



Employee Handbook

Updated: April 6, 2026

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KGM Contractors, Inc. Employee Handbook

I. Introduction and Disclaimers

To Our Employees,

We are pleased to provide you with this employee handbook, intended to provide you with a brief outline of opportunities and expectations while working for KGM Contractors, Inc. (KGM). It is also intended to present the information in a simple, comfortable and informal way that will not be too tedious. If you need further information about any topic discussed in this handbook, please feel free to contact Tom Kvas or me.

KGM is a leader in the highway heavy construction industry, and we take pride in our accomplishments and strive to provide a quality product to our customers. As a member of the KGM team, we hope that you will be committed to providing a high level of service to all our customers.

The items and topics in this handbook are not intended in any way to be contractual or legally binding to any party. It is simply a guide to convey opportunities and expectations during your employment with KGM. Employment with KGM is at-will (meaning that either KGM or the employee can terminate the employment relationship at any time, with or without notice, for any lawful reason).

KGM reserves the right to rescind any item within, and from time to time we may update this handbook. The most recent version of this handbook can be accessed online by KGM employees on our website: www.kgmcontractors.com. In addition, any updated versions will always be available in print at the main office.

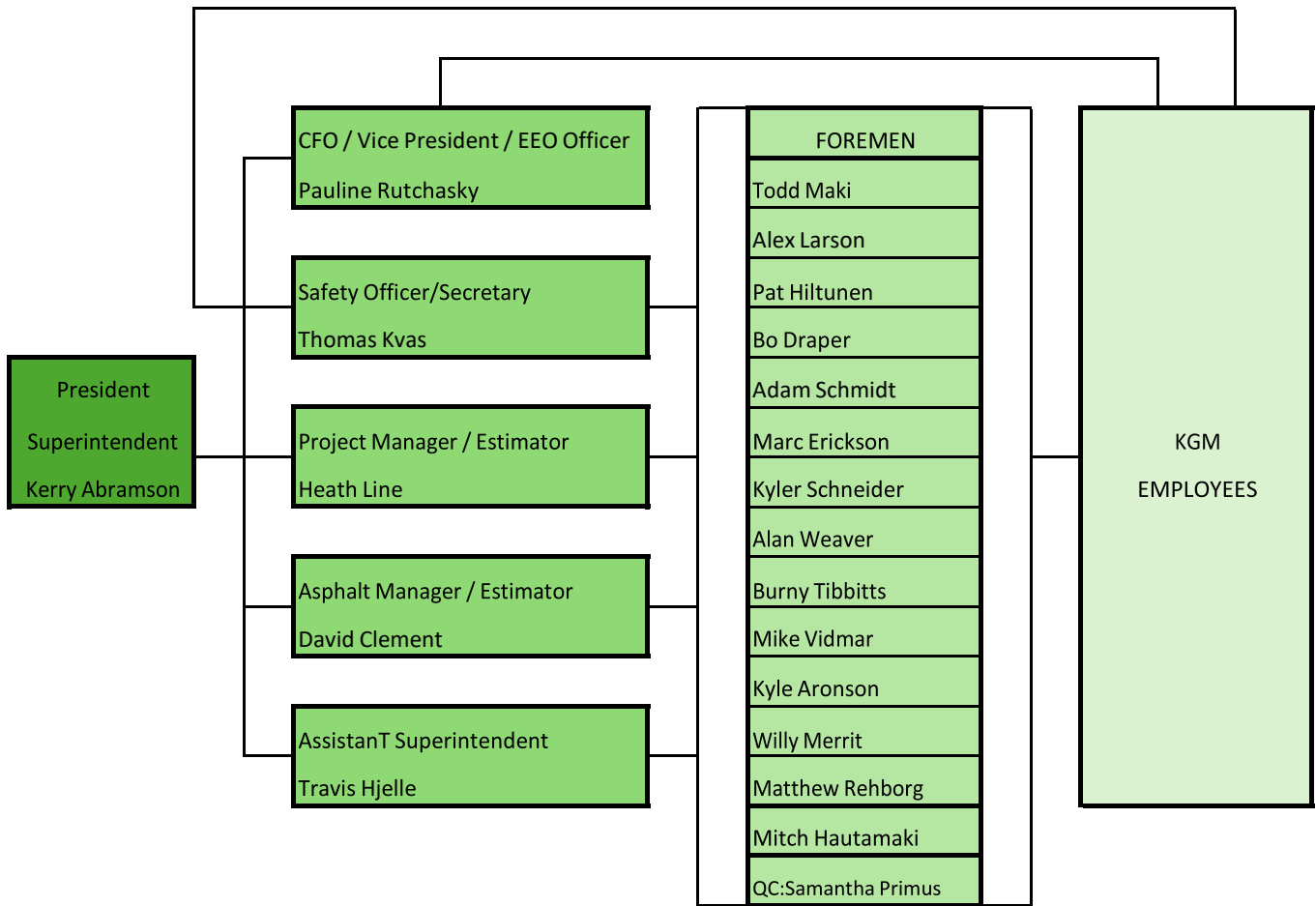
Best wishes for a successful career with KGM Contractors, Inc.

