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THE **Gallegos** CORPORATION

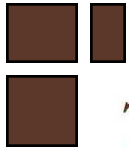
Building Solutions
for Distinctive Projects

Employee Handbook



Stone . Masonry . Stucco . Plaster . Concrete . Marble . Granite . Art Rock . Stone Sales





THE **Gallegos** CORPORATION

Building Solutions
for Distinctive Projects

Excellence. Distinction. Community.

Our Values:

- Caring about our people and their families.
- Community Involvement
- Integrity
- Extraordinary Work Ethic
- Passion for the Work

Our Strategic Goals:

- Position The Gallegos Corporation as our client's first choice for their projects
- Have the most professional, skilled and reliable workforce in each of our locations
- Provide exceptional customer service
- Master operational effectiveness

Mission Statement

To finish each job completely with the highest quality and with safety “the first time.”

Provide construction and construction management services of the highest professional standard.

Generate profit from these services while adding value to our customers and employees.

Continue to grow as the industry leader.

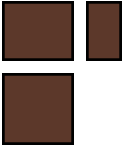


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IMPORTANT NOTICE

WELCOME TO THE GALLEGOS CORPORATION

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE GALLEGOS CORPORATION AND SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE COMPANY'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH THE GALLEGOS CORPORATION IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE COMPANY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE COMPANY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF THE GALLEGOS CORPORATION, OTHER THAN THE PRESIDENT OF THE COMPANY, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES THAT HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE COMPANY THEREFORE RESERVE'S THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.





EQUAL EMPLOYMENT OPPORTUNITY AND HARASSMENT

The Company strives to maintain a work environment free of unlawful harassment. In doing so, the Company prohibits unlawful harassment because of age over 40, race, sex, color, religion, national origin, disability, sexual orientation, or any other applicable status protected by federal, state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age over 40, race, sex, color, religion, national origin, disability, sexual orientation, or any other applicable status protected by state or federal law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mail, posters, drawings or photographs
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes
- Physical conduct such as assault, or blocking an individual's movements

This guideline applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the Company believes it warrants separate emphasis.

The Company strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body



Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The Company expects employees to make a timely complaint to enable the Company to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Director of Human Resources or the President of the Company who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Human Resource Manager or the Chief Operations Officer.

The Company prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated.

If the Company determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

EMPLOYMENT STATUS

Full-Time Employee

An employee normally scheduled to work at least 32 hours per week. Full-time employees are currently eligible for company benefits.

Part-Time Employee

An employee normally scheduled to work less than 32 hours per week. Part-time employees are currently not eligible for company benefits.

Temporary Employee

An employee who is hired into a job established for a temporary period or for a specific assignment. Temporary employees are ineligible except as required by law for Company benefits.

Exempt/Salaried

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and State law and who are thereby exempt from overtime pay requirements.

Non-Exempt/Hourly

Employees that are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per week.



HIRING

Employment Documentation

All employees must satisfy Federal requirements regarding employment eligibility. A social security card is only one of several documents that may be presented by a candidate for I-9 documentation purposes. The Company does **not require a social security card for I-9 documentation purposes**. However, the Company does require all employees to present a current copy of their social security card for payroll processing purposes. The Company will be happy to assist those without current social security cards to obtain this document.

Background Checks

The Company reserves the right to conduct background checks, including motor vehicle report checks, credit checks and workers compensation claims checks.

New Hire Meetings

We know how hard it is to take in all the information about the Company, your job, and our internal procedures during the first few days of work. With that in mind, we schedule every newly hired employee attend a two hour new hire meeting the month after their hire date. This meeting is a time to review information about the Company, the division you work for, pay days, overtime, time cards, benefits, safety and to answer any questions you may have.

WORKING CONDITIONS

Work Week

Field employees are required to work the hours assigned by the project manager for the project. Overtime for hourly employees must be authorized in advance by the project manager or site superintendent. Exempt employees are required to work the hours necessary to accomplish their assignments.

Work Break/Lunch Break

Each hourly employee may take a work break of 10 minutes for each four-hour work period. The scheduling, if necessary, of work breaks will depend upon the day-to-day work conditions.

Field employees receive 30 minutes for lunch. Office staff receives 30-60 minutes for lunch.



