

EMPLOYEE HANDBOOK



L&K LAWN CARE AND LANDSCAPING, LLC

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INTRODUCTION

Welcome to L&K Lawn Care and Landscaping, LLC

We want to welcome you as a member of the L&K Lawn Care and Landscaping team. At L&K, we believe our employees are our most valuable assets. You have been selected to join our team because we believe you can contribute to our mutual success.

You are joining an organization that has established an outstanding reputation for quality services. We believe that each employee has a role in upholding that reputation and we hope that you will find the work satisfying, challenging, and that you will take pride in your work here.

Welcome to the team! Thanks for joining us.

Handbook Purpose

This employee handbook is presented as a matter of information and has been prepared to inform employees about the Company's philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them. While this handbook is not intended to be a book of rules and regulations or a contract, it does include some important guidelines which employees should know. Except for the at-will employment provisions, the handbook can be amended at any time.

This employee handbook will not answer every question employees may have, nor would we want to restrict the normal question and answer interchange between team members.

We hope this guide will help employees feel comfortable with us. The Company depends on its employees; their success is our success. Please don't hesitate to ask questions. Every manager will gladly answer them. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find L&K a good place to work.

No one other than authorized management may alter or modify any of the policies in this employee handbook. No statement or promise by a supervisor, manager, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this employee handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this guide carefully, become familiar with the Company and our policies, and refer to it whenever questions arise.

EMPLOYMENT

Equal Employment

The Company provides equal employment opportunities to all qualified individuals without regard to any of the following characteristics:

- Race
- Color
- Religion
- Sex
- Sexual orientation
- Gender identity
- Pregnancy
- Age (over 40)
- National origin
- Physical or mental disability
- Military or veteran status
- Genetic information or family medical history
- Citizenship or immigration status
- Child or spousal support withholding, or garnishment for a singular debt
- Other characteristics protected by law

Equal employment opportunity includes, but is not limited to, hiring, training, promotion, demotion, transfer, leaves of absence, and termination. The Company takes allegations of discrimination, harassment, and retaliation seriously, and will promptly conduct an investigation when such behavior is reported.

Background Checks

The Company may conduct a background check on any applicant or employee with their signed consent. The background check may consist of prior employment verification, reference checks, education confirmation, criminal background, credit history, or other information, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check. Refusal to consent to a background check may result in discipline, up to or including termination.

At-Will Notice

The employment relationship between the Company and employees is at-will. This means that employees are not hired for any specified period of time and their employment may be terminated at any time, with or without cause, and with or without notice, by either the Company or the employee. Company policy requires that all employees are at-will; any implied, oral, or written agreements or promises to the contrary are void and unenforceable, unless approved by an officer with the power to create an employment contract. There is no implied employment contract created by this Handbook or any other Company document or written or verbal statement or policy.

Anniversary Date and Seniority

The employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service starting on that date. Should an employee leave the Company and then be rehired, previously accrued seniority will be lost and seniority will begin to accrue again on the date of rehire. With the exception of certain protected leaves and paid time off, seniority does not accrue during leaves of absence that exceed 30 calendar days.

Immigration Law Compliance

All employees are required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, acceptable proof of their identity and eligibility to work in the United States. Failure to produce the proper identifying documents within three days will result in termination.

Employment Classifications

The Company has established the following employee classifications for compensation and benefit purposes only. An employee's supervisor or manager will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 35 hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by the Company.

Regular Part-Time Employee

An employee who is scheduled to work less than 35 hours in a workweek and may be eligible for some benefits.

Temporary Employee

An employee who is scheduled to work on a specific need of the Company. The employee will not receive any benefits unless specifically authorized in writing.

Exempt

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities.

Non-Exempt

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of the Company are non-exempt.

Personnel Records

The Company maintains various employment files while an individual remains an employee of the Company. Such files may include employee personnel files, attendance files, I-9 files, and files for medical purposes. Employees are required to notify their manager should any of their personal information change (e.g., address, phone number, last name) so the appropriate updates can be made to the files. The Company will take reasonable precautions to protect employee files and employees' personally identifiable information in its records.

