use of a "hands-free device" is permitted for brief phone calls while operating equipment, although its safety benefits have not been conclusively proven.
- Phone use exceeding 15 minutes per hour of driving is considered distracted driving by DOT, regardless of using a "hands-free device."

Adobe Rock operates heavy equipment and machinery both inside the mine and on the highway and is **not** exempt from the dangers of using a cell phone while operating equipment.

This policy is implemented with the safety and health of our employees and the public in mind.

**Any violations of these policies may result in disciplinary action, up to and including termination.**



## Data Protection & Privacy Policy

At Adobe Rock, we prioritize the protection of employee, customer, and company data. All employees are responsible for handling sensitive information in compliance with applicable privacy laws and company policies.

### General Data Handling Guidelines

- **Confidentiality**---Keep company, employee, customer, and third-party data confidential. Do not discuss sensitive information in public or unsecured areas.
- **Data Access**—Access sensitive data only when required for your role and in accordance with company policies and privacy laws.
- **Data Storage**—Only store sensitive information on company-approved devices and systems. Do not use personal devices or unauthorized cloud services.
- **Authorized Sharing Only**—Never share, sell, or disclose sensitive data outside of the company without proper authorization.
- **Prohibited Use of Company Data**—Company data must not be used for personal gain, unauthorized sharing, or illegal activities. Violations may result in disciplinary action, including termination and legal action.

### Employee Data Privacy

Adobe Rock securely maintains employee data in compliance with privacy laws. This includes, but is not limited to:

- **Personal identifiers**—Full name, SSN, date of birth, driver's license, and other government-issued information)
- **Tax & Payroll Information**—W-4, withholdings, salary, bonuses, commissions, overtime, and direct deposit details.
- **Emergency Contacts**—Shared only with authorized management for safety purposes
- **Health & Benefit Data**—Health, disability, and benefits information collected for legal or insurance reasons.
- **Resignation and Exit Records**—Notices, exit interviews, and related documents

**All employee data is confidential and will only be accessed or shared as required by law or authorized business purposes.**



## Cybersecurity Policy

Protecting company and customer data also relies on strong cybersecurity practices. All employees must follow these technical and behavioral guidelines to protect Adobe Rock's systems and networks.

### Prohibited Use of Company Devices

Company-issued devices must not be used for:

- Accessing, viewing, or storing pornographic, obscene or sexually explicit material
- Illegal, fraudulent, or inappropriate activities
- Downloading or distributing pirated or unauthorized content.
- Harassment, discrimination, or any inappropriate online behavior

### Remote Work Security

- Use a secure internet connection—avoid public Wi-Fi whenever possible.
- Store and access company data securely—do not save sensitive information on personal devices or external drives.
- Report lost or stolen devices immediately to IT.

### Incident Reporting

If you suspect a **security breach, phishing attempt, or unauthorized access**, report it immediately to your manager and IT. In addition, submit a Near-Miss/Incident Report as required.

### Cybersecurity Best Practices

- **Password Protection**—Use strong, unique passwords. Never share them and update regularly.
- **Device Security**—Lock your screen when away and keep devices in secure locations. Use only company-issued devices for company work.
- **Email & Phishing Safety**
  - Do not open links or attachments from suspicious emails.
  - Adobe Rock will **never** request sensitive info via email. If this information is needed, we will ask through Slack, phone call, or in-person.
  - Verify the sender's address if something seems off and double-check before replying.
- **Software & Updates**—Keep devices updated and do not install unapproved software or disable security tools.



**Violations or failure to follow cybersecurity policies may result in disciplinary action, up to and including termination and/or legal action.**

## Scheduling

Each Adobe Rock employee plays a vital role in the company's success. All employees are expected to be present, on time, and ready to work as scheduled. The company provides benefits with the expectation that employees will follow attendance policies and meet their work commitments.

### Full-Time & Part-Time Employment

- 30+ hours/week = Full-Time
- Less than 30 hours/week = Part-Time\*\*

*\*\*Part-time employees are not guaranteed employment benefits unless specifically stated in the following policies. However, they may receive all or part of the benefits listed in this policy on a case-by-case basis.*

### Scheduling and Overtime

- **Full-Time Schedule:** Adobe Rock aims to provide full-time employees with a 40-hour work week, scheduled two weeks in advance. This may be adjusted based on weather, work conditions, or incoming work.
- **Weather/Operational Closures:** If operations are closed due to weather or other factors, employees will not be paid for that time.
- **Overtime:** Overtime **may** be available and must have Management approval. Overtime hours are paid at 1.5 times the regular rate.

### Breaks

- **Breaks:** Employees will be provided with breaks as needed, including a lunch break (1 hour maximum)
- **Lunch Break Timing:** Lunch break should be taken between 11am-2pm as coordinated by your manager.
- **Clocking Out:** Employees are expected to “clock out” during lunch breaks and for any personal matters.