WORKING CONDITIONS CONT.

Attendance/Punctuality

Employees are expected to be in attendance, on time, at their designated work area. The locations of many of The Gallegos Corporation job sites require employees to travel some distance. The same expectations are applicable for those work locations. If an employee becomes ill or other factors intercede that prevent the employee from working his or her designated hours, it is the employee's responsibility to notify their supervisor or The Gallegos Corporation office in advance.

Any unauthorized absence of an employee from work may result in disciplinary action, which may include termination. If an employee does not call in or report to work for 72 hours without prior approval, the absence will be viewed as job abandonment and the employee's employment will be terminated.

Overtime/ Non-Exempt Employees

Any non-exempt employee who works overtime (in excess of 40 hours in a seven-day, Monday through Sunday work cycle or over 12 hours in one day) shall be paid overtime pay at the rate of one and one half (1 and ½) times his/her hourly rate of pay. Each workweek must be considered separately when computing overtime worked. Payments of overtime relate only to non-exempt employees.

Closure of Jobs

In the event that the jobs are closed due to inclement weather, power failures, etc., non-salaried employees scheduled to work will not be compensated for the hours missed due to

COMPENSATION

Payday

The Gallegos Corporation will distribute paychecks on the 7th and the 22nd of each month. An employee may not receive a paycheck in advance unless authorized by the Corporate President.



COMPENSATION CONT.

Payroll Deductions

The following mandatory deductions (if applicable) will be made from an employee's paycheck:

- F.I.C.A. (Social Security)
- Medicare
- Federal Income Tax
- State Income Tax
- Legal Garnishment of Wages

An employee will not be allowed to claim EXEMPT from withholding taxes unless he/she meets the criteria set by the IRS.

Voluntary deduction/arrangements, including but not limited to the following, may be made from an employee's paycheck as authorized and permitted by law:

- Medical Insurance for Employee and/or Family Member(s)
- Tool Deductions
- Housing Deductions
- Flex Spending Account Plan
- 401(k)

Business Reimbursement or Benefits

Eligible employees are responsible for and are issued a company credit, gasoline card and/or a company vehicle. Those employees should see their supervisors for details on the proper and authorized use of these items.

Work Out of Town

Travel time to out of town work is not compensated unless it occurs during the employee's normal work hours. Those who are given the responsibility to drive other employees to work sites out of town in a company vehicle will be paid for the time they drive. Drivers may either be paid their normal hourly rate for the time they drive, or an agreed upon set rate for each day of driving.

A per diem is a set amount of money paid to an employee to cover ordinary and necessary business expenses incurred, or reasonably expected to be incurred, by an employee for lodging, meals and incidentals while traveling away from home overnight. Per Diems do not cover travel time. Per Diems are not used if the employee will be returning to his or her home the same day.

An employee is not to put lodging, meals or incidentals on their company credit card if they are receiving a per diem for the same.



PERFORMANCE EVALUATIONS

The Company endeavors to conduct employee reviews. Please contact and advise your supervisor of The Human Resources Department if more than a year has passed since receiving formal feedback. The performance appraisal allows employees to discuss their overall performance with their supervisor and summarize both formal and informal performance discussions that may have been held throughout the review period. Evaluations and informal discussions of job performance and goals at other times are encouraged.

EMPLOYEE CONDUCT

Dating and Relationship Harassment Free Guideline

The company desires to avoid misunderstandings, favoritism or the appearance of favoritism, possible claims of sexual harassment and the employee morale problems that can potentially result from personal or social relationships between employees in the company. To that end, every employee, including but not limited to, supervisors and executives must disclose the existence of any relationship with another coworker that has progressed beyond a platonic friendship. Disclosure may be made to your immediate supervisor or the Director of Human Resources. The disclosure will enable the organization to determine whether any conflict of interest exists because of the relative positions of the individuals involved.

Outside Employment

Employees involved in or contemplating outside work should discuss the issue with their supervisor. Absolutely no outside employment will be authorized that is in a field of competition with the corporation, or otherwise creates a conflict of interest, an appearance of a conflict of interest or unreasonably interferes with an employee's job performance. Personnel performing unauthorized outside employment may experience disciplinary action up to and including termination.