Sincerely,

Pauline Rutchasky

Pauline Rutchasky
Vice President / EEO Officer
KGM Contractors, Inc.
(218) 666-5698

KGM Contractors, Inc. Organizational Chart



Updated April 6, 2026

II. Employment with KGM

How KGM Recruits Employees

Because we are a union employer, when KGM is looking for potential employees, typically, we will first contact the prospective union for possible referrals. If no qualified employees are available through the union, we will then access our applicant database from our online applications. Additionally, we encourage referrals from our employees. If an employee is not in the union, he or she will be required to join the union as a condition of hire.

How to Apply

KGM no longer accepts paper applications. All applications must be completed online on our website: www.kgmcontractors.com. If you are a union member, be sure to inform your union office that you are available for work because, as mentioned above, contacting the union is usually our first step in recruiting workers.

III. Pre-Employment Drug Testing

Non-DOT Drug Testing

KGM requires all new employees to be drug tested prior to starting on the project. Typically, results are available within a couple days. In some cases, an employee will be allowed to start work prior to receiving the test result; however, if a positive result is received, the employee will be terminated. Even though marijuana is now legal in Minnesota, a positive test revealing marijuana use will be cause for termination of employment with KGM.

A pre-employment drug test will also be required of all previous employees who have not worked for KGM in the previous 8 months.

DOT Drug Testing

All employees hired to drive trucks will be required to go for DOT pre-employment drug testing. In addition, KGM has contracted with Midwest Compliance, Inc., a company that handles all our compliance requirements with the Minnesota Department of Transportation. As a part of that program, all drivers are subject to random drug and/or alcohol testing. Additionally, all new and returning drivers must grant permission for KGM to run a full query on the *FMCSA Drug & Alcohol Clearinghouse* website.

IV. Personnel Records

Privacy

We value your privacy. We make it a policy to release information only to you, the employee – not the employee's spouse, parent, significant other, etc. unless other arrangements have been made in writing. In addition, we do not provide information to collection agencies, banks, or employment agencies in regard to our employees without a signed release from the employee.

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Update New Information Promptly

Be sure to inform the office of any changes to your personal data. This could include a change of address, phone number, new bank account for direct deposit, etc. It is your responsibility to keep us up to date with this information. For example, if you are a returning employee and you previously participated in direct deposit, but now you no longer have that account or maybe it is your ex's account – be sure to let us know – we don't want your wages getting deposited into the wrong account!

Right to Review Your Personnel Records

As a KGM employee, you have the right to review your personnel records upon written request. You also have the right to make a written request for a copy of those records. In addition, you have the right to dispute information contained in those records without retaliation. If there is a dispute regarding your records, please contact Pauline Rutchasky.

All employee records are kept on file for a minimum of five years after your last day worked with KGM after which the records will be destroyed.

New Employee Reporting

KGM participates in E-Verify, a government program with the U.S. Department of Homeland Security. We also report all newly hired and re-hired employees to the Minnesota New Hire Reporting Center.

