

Employment

Introductory Employment Period

Any new employee and any present employee transferred or promoted to a new job will be carefully monitored and evaluated for an initial introductory period on the job of at least six months. Each employee regardless if new hire or transferee status will be expected to go through Monument's New Employee Orientation Program. This process will provide knowledge of our safety, administrative and job-related expectations in order to accelerate one's contribution to the success of the company. After satisfactory completion of the introductory evaluation, such employees will be evaluated on an annual basis.

Supervisors are to carefully observe the performance of each employee in a new job position. Where appropriate, weaknesses in performance, conduct, or attitude are to be brought to the employee's attention for correction.

Supervisors are to prepare a written evaluation of the employee's job performance by the end of the first six months on the new job. The evaluation is to include a recommendation as to whether the employee should continue in the position. Copies of the evaluation are to be forwarded to the department head and the HR Department for inclusion in the employee's personnel file.

If, at the end of the initial employment period your supervisor has determined that your job performance is "satisfactory", you will continue in our employment as an at-will employee.

Supervisors may recommend that a newly hired employee be terminated at any time. Such a recommendation for termination should be submitted in writing to the HR Department for review and should include an evaluation and listing of actions taken to assist the employee. Action to terminate must have the prior approval of the HR Department. New hires terminated prior to completion of a year of employment are not eligible for severance pay.

Transferred or promoted employees who are unable to perform satisfactorily in their new jobs may, at the discretion of management, be returned to their original jobs, if a vacancy exists, or may be terminated.

During the First Three Months of Employment

A new employee's attendance record is an important measure of the potential for long-term success with the Company. Accordingly, employees with unsatisfactory attendance during the first three months of employment will be subject to disciplinary action, including immediate dismissal, without formal verbal and written warnings.

Job Postings

In order to foster growth within the Company, vacant positions may be posted by the Human Resources Department on the company website at www.monumentchemical.com. In most cases, the posting will remain up for a minimum of five working days.

Upper Management and officer level positions will not be posted. Entry level positions or positions requiring skills obtainable in the local labor market are generally posted only within that particular business location.

Positions that require special skills or education obtainable in a larger geographic market are generally posted throughout the Company. This gives employees throughout the Company the opportunity to grow and further advance their career within the organization. Company-wide posting is a decision made by the Manager of Human Resources and the hiring manager, based upon the skill level of the job.

Depending on the level of the position, the hiring manager may also utilize outside recruiting resources and/or place advertisements in appropriate newspapers and trade journals.

Any employee who is interested in applying for a posted position should complete the application online. If you have the necessary qualifications for the job, Human Resources will assist you in the application process, and forward your application to the hiring manager for review. Following interviews, all internal applicants will be contacted by either the hiring manager or the Human Resources Department to ensure that they know the status of their application.