

RIMCOR, INC.

EMPLOYEE CONSTRUCTION SITE HANDBOOK

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INTRODUCTION

Rimcor, Inc. History

Rimcor, Inc. is a specialty, industrial contractor supplying technical services, materials, equipment and field crews for customers throughout the United States since 1963.

Rimcor is headquartered in Bastrop, LA with a branch office in Texarkana, AR.

We provide services to many industries including pulp and paper, industrial incineration, wood products, chemical, cement, refinery, petrochemical, and aluminum. Our services consist of refractory design, supply and installation, design and construction of tile/reinforced concrete vessels, design and installation of corrosion resistant linings, shotcrete application, brick and blockwork, fiberglass fabrication, and steel fabrication.

Our success can be attributed to the commitment that all employees of Rimcor have made to provide top quality results for each of our customers on every project. This is possible only through loyal and experienced Rimcor employees.

The quality of our work, the value of materials we handle, and the importance of executing jobs safely, carefully and accurately requires our full attention to each individual job. Good personal conduct on the job contributes to a pleasant working atmosphere, providing a safer and more profitable workplace for us all.

Rimcor has earned a reputation for honesty and integrity with its customers. Every employee must demonstrate the highest level of honesty and integrity to maintain this reputation. We expect each employee to reflect this ethical standard in all aspects of their work at Rimcor. Take pride in your work!

NOTICE

This manual is not intended to be a contractual arrangement or agreement of any kind between Rimcor, Inc. and its employees. Any binding commitments regarding your employment must be in writing and signed by an officer of the company. The company retains the right to revise any portion of these policies and benefits at any time without notice, except for its policy of employment at-will.

EMPLOYMENT

Equal Employment Opportunity

It is the policy of Rimcor, Inc. that an individual's race, color, religion, sex, age, disability, national origin, or other protected characteristic is not and will not be considered in any personnel or management decision.

There is, further, a continuing policy that affirmative action to implement Equal Employment Opportunity shall include:

1. All recruiting, hiring, training, and promoting for all job classifications is done without regard to race, color, religion, sex, age, disability, national origin, except when sex or age is a bona fide occupational qualification and except where physical or mental abilities are a bona fide occupational requirement and the individual is not able to perform the essential functions of the position, with reasonable accommodations. All decisions are made to further the principle of equal employment.
2. All promotion decisions will continue to be made in accordance with Equal Employment Opportunity principles and only valid job requirements will be used.
3. All other personnel actions, such as compensation, benefits, layoffs, return from layoffs, Company-sponsored training, and social and recreational programs will be administered without regard to race, color, religion, sex, age, disability, national origin, except when sex or age is a bona fide occupational qualification and except where physical or mental abilities are a bona fide occupational requirement and the individual is not able to perform the essential functions of the position, with reasonable accommodations.

Alien Employment

Rimcor, Inc. will only hire individuals authorized to work in the United States as defined in the Immigration Reform and Control Act of 1986. Employees must furnish original documentation to verify identity and work eligibility and complete the INS Form I-9 prior to beginning employment. Any name change must be reported to the Personnel Representative, who will update the I-9 as required by law.

Nature of Employment

Employment with Rimcor is entered into voluntarily, and the employee is free to resign at will, at any time, with or without cause. Similarly, Rimcor may terminate the employment relationship at will, at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Employment Records

The Office Manager maintains employee personnel records. Employees must inform the Office Manager of any changes affecting their status, especially address or telephone number. Employees may view their personnel records upon making an appointment with the Office Manager.

Benefit Plans

First Aid and Medical Care

Any accident or injury on the job, even if minor, must be reported immediately to the job superintendent and/or the Safety Director. Failure to do so may result in denial of benefits or payment of medical fees. First aid services may be provided on the job site. Other medical care will be provided in keeping with state laws concerning Worker's Compensation Insurance. Visits to a doctor

Per diem and expenses for out-of-town jobs will close Wednesday, and payment of per diem and expenses earned the previous week will be made on the same day at shift change. No pay advances will be allowed. Payment of per diem and expenses will be made on Rimcor expense checks. Expense checks will be distributed by a Rimcor superintendent and/or timekeeper at the jobsite.

Many of our customers require that our employees sign in and out on their gate log. If you do not properly record your arrival and departure time and sign your name, then we are not paid for our service. Accordingly, you will not be paid if you do not follow this procedure correctly.