Other Conflicts of Interest

The Company wishes to avoid both actual and perceived conflict of interests between our employees, clients, suppliers, sub contractors, etc. The Company expects you to contact your supervisor if you believe such a condition exists. Examples of possible conflicts of interest are:

- Personally accepting gifts from clients or suppliers
- Personal/Company trades for business, products or services
- Lending money or making lease agreements to other employees, clients, sub contractors or suppliers

The Company cannot foresee all possible conditions where a conflict may exist; accordingly this list is not all-inclusive. It is the responsibility of each employee to disclose all potential conflicts to their immediate supervisor. If in the opinion of the company a conflict has occurred that was not disclosed, the company may take whatever action it deems appropriate including disciplinary action up to and including termination of the employees involved.



EMPLOYEE CONDUCT CONT.

Trade Secret and Proprietary Information

The company insists on the protection of trade secrets, confidential, sensitive, or proprietary information is of critical importance to the company. It is therefore expected that all employees take steps to safeguard such information, both while employed with the company and afterwards. Employees must not use any trade secrets, confidential, sensitive, or proprietary information belonging to the company in any manner that is unauthorized or detrimental to the best interests of the company.

Alcohol/Substance Abuse

To ensure a safe and productive work environment and to safeguard company property, The Gallegos Corporation strictly prohibits the manufacture, use, sale, transfer or possession of alcoholic beverages or controlled substances on any company premises or work site. Company vehicles as well as private vehicles parked on company premises or work sites are included within this prohibition. Alcohol is prohibited in any company vehicle at any time. This also applies to personal vehicles when they are in the scope of company business. Illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. Furthermore, the possession, purchase, or consumption (use) or sale of a controlled substance or alcohol on Company premises or while conducting Company business is prohibited.

Legally prescribed drugs are permitted on Company premises or work locations if they are in the original prescription container and are prescribed by an authorized medical practitioner for the current use of the person in possession and do not present a hazard to the individual, guests or fellow workers. Any person in possession of or using a valid prescription drug when on or entering used in the manner authorized, provided the drugs are contained in the Company premises or work place locations must notify his or her supervisor in advance.

Social events such as company picnics, holiday parties, office parties and other similar events are important company activities and are covered by this policy. The serving and consumption of alcoholic beverages at such events may continue only if each employee understands that consumption of alcohol must be limited so as to avoid intoxication and violation of this policy.

Any employee who is convicted under a criminal drug statute for a violation occurring in the workplace or who pleads guilty to such charges must notify the company within five (5) days of such conviction or plea. Failure to do so will result in disciplinary action up to and including termination from employment. Employees convicted or who plead guilty to such drug



EMPLOYEE CONDUCT CONT.

Drug and Alcohol Screening

The Gallegos Corporation, in its sole discretion, reserves the right to conduct investigations, test individuals and/or inspect facilities (automobiles, desks, equipment, etc.) to ensure compliance with our substance abuse guidelines.

In the event of a work-related injury or incident requiring medical treatment or lost time, or an incident involving a company owned or subsidized vehicle where there is damage or injury, the employee will be tested for drugs or alcohol. If he or she refuses, the employee shall be subject to discipline up to and including discharge.

Discipline/Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action, which, in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

BENEFITS

Health/Dental Insurance

Eligibility

Hourly employees who have been employed by The Gallegos Corporation full-time (averages 32 hours of work or more per week) for a period of 6 months are currently eligible to enroll in the company group insurance programs. Arrangements can be made to have the premium deducted from your payroll.

Salaried and Administrative employees are eligible after 30 days of full-time employment.

Insurance Benefit Paid by Company

Regular, full-time employees are currently eligible to have a percent of that employee's Health/Dental/Life Insurance premium paid by the company. The company contribution will be based on the premium to cover the individual employee only. The employee is free to add his family to the plan. However the employee will pay the full cost of the premium.

The current schedule is:	6 months	50%
	18 months	65%
	30 months	80%





BENEFITS

401(k) Plan

As an employee of The Gallegos Corporation you will be eligible to participate in our 401(k) plan if you meet the plans eligibility requirements. For each dollar you contribute to the plan (up to 6% of your salary), The Gallegos Corporation will match your investment at 50%.