V. Union Organizations

Relationships

KGM has established collective bargaining relationships with the following:

- Operating Engineers – Local 49
- 49ers Testing Union
- Laborers – District Council of Minnesota Locals 1097 & 1091
- Teamsters Local 346
- Cement Masons Local 633

Benefits

All benefits, including medical, dental, vacation, etc. are administered through each union. KGM does not handle union benefits. Please do not call the office with benefit-related questions, contact your union for those items.

Membership

If you are not already a member of the union affiliated to your hired position, you will be expected to join that union. Administration dues and other union-related deductions and benefit payments will apply immediately. It is necessary that you contact the union to provide your information. Apprenticeship positions may be available – contact the union office to inquire.

VI. Work Schedule

Work Week

Our work week begins on Sunday and ends on Saturday. Payroll is processed and sent out the following Wednesday of each week. If you have direct deposit, it will be deposited into your account on Thursday mornings. Remember – when first setting up a bank account for direct deposit, your first check will be paper. The following week and going forward, it will be direct deposit.

Attendance

Because of the nature of our work, it is essential that employees are reliable and on time every day. If you will be late or absent, please call your foreman to provide the earliest possible notification to allow for re-scheduling. Consistent tardiness and/or absenteeism creates a burden on everyone and simply will not be tolerated and may lead to termination of employment.

Job Boards

Almost every job will have a job board posted, most likely close to the area where the crew meets at the beginning of the shift. On this board there will be information about the job regarding wages, overtime rules (such as after 8 hours as opposed to after 40 hours), discrimination information, unemployment, Compliance Plan, etc. Be sure to check it out.

Sick and Safe Time – January 1, 2024 New Law

Due to the nature of our business, handling of the mandatory “Sick and Safe Time” (SST) will vary depending on the employee’s union and or non-union status. According to the January 1st law, all employees are entitled to earned SST and become eligible once they have worked 80 hours with accrual beginning immediately. Accrual will be 1 hour of SST for every 30 hours worked, up to 48 hours in a year.

- **Operators Local 49, Laborers Locals 1097 & 1091, Cement Masons Local 633, and Testing Local 49** have agreed to manage their members’ SST. Their term for this benefit is also known as the “Workers Wellness Program” or WWP for short. This benefit is covered by an increase in fringe benefits paid to the respective unions by KGM.
- **Teamsters Local 346** and the **Shop 49rs** unions are not participating in managing their members’ WWP benefit at the time of this update. Therefore, KGM will monitor and document WWP benefits on those employees’ paystubs. After 80 days of working, those benefits will become available.
- **Non-union** employees are entitled to earned SST and become eligible once they have worked 80 hours with accrual beginning immediately. Accrual will be 1 hour of SST for every 30 hours worked, up to 48 hours in a year.

If an employee plans to use earned SST for an appointment, preventative care, or another permissible reason they know in advance, they must inform Shelly Graham, payroll assistant, by phone or text: (218) 666-0283 or email: shelly@kgmcontractors.com as far in advance as possible, but at least 3 days in advance. You are still required to report your absence to your foreman as well.

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In situations where an employee cannot provide advance notice, the employee must contact Shelly (as described in previous paragraph) as soon as possible. You are still required to report your absence to your foreman.

SST accrual period is from January 1st through December 31st. Unused SST will be paid out at the end of the year on a payroll check and will not be carried over the following year.

Unpaid Personal Leave

We understand that, sometimes life can throw you a curve. If you need time off for bereavement, medical, jury duty, etc. be sure to inform your foreman.

Banking of Hours

KGM does not allow banking of hours. Most of our projects are prevailing wage jobs that require weekly certified payrolls, which makes banking of time worked impossible.

Travel Time or *Per Deim*

KGM does not pay for travel time or provide a *per deim* for most projects unless it is indicated in the job proposal. It is highly recommended that you keep a log of your work-related dates, mileage, lodging, receipts, etc. for unemployment and income tax purposes. Please do not rely on or call the office for this information.