Family Medical Leave of Absence (FMLA)

An eligible employee for the FMLA is one who has completed at least one year of service and has worked at least 1,250 hours during the previous 12 month period for Rimcor. Up to 12 weeks of unpaid leave may be granted to an eligible employee for the following reasons:

1. For the birth of a son or daughter and in order to care for such son or daughter,
2. The placement of a son or daughter with the employee for adoption or foster care, or a serious health condition,
3. In order to care for the spouse, child or parent of the employee, in the case of a serious health condition,
4. For a serious health condition that makes the employee unable to perform the functions of his/her position.

Rimcor has the option of substituting any eligible paid leaves which the employee has not yet taken (i.e. vacation) for the same length of time of unpaid leave. In the event a husband and wife are both employed by Rimcor and request the unpaid leave, the total number of work weeks of leave to which both may be entitled may be limited to a combined total of twelve weeks in any twelve month period.

without prior knowledge may result in denial of benefits or payment of medical fees. Employees sustaining an injury on the job requiring a doctor's care, must have a doctor's written release to return to work. A drug test may be required in the event of an accident. Refusal to take a drug test by the injured employee may result in denial of benefits or payment of medical fees.

Retirement Savings Plan

Eligible employees may participate in the Rimcor Retirement Savings Plan, which is a qualified tax deferred plan. Eligibility requirements and details on the plan may be obtained from the main office.

Other Benefits

Social Security benefits, Worker's Compensation Insurance, State Disability and Unemployment Insurance are provided for all employees in the manner prescribed by law.

Payroll

The payroll will close Saturday, and payment of wages earned that week will be made on the following Friday before quitting time on regular Rimcor payroll checks. The payroll clerk at the Rimcor office will distribute the payroll checks. When an employee fails to pick up his/her check on Friday, it will be sent by mail to the last known address. Requests for checks to be picked up by someone else must be made in writing. Pay advances are not allowed. Employees being terminated for cause will be paid by the end of the day they are terminated, all wages due for hours worked.

EMPLOYEE CONDUCT

Drug & Alcohol Abuse Policy

It is the policy of Rimcor, Inc. to maintain a work place free from the effects of drug and alcohol abuse. Employees who are under the influence of drugs or alcohol pose a serious risk to themselves, their co-workers, Rimcor, and the general public. Rimcor, therefore, prohibits the use of drugs and alcohol while an employee is working or on Company premises. Rimcor prohibits all employees from reporting to work under the influence of drugs and alcohol.

The unlawful manufacture, distribution, possession, sale, or use of a controlled substance is expressly prohibited. The presence of any detectable amount of a controlled substance in the possession of or in the system of any employee while performing any Company business or while on Company premises is prohibited.

Over-the-counter drugs, and drugs prescribed by a physician for an employee's personal use in quantities not exceeding reasonable or specified dosage requirements are not subject to this policy. Employees using medication prescribed by a physician or using over-the-counter drugs are responsible for being aware of any potential effect such drugs may have on their reactions, judgment, or ability to do their duties, and if impairment is possible, to report such use to their supervisor before reporting to work.

All employee applicants are required to sign a drug testing consent form and submit to a drug-screening test. If an employee applicant or current employee refuses to sign the consent form or to submit to testing, he/she will be terminated immediately. Current employees are required to submit to a drug test in all cases where the employee is involved in any type of workplace accident. Rimcor retains the right to select the method(s) of testing used in cases of workplace accident, workplace loss, or reasonable suspicion of use of a dangerous drug.

Rimcor encourages employees who believe they may have a drug or alcohol problem to seek help before their problem begins to affect their job performance. Confidential assistance with these types of problems is available through public and private referral agencies. Every employee returning from such treatment must present proof of release and must sign an agreement with Rimcor that recognizes that a relapse may, at Rimcor's discretion, be grounds for immediate termination.

Sexual Harassment Policy

Rimcor is committed to providing a work environment that is free of sexual harassment. Sexual harassment is defined as any unwelcome conduct of a sexual nature. It may be verbal or physical, such as touching, asking for sexual favors, telling sexual jokes or asking sexually related questions, or any other conduct of a sexual nature.

Rimcor will investigate any complaints of sexual harassment. Such an investigation will take into account the privacy of all parties involved. Any employee who is found to have sexually harassed a fellow employee will be subject to immediate disciplinary action up to and including termination of employment.