You must be 21 years old to participate and have completed one (1) year of service to contribute to the plan and earn your employer match. A service year is defined as a year in which you complete 1000 hours within the plan year. You may elect to defer up to 15% of your salary. This plan has a vesting schedule for your employer contribution. Please refer to plan booklet for complete details. The 401(k) plan is voluntary by the company, and may be cancelled at any time by the company.

Unemployment Insurance

The Company carries unemployment insurance as required by law. Employees who lose their jobs may be eligible to receive unemployment benefits.

Holidays

All exempt salaried and administrative full-time employees will receive the following paid holidays.

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

Any if the recognized holidays occurring on Saturday are currently observed the previous Friday. Sunday holidays are observed the following Monday.

Holiday pay is not granted to temporary or part-time employees. Employees on any leave of absence are not eligible for holiday pay.

Holiday pay is not considered time worked in the computation of overtime.

Paid Time Off

You are eligible to participate in the PTO banking program if you are a regular status, full time employee scheduled to work at least 40 hours per week. Once an eligible employee has completed three months of continuous employment they will be able to start using accrued PTO.





Paid Time Off Cont.

The amount of PTO you accrue each year is based on your length of service and accrues according to the schedule below. PTO is accrued as you work. You will not accrue PTO time while you are on an unpaid leave of absence or on long term disability.

Salaried and Administrative Employees will accrue PTO as follows:

Years of Service	Monthly Accrual Rate	Number of Paid Time Off Days Per Year
Less than one year	.92	11 days
At least 1 year of service	1.33	16 days
At least 2 years of service	1.33	16 days
At least 3 years of service	1.33	16 days
At least 4 years of service	1.33	16 days
At least 5 years of service	1.75	21 days
At least 6 years of service	1.75	21 days
At least 7 years of service	1.75	21 days
At least 8 years of service	1.75	21 days
At least 9 years of service	1.75	21 days
10 or more years of service	2.17	26 days

Field Hourly Employees will accrue PTO as follows:

Years of Service	Monthly Accrual Rate	Number of Paid Time Off Days Per Year
Less than one year	.42	5 days
At least 1 year of service	.83	10 days
At least 2 years of service	.83	10 days
At least 3 years of service	.83	10 days
At least 4 years of service	.83	10 days
At least 5 years of service	1.25	15 days
At least 6 years of service	1.25	15 days
At least 7 years of service	1.25	15 days
At least 8 years of service	1.25	15 days
At least 9 years of service	1.25	15 days
10 or more years of service	1.66	20 days



BENEFITS CONT.

Maximum Time Accumulated

Although you may carry over unused PTO time from year to year, there is a maximum or a cap amount of PTO time you can accumulate. This encourages you to use your PTO and allows the company to manage its financial obligations responsibly. The maximum amount of time you may accumulate is twenty-six (26) days. Once you reach twenty-six days, you will not accumulate any more PTO until you use some of the time in your account. After your balance goes below twenty-six days, you begin accruing PTO again.

Termination

You will be paid for all accrued but unused PTO when you leave the company.

Management of your PTO

You are responsible for managing your PTO. It is important that you plan ahead. This means developing a plan for taking your vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses. The amount you reserve for illness should depend on your personal health and sick leave history.

Minimum Increments of PTO and Partial Day Usage

The minimum amount of PTO time you can request off at one time is four hours. For salaried employees, any time taken off of work may be deducted from your PTO account. If the company feels that an employee is regularly abusing the PTO benefit by working less than a half day and not taking the remaining part of the day as PTO, the employee's PTO account may be reduced by the number of hours not worked in a 40 hour work week. Non-exempt employees will be paid for the hours worked and may choose to have hours not worked paid by PTO hours.

Types of Leave – Time Not Deducted

Time off taken for certain leaves of absences such as jury duty, bereavement and workers compensation, according to company policy, will not be charged against your PTO account. Please check with your supervisor regarding these circumstances.

Notice and Scheduling

Unless you are ill or an emergency arises, you are required to notify your supervisor at least four weeks in advance of your intent to take PTO and get approval for the time off. You must use the PTO Request Form to make your request. This allows for you and your supervisor to prepare for your time off and assure our staffing needs are met.



Part-Time Employee Benefits

Part-time employees will not be eligible for any benefits except FICA, Workers Compensation, and Unemployment Insurance, other coverage required by applicable law or regulation or as provided herein. 401(K) may be an eligible benefit if the part-time employee meets the eligibility requirements of the plan.

