

**RMD MANAGEMENT MISSION STATEMENT**

RMD Management provides a safe, honest, and secure work environment where people can grow to their fullest potential. We strive to serve in our community and build goodwill by improving the lives of those around us.

**RJ MASONRY MISSION STATEMENT**

We are committed to exceeding the expectations of our clients with passionate service and quality products provided by an honest team of confident, energetic and determined professionals who embrace challenges as opportunities for development and growth.

**MOUNTAIN VALLEY STONE MISSION STATEMENT**

We are committed to providing the highest quality of quarried stone within the industry; serving masons, contractors, architects and homeowners with premium quarried stone provided by an honest team of hardworking, enthusiastic professionals.

**DELTA STONE PRODUCTS MISSION STATEMENT**

We are committed to being the premier fabricator and supplier of natural stone products; serving masons, contractors, architects, homeowners and distributors with innovative stone solutions and customer service that is as enduring as our products.

**LEGACY MACHINERY MISSION STATEMENT**

We are committed to providing thorough and timely service with honesty, integrity, and teamwork in a safe and comfortable setting using knowledge and tools to do the job right and exceed the expectations of our customers.

**RMD Management, Inc. Core Values**

**We are committed, compassionate, dependable, grateful, honest, industrious, innovative, respectful, sincere, and united.**

**COMMITTED**

We are dedicated to providing a positive experience and will persist without exception.

**COMPASSIONATE**

We care about the welfare of others.

**DEPENDABLE**

You can rely on us to be consistent and follow through to the end.

**GRATEFUL**

**INDUSTRIOUS**

Hard work is what we know.

**INNOVATIVE**

We are forward thinking and encourage a culture of innovation.

**RESPECTFUL**

We genuinely care for those with whom we work and serve them with purpose.

**SINCERE**

We are genuine in all we do.

**UNITED**

Our diversity amplifies our synergy.

**HONOR CODE**

RMD Management, Inc. strives for a reputation of the highest standard of quality. This is made possible by our uncompromising commitment to the needs of our clients. In sustaining this relationship we require an equivalent commitment by our employees, which is in excess of the industry standard. The following has been compiled to inform every party privy to our projects the standards we expect during the course of construction.

1. It is expected that all parties will exhibit honest, ethical and moral behavior and display respect for other individuals and property.
2. All employees are expected to make every effort to work safely and maintain a safe work environment.
3. Be honest in all daily transactions. Keep honest and accurate time cards, delivery orders, POs, work orders, etc. and turn in daily.
4. Submit an honest and accurate daily progress report of work completed each day.
5. Protect and respect the work of others. Be responsible for the damage you cause by reporting directly to your supervisor and the trade that has been affected and resolve it. Fill out an accident/incident report.
6. Always use approved OSHA/MSHA safety practices, (wearing safety glasses, hard hats, safety vests, and other PPE required). During construction, notify your supervisor, the site manager and other trade contractors of hazardous conditions that may not be general knowledge (holes in floors, live electrical circuits and wires, etc.) Report all hazardous conditions immediately to your supervisor.
7. Receive, handle, store and use all materials in such a way that waste is minimized.
8. Plan ahead so you have all necessary tools, equipment and materials to complete your work efficiently and within the expectations of the site foreman's requirements for quality and timeliness.
9. Keep work areas and job site clean. Do not throw personal garbage in jobsite/company dumpster. Dispose of garbage (waste materials, lunch bags, etc.) properly in waste containers.
10. If there is a problem on the job site with the construction process, structural or mechanical locations, talk to your supervisor and the trade contractor affected, correlate a resolution and then speak specifically to the site foreman about the resolution.
11. Be considerate of the space requirements of other trade contractor's work.
12. If you are scheduled to be on the job at a specific day and time, be there. If circumstances prevent you from keeping your commitment, contact your supervisor. Communication is critical; be considerate and responsible.
13. **Do not** urinate or defecate outdoors or in a building under construction. Use the outhouse.
14. **Do not** cut any structural members without the permission of your supervisor.
15. **Do not** engage in loud, off-color joke telling, cat calling or profanity. Many times this is within ear shot of clients and/or neighbors and is unacceptable on their property.
16. **Do not** view or exchange pornographic material on company devices, company property, and/or jobsites.
17. Ask your supervisor before borrowing any tools. If you receive permission, please return the tool in its case in good condition.
18. Horseplay is not acceptable. Headphones are not allowed.
19. Personal use of phones, internet, and electronic devices is discouraged during work hours. This includes all social media, texting, e-mail, etc. Any personal use of company devices after hours must be approved by your supervisor.
20. Do not text or e-mail while driving.
21. Do not remove any materials (scrap included) from the job site or company property without the permission of your supervisor.
22. Do not smoke, spit tobacco or sunflower seeds in a client's building, on a jobsite, or on company property, except in designated areas.
23. Do not drink alcohol on a jobsite or on company property.
24. Moonlighting is a violation of the RMD Honor Code. "Moonlighting" takes place when you accept compensation for a job that competes with the work performed by RMD Management and all related entities. If someone approaches you to do "moonlighting" work outside of your regular work hours, it must be approved by management.
25. It is expected that all RMD Management employees will provide the highest quality of customer service and act in a professional manner at all times. Employees are expressly forbidden from accepting tips or any type of gratuity (monetary or in-kind) offered to them as a result of work performed or services rendered as an employee of RMD Management. In the event that a tip or other form of compensation is received, employees must report these transactions to ownership.
26. Employees are prohibited from receiving commissions or referral fees from outside parties. Employees may not receive a fee, kickback, or anything of value for the referral of business.

By signing this form I commit to comply with the preceding items of conduct.

All employees at RMD Management, Inc. are employees at-will. Employment-at-will means that you as an employee may quit your job with the company at any time for any or no reason just as the company may discharge you at any time for any or no reason. The at-will status of employees at RMD Management may not be altered by any oral or written statement or promise by anyone.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_