Employee files are restricted based on who reasonably needs access to all or parts of the files. Employees may review their own personnel file by making a written request to their manager or Human Resources. The written

request will become a part of the employee's personnel file. Review of files must take place in the presence of the employee's manager or Human Resources.

Employee References

All employee reference check requests should be forwarded to Human Resources; only authorized members of management or Human Resources may provide this information. When the Company is contacted for a reference check or employment verification, generally only positions held and dates of employment will be confirmed. In some circumstances, past salary and eligibility for rehire may be provided as well.

CONDUCT AND BEHAVIOR

General Conduct Guidelines

Employees are expected to exercise common sense and courtesy at all times, for the benefit of clients, co-workers, and the Company as a whole. Professionalism is expected, as is respect for the safety and security of people and property. Failure to meet these expectations may be grounds for discipline, up to and including termination. The following are examples of unacceptable conduct, but this is not an exhaustive list.

- Failure to follow the policies outlined in this handbook.
- Negligent, careless, or inconsiderate treatment of clients or their information or property.
- Theft, misappropriation, or unauthorized possession or use of any property that does not belong to the employee.
- Unauthorized removal of Company property from the premises.
- Sharing trade secrets or other confidential business information with anyone who does not have an official need to know.
- Accessing, without authorization, confidential information pertaining to clients or employees.
- Falsifying or changing any type of Company, client, or employee document or record without authorization.
- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of the Company, a client, or an employee.
- Taking or giving bribes of any nature.
- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Unauthorized use of a personal vehicle for Company business or unauthorized use of a Company vehicle for personal business.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on Company premises.
- Use of abusive language.
- Any rude, discourteous, or unbusinesslike behavior, on or off Company premises, which is not protected by Section 7 of the National Labor Relations Act and that adversely affects the Company services, operations, property, reputation, or goodwill in the community, or interferes with work.
- Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
- Leaving during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- Sleeping during regular working hours.
- Recording time for another employee or having time recorded by another employee.
- Use or possession of illegal drugs on Company premises at any time.
- Use of alcohol or illegal drugs during working hours, or working under the influence of intoxicants.
- Unauthorized possession of a weapon on Company premises.
- Illegal gambling on Company premises.

Customer Relations

Our clients see you as the face of the Company. Always treat them with respect. Foul language will not be tolerated on the job or in our offices. Be prompt and courteous, smile when you meet them, use proper language, and be helpful.

If the client changes the scope of work or alters the job in any way, you must check with your supervisor before proceeding. Do so in a courteous, professional manner to assure that the customer has no ill feelings.

What Our Customers Expect

- Attractive, clean, and manicured property
- Properly installed plant material and related items
- Easily identifiable, pleasant, and neatly-dressed staff
- Expert help when need
- Value for their money
- Personal attention and concern for their needs
- Respect and appreciation from staff
- Efficient, courteous service
- Swift and fair resolution of complaints
- Fulfilled promises. We do what we say we are going to do.

Eight Rules for Good Customer Service

1. Always greet the customer pleasantly.
2. Know the customer's name and use it.
3. Smile.
4. Never argue with a customer. If you find yourself unable to speak courteously with a customer, call your supervisor.
5. Always say thank you.
6. Know your job. If you're not sure of the answer, get the answer from another staff person. It is ok to say that you have to check on it and get back with them.
7. Maintain professionalism at all times.
8. Remember that our customers are your first priority. Please treat them with respect.

Job-Site Etiquette

1. Music – Personal radios will be allowed with an appropriate volume level and lyrics. Headphones are preferred so long as they don't pose a safety issue.
2. Appearance – A shirt must be worn at all times.
3. Clean up – At the end of each workday, the job site and company trucks should be cleaned up and left free of trash, food containers, and other debris.

Sexual and Other Unlawful Harassment

The Company is committed to providing a work environment free of harassment in any form, including inappropriate and disrespectful behavior, intimidation, and other unwelcome conduct directed at an individual because of their inclusion in a protected class. Applicable federal and state law defines harassment as unwelcome behavior based on someone's inclusion in a protected class. Sometimes language or actions that were not expected to be offensive or unwelcome actually are, so employees should err on the side of being more aware of their words to their co-workers rather than less.