VII. Work Policies

Safety Sensitive Work

All positions at KGM, whether you work in the office or out in the field, are classified as safety sensitive positions. This is due to the constantly changing conditions on the project sites, equipment movement, and other contractor or public operations. Additionally, office personnel may review and sign important documents such as contracts, or they may have access to financial information and make decisions that affect the projects. For these reasons and many more, even though marijuana is legal, a positive drug test will lead to immediate termination.

Controlled Substances, Marijuana, and Alcohol

KGM strives to maintain an alcohol and drug-free workplace. Usage of these substances during work hours and on KGM projects is prohibited.

Smoking

Smoking is not allowed inside the office building, shop equipment or company vehicles. Employees must step outside to smoke.

Cell Phone Policy

The purpose of this policy is to facilitate the safe usage of all cell phones (company and personal) on all KGM project sites. It is the responsibility of each KGM employee to ensure a safe environment for everyone on the project. Cell phones can aid in verbal communication as well as text and email. Minimal cell phone use will be permitted on KGM projects for **work related purposes**. Please use common sense and obey all laws when using your cell phone.

DON'T text while driving or operating equipment.

DO find a safe area to pull over and stop your vehicle/equipment **IF** you must call or text.

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- DO hang up if a situation gets hairy and requires your full attention.
- DON'T make personal calls or conduct personal business during work hours.
- DON'T play games or surf the Internet during work hours.
- DON'T record work progress and post on social media
- DO use your cell phone for communication purposes regarding work.

If any employee violates the personal cell phone use policy, the proper disciplinary procedures will be followed as outlined in KGM's Safety Manual Section 1. Administration. Pg. 1.D-2.

Housekeeping

A clean, organized work area facilitates the ability to do a good job whether you are in a piece of heavy equipment, driving a haul truck, wrenching on equipment, setting a piece of pipe, or sitting in front of a computer. You are expected to keep your work area CLEAN. Pick up/throw away trash daily. It is your responsibility to maintain your work areas.

Wages and On-The-Job Training

All wage rates are determined by the specific unions to which each employee belongs. Therefore, the employees' wages and fringe benefits are determined by the unions each contract period, and the union provides KGM with lists of the wages and fringe benefits at the beginning of each contract period around May of each year. The wages are then updated in our software for each job class and individual apprenticeship rate, ensuring that each employee is paid the corresponding rate to the job class they work. As a union employer, there is no wage discrimination.

KGM is required to follow union requirements for apprenticeship advancement. Apprentice pay levels increase at various hour milestones depending on union requirements and training accomplishments. The unions inform KGM when an apprentice is due for a wage level increase. In addition, KGM keeps a log of apprenticeship hours worked, as well as training hours, and increases each apprentice's pay rate in real time.

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Equal Employment Opportunity Policy

The Equal Employment Opportunity (EEO) Policy must be signed by the highest-ranking official of the company (CEO, President, or Chairperson of the Board Please include it in the Compliance Plan and post at all worksites.

Business Name	KGM Contractors, Inc.	Date	September 10, 2025
EEO Official, Name	Pauline Rutchasky	EEO Official, Title	Vice President/EEO Officer
EEO Official Phone Number	(218) 666-5698	EEO Official Email Address	pauline@kgmcontractors.com

This is to affirm our policy of providing equal employment opportunities to all employees and applicants for employment in accordance with all applicable laws and regulations.

Our company will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status regarding public assistance. We will ensure that all our employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. We will provide reasonable accommodation to applicants and employees with disabilities whenever possible.


We will evaluate the performance of employees based, in part, on their compliance with this policy and other related anti-discrimination and anti-harassment policies. Managers and supervisors have additional obligations under these policies and will be assessed accordingly.

I have appointed the above-named EEO Official to:

- Assess our compliance with this policy and related anti-discrimination and anti-harassment policies.
- Monitor all activities and assess the effectiveness of our Compliance Plan as required by law.
- Maintain reporting and record systems to measure the effectiveness of our Compliance Plan.

Our Compliance Plan is available for all employees and job applicants upon request. Please contact the EEO Official for further information.

Any employee or job applicant who believes they have been treated in a way that violates this policy should contact either the EEO Official or any other management representative, including me. We will take immediate action to investigate and address allegations of discrimination or harassment confidentially and promptly.