## Paid Time Off

### Vacation/Personal Paid Time Off (PTO)

Full-time employees who have completed their 90-day probationary period will accrue Paid Time Off (PTO) at the following rates:

- **0-2 years of employment:** 1.5385 hours per pay period (40 hours per year)
- **2+ years of employment:** 3.0769 hours per pay period (80 hours per year)

#### PTO Guidelines:

- Up to 40 hours of unused PTO may roll over into the next calendar year.
- Any additional unused hours must be used or cashed out by the year end.
- Employees may request a cash-out of vacation time at least two (2) days before any payday.
- Employees who abandon their job without providing a two-week notice, or whose employment is terminated for just cause, may forfeit any accrued PTO hours.

### Holiday Pay

Full-time employees who have completed their 90-day probationary period will receive 8 hours of regular pay for the following holidays-regardless of whether Adobe Rock is open for business:

- **New Year's Day:** January 1st
- **Memorial Day:** Last Monday in May
- **Independence Day:** July 4th
- **Pioneer Day:** July 24th
- **Labor Day:** 1<sup>st</sup> Monday in September
- **Thanksgiving:** 4<sup>th</sup> Thursday in November
- **Christmas:** December 25<sup>th</sup>

#### Holiday Guidelines:

- If a holiday falls on a Saturday, employees will receive pay for the preceding Friday.
- If a holiday falls on a Sunday, employees will receive pay for the following Monday.



- Employees who miss work on the day before or after a holiday without prior approval may forfeit holiday pay for that holiday at Adobe Rock's discretion.

## Sick Pay

Full-time employees who have completed their 90-day probationary period will receive **3 days (24 hours) of Sick Pay** at the start of each calendar year. In the first year, Sick Pay is **prorated** based on the time remaining after the probationary period. \

### Sick Pay Guidelines:

- Sick Pay may only be used for medical needs of the employee or an immediate family member
- Unused Sick Pay **does not carry over** to the next calendar year.

## Bereavement Pay

In the event of the death of an immediate family member (spouse, child, parents, sibling or grandparent), full-time employees who have completed their 90-day probationary period may receive up to 3 days (24 hours) of Bereavement Pay per calendar year.

- These days are provided only for the death of an immediate family member.
- Part-time employees may be eligible for Bereavement Pay at management's

## Time Off Request Procedure

- **Emergency or Illness:** Notify a manager as soon as possible (by phone, text, or in person). The employee is responsible for ensuring the manager receives the message.
- **Vacation & PTO Requests:** Submit PTO requests through the WorkForce App a minimum of 2 weeks in advance. Employees can view their current PTO balance directly in the app.
- **Manager Review:** Management will approve or deny requests based on project timelines and workload.
- **Conflicting Requests:** When multiple employees request the same dates, approval priority will be determined at the manager's discretion.
- **Approval Not Guaranteed:** All requests are subject to management approval and may be denied based on business needs.



## Excessive PTO Usage

- Employees must follow PTO policy guidelines throughout the year.
- Any time off beyond paid allowance must be supported by a doctor's note.
- Management may grant additional unpaid time off for emergencies or significant life events, on a case-by-case basis.
- Repeated abuse of PTO or excessive absences may result in termination of employment.

## No-Call No-Show Policy

At Adobe Rock, we understand that unexpected situations can arise, however consistent communication is essential to reliable work environment.

### Definition

A No-Call No-Show occurs when an employee fails to report to work as scheduled and does not notify their supervisor or manager before their shift begins.

### Expectations for Attendance

- If you are unable to come to work, you must notify your manager at least 1 hour before your scheduled shift.
- If an emergency prevents timely notification, contact your manager as soon as possible.
- Calling, texting, emailing or a Slack message is acceptable, but a direct conversation with your manager is preferred when possible.

### Consequences of a No-Call No-Show

1. **First Offense**– Verbal warning and documentation in your personnel file
2. **Second Offense**- Written Warning and discussion with Management
3. **Third Offense**- Possible suspension or termination-depending on circumstances.

### Job Abandonment

If an employee is a No-Call No-Show for three consecutive days, it will be considered job abandonment, and Adobe Rock will assume the employee has voluntarily resigned.



## Exceptions

We understand emergencies happen. If extenuating circumstances prevent an employee from calling in, the situation will be reviewed on a case-by-case basis.

## Termination & Resignation Policy

At Adobe Rock, we strive to maintain a professional and respectful workplace. Whether an employee leaves voluntarily or is terminated, we have clear guidelines to ensure a smooth transition for both the employee and the company.

### Resignation Process

- Employees who choose to resign are expected to provide a 2-week notice to their managers.
- Final paychecks will be processed on the next scheduled payroll date, including any accrued but unused PTO, if applicable.
- All company property (radios, uniforms, laptops, etc.) must be returned before the final paycheck is released.