Mileage Reimbursement

Eligible employee's approved auto mileage is reimbursed at a rate set by The Gallegos Corporation in compliance with the IRS Guidelines. Eligible employee's approved expenses for parking, occasional meals, etc., are reimbursed with receipts and completion of voucher forms.

LEAVES OF ABSENCES

If for some reason you must be away from work, an approved leave of absence may be arranged. Discuss your need for a leave of absence with your supervisor, who in turn will consult with the Human Resources Department and complete a Leave of Absence Request.

Domestic Abuse Leave

Employees subject to domestic abuse may be eligible for a leave of absence. Please see the Human Resource Department for more information.

Funeral Leave

Exempt/Salaried employees are provided with up to three (3) paid days of leave to attend pre or post burial matters due to death of an immediate family member. Immediate family is defined as spouse, parent, child, brother, sister, current father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, great-grandparents and grandchildren. The employee's immediate supervisor should approve such leaves.

Family and Medical Leave (For EMPLOYERS Covered By FMLA)

For eligible employees the company grants up to 12 weeks of leave for the following reasons:

Medical Leaves

Employee's serious health condition or pregnancy-related disability.





LEAVES OF ABSENCES CONT.

Family Leaves

- Father's attendance at birth of child.
- Parent's care of newborn, if completed within 12 months following birth of child.
- Placement of a child with employee for adoption or foster care.
- Serious health condition of employee's child under 18 years, or older child if disabled.
- Serious health condition of employee's spouse or parent.
- Any qualifying exigency if the employee's spouse, son, daughter or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces.

The company grants up to 26 weeks of leave to an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member to care for that person while he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

To be eligible for family and/or medical leave (FMLA Leave), an employee must be employed at least 12 months and have worked at least 1,250 hours during the 12 months preceding the commencement of leave. In addition, employees must work at a work site of 50 or more employees within a 75-mile radius to be eligible.

Whenever possible, employees must notify the Human Resource Manager at least 30 days prior to the leave so the company can arrange for the necessary approval and find someone to perform their work during their absence. Requests for leaves should be made in writing to the Human Resource Manager, stating the reason for the leave, the starting date, and the planned date for return to work. If the leave is foreseeable based on a planned medical leave the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt company operations. Appropriate certification for any serious health conditions is also required. The company may require a second medical opinion at the company's expense. Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the company's attendance guideline.

The maximum time allowed for FMLA Leave is either 12 or 26 weeks as is explained above in the 12-month period as defined by the company. The company uses the 12-month period measured forward from the first day of an employee's leave. Although most leaves would be taken in a single block of time, intermittent leaves or reduced leave schedules also may be granted, where medically required, or in cases where both the Organization and the employee agree.



LEAVES OF ABSENCES CONT.

Family Leaves cont.

Employees taking intermittent leave or reduced schedules based on planned medical treatment may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

If an employee is currently covered by the Organization's medical insurance, these benefits continue for employees on FMLA Leave. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the Organization for payment of insurance premiums during the FMLA Leave.

Under a medical leave, employees must use any earned vacation and sick leave at the beginning of the leave. If collecting workers' compensation or disability payments an employee may not use vacation or sick leave. Employees on a family leave of absence must use any earned PTO at the start of the leave.

FMLA Leave is without pay when Paid Time Off benefits are exhausted. As with other types of unpaid leaves, vacation, and sick leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave. However, employment benefits accrued by the employee up to the day on which FMLA Leave begins are not lost.

Employees on leave must contact the Human Resource Manager at least two days before their first day of return. If the leave is for an employee's own serious health condition, the employee must bring medical certification verifying ability to return to work. Failure to return to work on the day after the expiration of leave may result in termination of employment.

Employees who return to work from FMLA Leave, will be returned to their same job or an equivalent position subject to the requirements of FMLA. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Military Leave

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veteran's re-employment rights.

Personal Leave

Normally, personal leaves of absence are not granted. If, on rare occasions, if management deems the circumstances warrant approval, an unpaid leave for non-medical reasons would be granted for not more than 30 days.



LEAVES OF ABSENCES CONT.

Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their **supervisor/manager** no later than the day prior to Election Day.