Signature of CEO/President or Board Chairperson

President

Title

Kerry Abramason

First and last name (please print)

September 10, 2025

Date

Revised 9/2025

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If any employee is unable to resolve discrimination issues at the company level, please refer to the following list of government agencies and filing time-limits:

MnDOT Civil Rights for filing Title VI discrimination complaints

Phone: (651) 366-3073

Time Limit: 180 calendar days.

See: <http://www.dot.state.mn.us/civilrights/titlevi-complaint.html>

MN Department of Human Rights

Phone: (651) 539-1100

Time Limit: One year.

See: <http://mn.gov/mdhr/intake/first-step/>

US Equal Employment Opportunity Commission (EEOC)

Phone: 1-800-669-4000

Time Limit: 180 calendar days (300 calendar days under certain circumstances).

See: <https://www.eeoc.gov/employees/timeliness.cfm>

and

<https://www.eeoc.gov/contact/index.cfm>

US Department of Transportation - Civil Rights

Phone: (202) 366-4648

Time Limit: 180 days.

See: <https://www.transportation.gov/civil-rights/complaint-resolution/public-complaint-process>

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Appropriate Workplace Behavior

It is the full intention of KGM Contractors, Inc., to follow all workplace policies set forth by the Minnesota Department of Transportation (MnDOT) EEO Special Provisions, Office of Civil Rights.

It is MnDOT's policy to provide a workplace free from violence, threats of violence, harassment and discrimination. MnDOT has established a policy of zero tolerance for violence in the workplace. Contractors who perform work on MnDOT construction projects, or local government entities or public agencies utilizing state funds on highway construction projects, shall maintain a workplace free from violence, harassment and discrimination (see definitions, below).

Violence is the threatened or actual use of force which results in or has a high likelihood of causing fear, injury, suffering or death. Employees are prohibited from taking reprisal against anyone who reports a violent act or threat.

Harassment is the conduct of one employee (toward another employee) which has the purpose or effect of 1) unreasonably interfering with the employee's work performance, and/or 2) creating an intimidating, hostile or offensive work environment. Harassment is not legitimate job-related efforts of supervisor to direct/evaluate an employee or to have an employee improve work performance.

A. Unlawful discriminatory harassment is harassment which is based on these characteristics: race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, familial status, age, marital status, status regarding public assistance or activity in a local human rights commission. Managers, supervisors and employees shall not take disciplinary or retaliatory action against employees who make complaints of sexual harassment. Sexual Harassment is unwelcome sexual advances, requests for sexual favors, or sexually motivated physical contact, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to such conduct is 1) made a term or condition, either explicitly or implicitly, of obtaining employment; 2) is used as a factor in decisions affecting an individual's employment; or 3) when that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive work environment, and the employer knows or should have known the existence of the harassment and fails to take timely and appropriate action.

Examples include but are not limited to insulting or degrading sexual remarks or conduct; threats, demands or suggestions that status is contingent upon toleration or acquiescence to sexual advances; displaying in the workplace sexually suggestive objects, publications or pictures, or retaliation against employees for complaining about the behavior cited above or similar behaviors.

B. General harassment is harassment which is not based on the above characteristics. Examples may include but are not limited to physically intimidating behavior and /or threats of violence; use of profanity (swearing), vulgarity; ridiculing, taunting, belittling or humiliating another person; inappropriate assignments of work or benefits; derogatory name calling.

Discrimination includes actions which cause a person, solely because of race, color, creed, religion, national origin, sex, disability, familial status, age, marital status, status regarding public assistance or sexual orientation or membership or activity in a local human rights commission to be subject to unequal treatment.

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How to File a Discrimination Complaint

Discrimination Complaint Procedure Form

File with Pauline Rutchasky, EEO Officer by phone 218-666-2983, or mail 9211 Hwy 53, Angora, MN 55703, or by email pauline@kgmcontractors.com

Name, address and telephone number and preferred method of contact:

Description of the events that you believe were discriminatory (for example, terminated, demoted, harassed):

Why you believe you were discriminated against (for example, because of your race, color, religion, sex, sexual orientation, national origin, age, disability, etc.)