### Termination Process

- At-Will Employment—Employment at Adobe Rock is at-will, meaning either the company or the employee may terminate employment at any time, with or without cause.
- Employees terminated for serious policy violations, such as theft, harassment, misconduct, or misuse of company property will be subject to immediate dismissal.
- In cases of termination, final paychecks will be processed and available within 24 hrs.
- All company property (radios, uniforms, laptops, etc.) must be returned before the final paycheck is released.

### Exit Process

Upon departure, employees may be asked to complete an exit interview to provide feedback on their experience at Adobe Rock.

Any outstanding company property that is not returned may result in deduction from the final paycheck or an invoice for the replacement costs.



## Adobe Rock Health Insurance

Adobe Rock offers health insurance benefits to eligible employees to help support their well-being and that of their families. Our health insurance plan through Select Health provides coverage for medical, dental, and vision care, along with other benefits as outlined in the Select Health plan details.

### Eligibility

Employee Type	Eligibility	Coverage Available
Full-Time (30+ hrs/week)	Eligible on the 1 <sup>st</sup> day of the 3 <sup>rd</sup> month after employment begins	Medical, Dental, Vision, Supplemental Insurance
Part-Time	Eligible on the 1 <sup>st</sup> day of the 3 <sup>rd</sup> month after employment begins	Dental, Vision, Supplemental Insurance

- Employees may enroll within 30 days of being eligible or during the annual open enrollment period or after a qualifying life event (e.g. marriage, birth of a child, loss of other coverage).

### Plan Details

A full description of the health insurance plan, including covered services, deductibles, co-pays, out-of-pocket maximums, and network providers, is provided in the official Benefits & Enrollment booklet issued by our insurance provider (available upon request from HR). Employees are responsible for reviewing this booklet for specific details regarding their coverage.

Benefit Type	Provider
Health Insurance	Select Health
HAS (Health Savings Account)	Health Equity
Vision	VSP Choice
Dental	EMI Advantage
Supplemental (Accident, Critical Illness, etc.)	Principal Life Insurance



## Enrollment & Changes

- Employees will receive enrollment instructions upon becoming eligible.
- Any changes to coverage due to a qualifying life event must be reported to HR within 30 days of the event.

## Premiums & Payroll Deductions

- Adobe Rock covers much of the cost for the employee's basic health coverage premium. Employees are responsible for the remaining cost, any additional insurance benefits they elect to add, and any family members they wish to include in the policy.
- Employee contributions will be deducted from payroll on a bi-weekly basis and outlined on your paystubs.

## Additional Resources

For any questions about the health insurance plan, employees should refer to the insurance booklet or contact HR.

## Profit Sharing

At Adobe Rock, we recognize our people make the difference between success and failure. To share our success, the following profit-sharing program will be administered each quarter:

### 1. Profit Sharing Allocation

- 5% of the company's total profit is set aside for profit-sharing each quarter.
- If the company reports a loss in a quarter, no bonuses will be paid, and the loss will carry forward into the next quarter.

### 2. Share Calculation

- The total profit-sharing fund is divided by the total number of outstanding shares held by all employees on the last day of the quarter.
- Employees receive bonus checks based on the number of shares they hold the last day of the quarter.



### 3. Earning Shares

Employee share allocations are based on tenure:

Employment Duration	Shares Earned
After 90 days	1 Share
Each annual anniversary (up to 4 years)	+1 Share per year
Part-time employees (up to 30 hrs/week)	Shares are awarded at half value
<b>Maximum</b>	5 shares for full-time/2.5 for part-time

### 4. Payment of Profit-Sharing Bonuses

- Bonus checks will be issued as soon as possible after the quarter ends and gross profit is calculated.
- Payments will depend on cash flow availability (i.e., customers paying on time).

### Employee Discount

Adobe Pit Products	50% off
Landscape Products	25% off
Salt Flat Trading Items	25% off
Aquascape Fountain Bowls	50% off – 2025 only

All employees are eligible for employee discounts.

## Adobe Rock 401(k) Retirement Plan

Adobe Rock is proud to offer our team members the opportunity to save for retirement. While participation is not mandatory, we strongly encourage all employees to take advantage of this benefit to secure their financial future.

### Eligibility and Enrollment

- Available to all employees 18yrs and older after 90-days of employment.
- Employees will be automatically enrolled at a 3% contribution rate unless they choose to opt out.
- Employees have 90 days to opt out if they do not wish to participate.



## Employee Contributions and Ownership

- All employee contributions and any investment earnings **fully belong** to the employee **during and after** employment.
- Employees may adjust or cancel their contributions **at any time**, but changes must be made before payroll is processed for that pay period.

## Company Matching and Vesting Schedule

Adobe Rock will match 100% of employee contributions up to 3% of wages.

Vesting Schedule:

Employment Duration	Contributions Matched
90 days – 1 year	0%
1 – 2 years	50 %
2+ years	100%

## Additional 401k Information

The Adobe Rock 401(k) plan follows IRS guidelines and is managed by an external 401(k) provider. See the attached document for full details on plan rules and policies.