There will be no reprisal or retaliatory action taken against any employee reporting alleged sexual harassment or those who become involved in the investigation as witnesses to the allegation. Any employee who wishes to report an incident of sexual harassment should promptly report the matter to his or her immediate supervisor. If for any reason you are uncomfortable discussing the matter with your immediate supervisor or you are not satisfied with your supervisor's response, you should report it directly to Rimcor Management.

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WORKING CONDITIONS & HOURS

Working Hours

The normal (8) hour workday begins at 7:00 a.m. and ends at 3:30 p.m. The normal (10) hour workday begins at 7:00 a.m. and ends at 5:30 p.m. The normal (12) hour workday begins at 7:00 a.m. and ends at 7:00 p.m. Employees are expected to be in their work area at the beginning of the workday. The normal lunch period is from 12:00 noon to 12:30 p.m. The normal work schedule may change to accommodate the job schedule and daylight hours. Supervisors will inform employees of such a change.

Late Arrivals & Early Departures

Employees arriving late for work will report to their work area immediately. However, compensable time will start on the next half-hour. (Example: If you arrive to work at 7:05 a.m., your compensable time will begin at 7:30 a.m.). Similarly, employees leaving work early will have their compensable time stopped on the previous half-hour. (Example: If you leave work at 6:55 p.m., your compensable time will end at 6:30 p.m.).

Project Rules

The following rules are common sense standards necessary for any construction operation. Employees are required to abide by these rules. Any questions pertaining to these rules should be directed to your immediate supervisor.

Rimcor's project rules are divided into two categories. Group I rules are more serious offenses that ordinarily will result in immediate termination. Group II rules will result in disciplinary action ranging from a warning to termination, depending upon the circumstances involved.

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Open Door Policy

Rimcor, Inc. maintains an "open door policy." If, for example, you have questions or concerns about the Company's employee benefits or personnel policies, difficulty dealing with another individual in the workplace, such as a supervisor or co-worker, or personal circumstances that are impacting your ability to perform your duties, you should feel free to contact your immediate supervisor or any other member of management.

Attendance & Punctuality Policy

Attendance and punctuality is required for all jobs in order to maintain employment with Rimcor. Rimcor realizes that uncontrollable absences or tardiness may occur, such as employee sickness, family illness, or emergencies. However, habitual absenteeism or tardiness puts a burden on fellow employees and negatively affects the overall performance of Rimcor and is cause for disciplinary action or termination.

Personal Appearance Policy

Making oneself visually neat and immaculate requires a total look from head to toe. Employees are responsible for maintaining personal cleanliness, which includes daily bathing, brushing your teeth, and wearing washed clothing before coming to work each day. Remember that first impressions are almost always developed by one's appearance.

The majority of Rimcor's customers require that all employees be clean-shaven before entering the customer's premises. This is to insure the proper operation of a gas mask or respirator. It is the policy of Rimcor that all employees working for Rimcor on any job in any location be clean-shaven.

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Group I Rules

1. Being absent from work for two or more consecutive days without notifying the Construction Manager.
2. Removing or attempting to remove tools, materials, or equipment from the jobsite or warehouse without authorization.
3. Insubordination or refusal to obey instructions of an immediate supervisor or other management personnel.
4. Fighting, scuffling, or engaging in horseplay or altercations on a job site.
5. Violation of Rimcor's Drug & Alcohol Abuse Policy. Furnishing or attempting to furnish a drug test specimen that is fraudulent, altered, or tampered with.
6. Purposely damaging materials, equipment, or property of others.
7. Possessing or using any sound or video recording device or photographic equipment without the express written consent of the client or Rimcor management. Making notes about activities on the job except as is necessary for job performance.
8. Divulging any project information that is confidential.
9. Falsifying records or providing false information on any company record including employment applications, insurance forms, time records, or records pursuant to any Company inquiry or investigation.
10. Cashing another employee's payroll check.
11. Violating security measures or timekeeping procedures.

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12. Contributing to or engaging in any unsafe act that may jeopardize the well-being of any person, including oneself.

13. Failure to comply with a request by management or security to submit to an inspection of toolboxes, lunch coolers, or other personal effects, including clothing or vehicles whenever on Rimcor or customer property. All toolboxes, lunch coolers, etc., are subject to inspection at any time and will be inspected at quitting time.