Description of any injury suffered:

This is an Example Form

Employees Signature _____ Date _____

Once the formal complaint is filed, KGM management will investigate the complaint immediately. Any new events should be reported promptly. Information will be gathered and KGM will try to resolve the matter. KGM will investigate the complaint and respond within 15 business days. If the investigation reveals persons other than the complainant have been discriminated against, any corrective measures taken will extend to all affected parties.

It is important that all employees know that there will be no retaliation for filing a discrimination complaint. If there is, please bring it to Pauline's attention immediately. Retaliation will not be tolerated, and corrective action will be imposed on the offenders which could lead to their termination.

VIII. Safety

Employee Responsibilities

- Be familiar with and comply with proper safety and health practices.
- Use the required safety devices and proper personal protective safety equipment.
- Notify supervisor immediately of unsafe conditions and acts.
- Report all accidents to supervisor immediately.
- Maintain a clean and safe work area.
- Refrain from horseplay.

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Equipment

KGM values each employee's health and safety on the job, and we are committed to providing access to safety equipment such as hearing protection, safety glasses, hard hats and safety vests. These items and other necessary safety equipment can be attained at the office or from your foreman.

Accidents

Most on-the-job accidents will require involved individuals to go for a post-accident drug test. If you are injured on the job, be sure to report it to your foreman right away.

Safety Suggestions

Employees are a valuable resource of this company and have many skills and insights related to their jobs, which can be utilized to improve our safety program. To better utilize this resource, employees are encouraged to make suggestions to the Safety Officer, General Superintendent, Foremen, or the safety committee. This can be done verbally or by completing an employee suggestion form and forwarding it to the main office. The form is available in the Safety Wizard online manual, from the office, or from your foreman.

Management's decision on each suggestion may be discussed with the person submitting the suggestion. Suggestions may be kept anonymous if the employee so desires.

Safety Policy Enforcement

All employees are obligated to observe the safety rules. Safety is everyone's responsibility. Failure to enforce the safety rules is an infraction and will be treated as such utilizing corrective discipline to encourage behavioral change.


All employees, participating in or condoning an unsafe act shall receive equal corrective discipline. The unsafe act performed, and previous events shall determine the level of corrective discipline received, not the extent of injury or damage incurred. Documentation of corrective disciplinary actions and case interviews may become part of the employee's personnel records. All documented corrective disciplinary action will be approved by management and the Safety Director to assure consistent application of this policy.

Safety Manual


All employees are required to read our Safety Manual, which is available on our website, www.kgmcontractors.com. To access the manual, you will need to enter a username and password which are available by calling the office (218) 666-5698 and asking for the username and password for the Safety Wizard. At the end of the manual, there is a form that you will need to complete indicating that you have read the manual. You will need an email address to complete the form, so if you do not have one, please create one prior to accessing the Safety Wizard. Once the form is submitted, we will receive notification that you have completed this task. *If you have never reviewed the Safety Manual, please take the time to complete this task – there is a lot of important information, policies, procedures, and forms available. If you desire, a printed copy is available at the office.*

IX. Workers Compensation

As mentioned earlier, KGM values each employee's health and safety on the job. When new employees complete their initial paperwork, they are provided with a pamphlet from the Union Construction Workers' Compensation Program, which highlights the procedures to follow should you become injured. We hope you will be able to perform your job safely and return to your family at the end of your shift; however, if you are injured on the job, it is important to report your injury to your foreman immediately so that a First Report of Injury can be filled out.