Jury Duty Leave

Exempt salaried full-time employees required to serve as a juror in any Court of Law will be granted paid leave for the required time up to five (5) days; additional time is unpaid. In order to be granted such leave, the employee must submit a copy of the summons and other forms furnished by the Clerk of the Court which relate to the time of service. The employee is expected to return to their job if Court duties end prior to expiration of the regular job. The employee may retain monies received for jury duty and mileage allowances.

All other employees will receive \$50.00 per day or their regular pay, whichever is less, for the first three days they serve on a jury.

SAFETY AND HEALTH

At The Gallegos Corporation people are our most important resource, and the conservation and safety thereof has management's highest priority, support, and participation.

The company considers no phase of operation or administration of greater importance than accident prevention. Accidents, which result in personal injury and/or damage to property and equipment, represent needless waste and loss. To mitigate the effect of accidents on company resources, both human and material, all operations shall be conducted in a safe manner.

Planning for safety starts with estimating and continues through purchasing, construction, repairs, and maintenance. All practical steps should be taken to maintain safe conditions. To minimize existing accident and health hazards, adequate protective equipment will be provided and shall be used by all employees, visitors, and subcontractor employees, at all project locations in accordance with client, company, State, and Federal safety standards and codes.

All employees are encouraged to report unsafe conditions to their immediate supervisor, or any member of management if necessary, without fear of reprimand. Furthermore, no employee shall ever be required to work in an unsafe or questionable condition. **A complete and comprehensive Safety Program is included in the Employee Safety Handbook.**



GENERAL INFORMATION

PERSONAL INFORMATION CHANGES

Records of all employees are maintained. If changes occur to any of the following items, please notify the Human Resources Department so payroll, insurance and personnel records may be kept current.

- | | |
|-------------------------|--|
| 1. Name | 5. Beneficiaries |
| 2. Address | 6. Marital Status |
| 3. Telephone Number | 7. Changes affecting Group Insurance Program |
| 4. Number of Dependents | |

HOUSEKEEPING

We spend many hours in our work facilities. It truly is our “home away from home.” Not only do we want to be proud of its appearance but we also want it to be safe for you as well as for our customers. It starts with keeping your work area free of unnecessary clutter. At the end of the day, clean up the area, store away your tools, be they pencils or wrenches. Please leave your workstation ready for tomorrow. The way we maintain our work area reflects to other employees and to our customers how we run our business.

SOLICITATION

Employees are prohibited from any solicitations, selling merchandise and distributing any unauthorized materials while on the job or while on the work site.

PERSONAL CONDUCT/APPEARANCE

Employees of The Gallegos Corporation should be aware that it is their duty to serve clients in a courteous and efficient manner, sometimes under the most trying situations. The Gallegos Corporation expects all employees to observe the highest standards of conduct and integrity in the performance of their duties. All employees are also expected to act and dress safely, appropriately and in a professional manner that reflects favorably upon themselves and The Gallegos Corporation.

Business Attire

It is important for all employees to project a professional image of The Gallegos Corporation. To create this image for clients, visitors and guests, The Gallegos Corporation has implemented a dress code policy. This policy applies to all office personnel and employees who visit the Corporate, Denver, Idaho and Basalt business offices.





PERSONAL CONDUCT/APPEARANCE CONT.

Business Attire cont.

The following list is a guideline of what attire is appropriate and inappropriate.

APPROPRIATE:

- Dresses (length no more than 2 inches above the knee)
- Skirts (length no more than 2 inches above the knee)
- Blouses – Shirts with collars
- Blazers
- Vests
- Skorts (length no more than 2 inches above the knee)
- Shorts (length no more than 2 inches above the knee and must be professional/business looking shorts, no denim or athletic shorts)
- Pants
- Any type of business shoe (heels, flats, clogs, dress sandals, loafers etc.)
- Work boots are acceptable for those who conduct field work and visit the offices only a few hours daily
- Nice Jeans (no holes, clean)

INAPPROPRIATE:

- Very Baggy clothing
- Casual/Sport T-shirts (except Gallegos logo gear, collared shirts are a guideline)
- Denim, athletic or shorts more than 2 inches above the knee
- Flip Flop or Beach Type Sandals
- Tennis Shoes
- Tank Tops, Sweat Clothes, Exposed Midriff, Halter Tops, etc.
- See-through, Transparent Clothing
- Exposed Cleavage
- Ball Caps
- Strong perfume, cologne, or patchouli oil

These policies may be changed as the fashion industry continues to challenge us.