14. Possessing firearms or any other weapon on the job site, including the parking lot for Rimcor employees.

Group II Rules

1. Failure to perform a satisfactory quantity or quality of work, including lack of production.

2. Excessive absenteeism or tardiness, whether excused or unexcused.

3. Soliciting for collections, memberships, petitions, or any other purpose during working time. (Working does not include break periods or meal times.) Personal selling of items (such as shirts, raffles, or paycheck poker, tools, food, etc.)

4. Leaving assigned work area or construction site without permission of immediate supervisor or next available level of supervision.

5. Distributing literature, written, or printed matter of any description in the work area.

6. Threatening, coercing, intimidating, or harassing fellow employees, or employees of any other company working at the job site.

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A Rimcor tool trailer will be provided during major mill outages and large jobs. A company tool room attendant will issue company tools and equipment to employees throughout the job duration. All employees will be required to sign out tools and equipment by a receipt system which will make that employee fully responsible for the safekeeping and return of the tool or equipment (such as two-way radios, chipping hammers, 4-way monitors, skilsaws, grinders, etc.). This method of checking tools and equipment in and out will be explained at the beginning of each job. NOTE: Only authorized personnel shall be able to enter the Rimcor tool trailer. Unauthorized entry of the Rimcor tool trailer can result in disciplinary action up to and including termination of employment.

If any employee should not return a tool or piece of equipment which they had been issued, that employee will be responsible for the cost of that tool or piece of equipment.

An employee's personal tools are the responsibility of that employee. Rimcor, Inc. will not be responsible for loss of any kind of an employee's personal tools.

Most job materials are stored at a warehouse and issued on presentation of a properly completed materials list. Correct care and use of material is essential to the progress of the job.

Safety Rules & Regulations

Rimcor, Inc. management is responsible and accountable for the prevention of injuries. This is accomplished through the development and direction of a well-conceived and administered safety program involving all employees. We are interested in your safety, and will make every effort to eliminate unsafe conditions. We join with you in sincere hope that your employment with Rimcor will be free of injury. Your cooperation is requested in safe work planning in order that we may all work safely. It is part of your job to help prevent accidents.

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7. Failure to report unsafe conditions or an accident or failure to follow safe work practices or safety rules.

8. Refusing to work regularly scheduled work-hours including casual or scheduled overtime or alternate shift assignments.

9. Violating starting/quitting time procedures established for project.

10. Littering or contributing to unsanitary or messy conditions.

11. Failure to provide a doctor's written statement attesting to employee's fitness for work after an absence due to an off the job injury.

12. Use of customer rest rooms, vending machines, drinking fountains, lunchrooms, and any other plant area that has been specifically prohibited by the customer.

Use of Tools, Equipment and Materials

Proper tools and equipment are essential in accomplishing job duties and are expensive and may be difficult to replace. When using tools and equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify the supervisor if any equipment or tool appears to be damaged or defective. Prompt reporting of damages or defects could prevent deterioration of equipment or tools and more importantly, possible injury to employees or others.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or tools can result in disciplinary action up to and including termination of employment.

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Failure to comply with the Rules and Regulations of Rimcor, Inc. shall be grounds for termination of employment.

Medical Attention of Employees

1. First aid kits will be available at all Rimcor job sites.
2. Any injury, no matter how small, should be reported to your supervisor immediately.
3. If your injury needs more attention than use of a first aid kit, your supervisor will direct you accordingly.
4. It is imperative that you have your supervisor fill out an accident report on ALL injuries, no matter how small.

General Safety Practices for All Employees

1. When passing through the job site to or from your place of duty, travel by regular routes. Do not take short cuts, or walk on railroad tracks. Running is prohibited on the job. Those driving company trucks must use special care. Drive slowly and carefully at all times.
2. Horseplay of any kind is not allowed.
3. Good housekeeping in your area is essential.
4. Employees should never use compressed air on themselves or others, as it may cause injury.
5. When it is necessary to lift or move heavy material by hand, obtain assistance before attempting the job.
6. Use proper curtains or other shielding devices around welding work when other people are in the work area.
7. Intoxicants, narcotics, or other dangerous drugs are prohibited on the job; nor is any employee to report to work under the influence.