**Union Construction
Workers' Compensation
Program**



**Making Workers' Compensation Work
Right for Minnesota's Union
Construction Industry.**

Union Employee's Guide

www.ucwcp.com

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Participating Unions & Associations:
Associated General Contractors of MN
Bricklayers Local #1 - statewide
Cabinet Makers Local #1865
North Central States Regional Council of
Carpenters/Lathers/Pile Drivers -statewide
Carpentry Contractors Association
Carpet and Linoleum Layers Local #596
Cement Masons (Finishers) Local #633 -
statewide
Drywall Tapers Locals #61, 386, 681
Electrical Workers Locals #110 & 292
Glaziers Local #1324
Heat & Frost Insulators Local #34
Iron Workers Local #512 - statewide
Laborers - statewide
Millwrights – statewide
Minnesota Concrete & Masonry Contractors
Minnesota Mechanical Contractors Assn.
National Electrical Contractors Assn.
Operating Engineers Local #49 - statewide
Painters Locals #61 & 386
Pipe Fitters Locals #455, 539, 11 & 589
Plasterers Local #265 - statewide
Plumbers Locals #15, 34, 11 & 589
Roofers Local #96 - statewide
Sheet Metal Workers' Local #10 - statewide
Sheet Metal, Air Conditioning & Roofing
Contractors Assn.
Teamsters (Highway/Heavy) – statewide

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KGM will do everything possible to prevent injuries. However, when an injury does occur, KGM Contractors, Inc. will provide prompt medical care and assist in the employee's return-to-work. Research shows that people recover more completely and quickly when they return as soon as medically possible. To that end, it is our policy to identify jobs that are within an injured employee's physical capabilities (temporary modified duties) to promote recovery.

X. Disciplinary Procedures

Investigation and Corrective Action

The failure of an employee to comply with the company policies and safety rules will be investigated and corrective action taken in accordance with this section. When a policy isn't detailed in a specific section, the following policy will be followed:

- Step 1 - Investigation and documentation
- Step 2 - Review of documentation
- Step 3 - Determine reason and cause
- Step 4 - Determine Action and/or corrective action
- Step 5 - Implementation of action and/or corrective action

The results of the investigation and corrective action may result in one or more of the following actions being enforced:

- A verbal warning.
- Written warning to be signed, returned to the company and placed in the employee's personnel file.
- Warning will result in the employee having a discussion with their supervisor and an officer of the company and may cause the employee to be subject to disciplinary action.
- Any further failure to comply with this policy may result in dismissal.
- Immediate dismissal.

XI. Use of Company Business Accounts and Credit Cards

If you are issued a company credit card or gas card, it is understood that only KGM business-related purchases will be made with that card. Please do not make personal purchases with company credit. When you make business-related purchases, please *print your name, unit number and/or the job number* all invoices and receipts.

Additionally, KGM has established credit accounts at various businesses. Only authorized personnel are allowed to make purchases for items such as materials for jobs, safety equipment, tools, fuel, etc. Again, if you conduct any transactions, remember to *print your name, unit number and/or the job number* all invoices and receipts.

Employees will be responsible to re-pay for any unauthorized or personal charges to KGM credit accounts or credit cards. Just don't do it.

About KGM

KGM is a second generation, highway heavy construction contractor. Karla, Kerry, Mark and Gary grew up on the big equipment, working for their dad. They started their own small trucking company in the early 1980's and have been growing ever since. By focusing on quality and customer satisfaction, KGM has developed into one of the largest highway heavy contractors in Northeastern Minnesota. Today, KGM manages up to 200 employees with projects ranging from \$5,000 to over \$30 million.

Through ingenuity and innovation, KGM pioneers a competitive industry. In 2004, KGM acquired GPS technology for all their finishing equipment. This equipment provides each individual operator the capability of meticulous work accuracy within 5/100ths of a foot. KGM works hard to stay on the cutting edge and this technology puts them at the top of the list when it comes to precision work.

Along with technology and project management, commitment to employees is vital to KGM's success. Many employees have been with the company since its inception, and all are committed to the mission put before them. Whether seasonal or year-round, on site or in the office, each employee contributes to the company's success. Working together, the team in the office and the boots-on-the-ground crew perennially produce top-notch projects throughout the Upper Midwest.

Affiliates

- US Chamber of Commerce also members in Cook and Orr
- AGC - Associated General Contractors- State and Federal levels
- NFIB - National Federation of Independent Business
- Minnesota Safety Council
- IMA - Iron Mining Association of Minnesota
- Duluth Builders Exchange
- Society for Mining, Metallurgy & Exploration
- US. Equal Employment Opportunity Commission
- Minnesota Asphalt Pavement Association

For more information, visit our Web Site: www.kgmcontractors.com