Thanks in advance for your compliance with this policy and helping to make this a professional environment for our clients, visitors and guests.



COMMUNICATION SYSTEMS

The communication systems are property of the Company and intended for business use. Therefore, the Company maintains the ability to access any computer files, use of software, Internet usage, email and voice mail. Although employees may select individual passwords, employees should not assume that such files are confidential. However, other than management employees acting on behalf of the Company, employees should not attempt to gain access to another employee's computer, Internet files, email, or voice mail without the latter's permission.

All information regarding access to the Company's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are Company confidential information and may not be disclosed to non-Company personnel.

Personal Use of the Internet

Use of the internet must not disrupt the operation of the Company network or the networks of other users. It must not interfere with employees' productivity.

Software and Copyright

The Company licenses, and does not own the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements or as directed by the Company's designated Software Manager.

Employees must not use the Company's technology resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission.

Unauthorized Use

Employees are not permitted to visit websites or send electronic mail that is deemed by management as inappropriate or in violation of other Company guidelines. We reserve the right to determine when an employee is using the Company communication systems inappropriately.

Email

Because the Company provides the email system to employees to help them with the performance of their job, it should be used for official Company business. Incidental and occasional personal use of email is permitted. However, employees should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice. Also, employees cannot control where their messages will ultimately end up. For example, a message meant for one person can be mistakenly sent to the wrong individual(s), or the message can be forwarded to unintended recipients. In addition, emails that were deleted are stored elsewhere on the system.

Employees should use discretion when sending emails. Do not write anything in an email message that is inappropriate to say to others face-to-face.



COMMUNICATION SYSTEMS CONT.

Voice Mail

Employees are responsible to make certain their voice mail messages are reviewed in a timely fashion. When employees know that they are going to be out of the office for a day or more, they must leave messages on their voice mail stating when they will be returning messages, and who will be an alternative contact in the meantime.

Telephones/Cell Phones

In the interest of good business practice, telephone calls, including those made with cell phones, must not interfere with employees' performance of their jobs. Personal use of the Company telephones for long distance is not permitted.

The Company provides cell phones to those employees who need them to perform their jobs. Such phones are intended for business use. Therefore, personal calls should be limited to those absolutely necessary and should be brief.

For safety reasons, employees should avoid the use of cell phones while driving

PROBLEM SOLVING

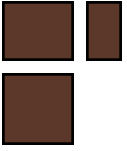
Employees who disagree or are dissatisfied with a Company practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within 3-5 days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while it's fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

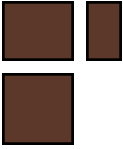
If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the Director of Human Resources. If the problem still cannot be resolved, employees may submit a written complaint to the President of the company for review and final decision about the situation. Also see EEO/ Harassment Complaint Procedure.

SEPARATION OF EMPLOYMENT

We request that employees who wish to resign their positions notify the Company of their anticipated departure date and go over the "check out" procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Human Resource Department.

Employees may be considered for re-employment provided they qualify for the position and during their prior employment with the Company they maintained satisfactory performance and attendance.





ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED JUNE 2008.

I UNDERSTAND THAT NEITHER I NOR THE EMPLOYER IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE GALLEGOS CORPORATION IS AT-WILL. BOTH I AND THE EMPLOYER HAVE THE RIGHT TO TERMINATE THIS EMPLOYMENT AT ANY TIME FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOT ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

I UNDERSTAND THAT NO REPRESENTATIVE OF THE GALLEGOS CORPORATION, OTHER THAN THE PRESIDENT OF THE ORGANIZATION, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIC PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITION. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE ORGANIZATION RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONS, ALONG WITH ANY OTHER PROCEDURE, PRACTICES, BENEFITS OR OTHER PROGRAMS OF THE GALLEGOS CORPORATION. THESE CHANGES MAY OCCURE AT ANY TIME, WITH OR WITHOUT NOTICE.

_____ Employee Signature

_____ Employee Name (Please Print)

_____ Date