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Personal Protective Equipment

1. ANSI approved safety glasses with side shields are required at all times in all areas of the plant.
2. Hard hats are required at all times in all areas of the plant.
3. Safety boots of approved type are required. Nylon or canvas tennis shoes are not permitted.
4. Employees should wear clothing suitable for their work. Ragged sleeves, loose ties, and other parts of clothing that can be caught in equipment are not permitted.
5. Shirts should have sleeves. Tank tops, A-shirts or football style half-shirts are not allowed.
6. Short pants or jogging pants are not allowed.
7. Employees are cautioned against the dangerous practice of wearing rings while at work.
8. Hearing protection must be worn in high noise areas.

Respirator Training and Use

Certain jobs require the use of respirators, either for escape purposes or for certain jobs that have an increased risk of exposure to certain chemicals or dusts. **It is your responsibility to wear the respirator when required.** Training will be provided on the following:

1. The nature of respiratory hazards employees may face,
2. Limitations of respirator effectiveness,
3. Use in emergency situations,
4. The proper way to wear a respirator and how to perform a fit check,
5. How to properly maintain and store the respirator, and
6. How improper use or certain medical symptoms may reduce the effectiveness of the respirator.

If a job requires the continuous use of a respirator, then a medical evaluation and/or pulmonary function test will be done to insure the employee is medically able to work while wearing a respirator.

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Vessel Entry Permits

1. Any vessel deemed a confined space should not be entered without securing a vessel entry permit.
2. The vessel entry permit addresses fire and explosion, mechanical hazards, and toxic atmospheres.
3. A copy of the permit should be posted at the vessel entrance. The permit will specify any special precautions or protective equipment requirements. All employees entering the vessel should sign the permit with the time of entry. Upon leaving the vessel, the employee shall sign the time at which he left the vessel.
4. An employee cannot enter a confined space for any reason unless properly trained in confined space procedures.

Flammable Liquids

1. All flammable liquids should be stored in a building, cabinet or area remote from general access or traffic. The storage area shall be properly identified. No smoking, matches, open flames or other ignition sources are permitted within fifty feet.
2. Flammable liquids shall be covered in their original containers or in safety cans.
3. Employees involved with the storage and handling of flammable liquids shall be adequately informed of the hazards involved.
4. Appropriate warning signs shall be posted in the area where flammable liquids are stored and handled.
5. A fire extinguisher shall be readily accessible in an area where flammable liquids are stored and handled.

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Tools and Equipment

1. All tools and equipment must be kept in their proper place when not in use. Always use the right tool for the job.
2. Any tools or equipment that have been damaged or are defective should never be used and should be reported to the supervisor at once.
3. Defective electrically powered hand tools that have frayed cords, defective connections, etc., should be reported to the supervisor at once.
4. Employees are cautioned against carrying sharp pointed objects or tools in their pockets.
5. Metal ladders are not permitted on any job. Do not use any ladder that may be in bad condition.
6. Metal measuring tapes should not be used in electric centers or rack rooms.
7. All electric-powered tools and lights should be connected to a ground fault interrupt device.

Tag-Out Procedure

The purpose of the tag-out procedure is to prevent the inadvertent operation of a piece of equipment while that equipment is shutdown for repair. NOTE: Remove all tags when the job is completed.

1. No work shall be performed on any vessel containing agitators, beaters, pumps or other powered equipment without first having the power disconnected at the source.
2. Electrically powered equipment shall be de-energized by having a mill electrician pull the main power disconnect in the electric center. Lock-out and tag-out procedures will then be followed by mill policy.
3. Any steam, water, or other liquid valves that may pose a danger if opened shall be locked and tagged.
4. No employee may remove the lock of another employee.

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Elevated or Overhead Work

1. Employees working at elevated locations should erect temporary handrails, if possible.
2. Employees working in open manholes must place proper warning signs and rope off the area.
3. When material or equipment is being lowered from one level to another, the landing area should be roped off and a flagman stationed at the landing area.
4. Avoid placing tools or objects where they may fall on someone below.
5. Use proper body harnesses, lifelines and other fall protection when working in areas where falling hazards exist.

Lime Kilns

1. Special protective clothing should be worn when working in lime kilns. Rimcor will provide disposable suits and hoods.
2. Long sleeve shirts are essential.
3. ANSI approved goggles should be worn when performing tear-out work.
4. Lime burns should be treated immediately by washing with vinegar then applying a small amount of the proper burn treatment lotion provided in all Rimcor first aid kits.
5. A light coat of Vaseline over exposed areas of skin will prevent most lime burns. This must be applied to the skin before being exposed to lime dust.
6. Do not use compressed air to remove lime dust from skin, as this forces lime deeper into the pores of the skin.
7. Do not walk under brick that have been trenched in the kiln.
8. Confer with the superintendent about conditions that may be considered dangerous.

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When working with Rimcor, Inc., you may be near chemicals that are categorized as potentially hazardous by OSHA. There are no products on any Rimcor job that are hazardous if handled correctly.

All materials on Rimcor jobs have safety facts on the manufacturer's label. Read these labels, and follow the instructions given to you by the label and your supervisor.

The superintendent will answer any questions you may have pertaining to materials used on the job. The superintendent has a notebook containing Material Safety Data Sheets. These sheets come to Rimcor from the manufacturers, and list pertinent information about health and safety aspects of the material.

Listen to the supervisor's talk on materials. Read the labels on materials. Wear the right protective equipment. Your health and safety depend on you to do these things.

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about Rimcor, and I understand that I should consult the Management Office regarding any questions not answered in the handbook. I have entered into my part-time employment with Rimcor voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Rimcor or I can terminate my employment at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Rimcor's policy of employment at will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received, heard and/or read and agree to comply with Rimcor's work and safety rules. I do not have any pre-existing injuries or illnesses that would prevent me from performing my work as outlined by Rimcor.

I understand that nothing in Rimcor's statement of its policies is intended to be binding on Rimcor, or to be read as a contract that limits Rimcor's right to terminate my employment without notice or cause, or to change its policies.

Name: _____

Social Security No.: _____

Date Oriented: _____

Work Location: _____

RIMCOR, INC.
APPLICATION FOR EMPLOYMENT

List any Specialized Training, Apprenticeships, Skills, etc.:

PERSONAL INFORMATION

Name _____
Last First Middle

Social Security No. _____

Address _____

Home Phone _____ If not home, give location _____

Emergency Contact Phone No. _____

Contact Name & Relationship _____

Are you legally able to work in the U.S.? Yes No

Have you ever been convicted of a felony? Yes No If yes, give place(s),
date(s), and explain: _____

Do you have a valid driver's license? Yes No

Do you have a reliable means of transportation? Yes No

EDUCATION

Circle Highest Grade Level Completed:

Elementary 5 6 7 8 High School 9 10 11 12

School Name _____ Location _____

Did you receive a Diploma or GED? Yes No

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NOTICE:

- Employees for this job are being hired on a part-time, job-only basis. When the job is completed and/or diminishes in size or scope, your employment will be terminated. At that time, you may or may not be offered another job at a different location depending upon your performance and/or as needs dictate.
- I understand Rimcor, Inc. has a Drug & Alcohol Abuse Policy. This policy is found in the Employee Handbook that I have been given for my review. Failure to adhere to the policy, or positive test results on any urine and/or blood test without a valid prescription issued in my name dated before the test date, will result in my termination.
- I have read and understand the above listed notices. In addition, I certify all information on this application form to be true and correct to the best of my knowledge. Any false or misleading information will result in my immediate termination.

Signature: _____

Date: _____

Witness: _____

For Office Use Only

- | | | |
|---|------------|-----------|
| | YES | NO |
| 1. Did the employee show up on time for work daily while working on this project? | _____ | _____ |
| 2. Did the employee follow all Rimcor and plant safety rules during this project? | _____ | _____ |
| 3. Did the employee follow supervisor's instructions while on this project? | _____ | _____ |

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WORK HISTORY

Position or type of work desired: _____

Have you worked for Rimcor, Inc. in the past? YES NO

If so, when and where? _____
(If not this year, please complete W-4 Form and Employee Handbook Acknowledgment Form)

Do you have any of the following Labor Skills? (circle all applicable)

Mason Tender Concrete Finisher Jackhammer Welder's Helper
Forklift Operator Scaffold Building Other: _____

PREVIOUS EMPLOYMENT

Employer	Position Held	Reason for Leaving
-----------------	----------------------	---------------------------

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- | | | |
|--|------------|-----------|
| | YES | NO |
| 4. Was the productivity of this employee up to Rimcor standards while on this project? | _____ | _____ |
| 5. Did the employee's quality of work meet Rimcor standards while on this project? | _____ | _____ |
| 6. Did the employee work well with others while on this project? | _____ | _____ |

Superintendent or
Construction Mgr.: _____
Signature

Date: _____

If the answer to any question is no, please explain below.

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