The following are examples of harassment; behaviors not in this list may also be considered harassment:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Retaliation or threats of retaliation for refusing advances or requests for favors;
- Leering, making sexual gestures or jokes, or commenting on an employee's body;
- Displaying sexually suggestive content;
- Displaying or sharing derogatory posters, photographs, or drawings;
- Making derogatory epithets, or slurs;
- Ongoing teasing about an employee's religious or cultural practices;
- Ongoing teasing about an employee's sex, sexual orientation, or gender identity;
- Physical conduct such as touching, assault, or impeding or blocking movements

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for the Company, such as clients, customers or vendors.

Retaliation

Any form of retaliation against someone who has expressed concern about any form of harassment, refused to partake in harassing behavior, made a harassment complaint, or cooperated in a harassment investigation, is strictly prohibited. A complaint made in good faith will under no circumstances be grounds for disciplinary action. Individuals who make complaints that they know to be false may be subject to disciplinary action, up to and including termination.

Enforcement

All managers and supervisors are responsible for:

- Implementing the Company's harassment policy;
- Ensuring that all employees they supervise have knowledge of and understand the Company policy;
- Reporting any complaints of misconduct to the designated company representative, the HR Manager, so they may be investigated and resolved internally;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy; and
- Conducting themselves in a manner consistent with the policy.

Grievance Procedure

Employees are encouraged to use the Grievance Procedure to report behavior that they feel is harassing, whether or not that behavior is directed at them. The Complaint Procedure provides for immediate, thorough, and objective investigation of claims of harassment. Appropriate disciplinary action will be taken against those who are determined to have engaged in harassing behavior.

If you feel that your concerns should be formalized, the following procedure should be used:

1. We feel that most problems will be resolved by discussing them with your peers. You will find that a timely, open, and honest talk is generally the easiest and most effective way of dealing with problems that arise.

2. If for any reason you are unable to arrive at a satisfactory solution or if you feel you have a problem you cannot discuss directly, you should go to your supervisor to discuss the issue.
3. If after discussing this with your supervisor you feel that your issue has still not been resolved, or if for any reason you feel that the matter cannot be discussed with your supervisor, you should bring the issue directly to the Owner. You may do so in writing if you prefer. You will receive a response within three (3) working days. The decision of the Owner will be final.

Abusive Conduct

Abusive conduct means malicious conduct in the workplace that a reasonable person would find hostile or offensive and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe.

The Company considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report abusive conduct to a manager or Human Resources. Managers are responsible for ensuring that employees are not subjected to abusive conduct. All reports will be treated seriously and investigated when appropriate. Employees who are found to have engaged in abusive conduct will be subject to discipline, up to and potentially including termination. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

Corrective Action

A high level of job performance and professionalism is expected from each employee. In the event that an employee's job performance does not meet the standards established for the position, they violate company policies or procedures, or their behavior is otherwise unacceptable, corrective action may ensue. Corrective action may include, but is not limited to: coaching, oral or written warnings, performance improvement plans, paid or unpaid suspension, demotion, and termination. The type and order of actions taken will be at management's sole discretion and the Company is not required to take any disciplinary action before making an adverse employment decision, including termination.

COMPENSATION

Pay, Promotions and Demotions

Our employees are our most valuable asset, so we intend to pay wages that are competitive with those paid for similar work and similar experience in our area. You and the hiring manager agreed on your rate of pay before you were hired.

We feel that a person should be compensated according to his/her value to the Company. This takes into consideration the type of work performed, the quality of that work, the skills and knowledge possessed or acquired, the responsibilities taken on, and the general attitude toward work, fellow employees, supervisors, and company customers.

All pay increases are based upon merit, market factors, and the profitability of the Company. There will not be an automatic annual cost of living or salary adjustment.

Employee pay also may be adjusted downward. Salary decreases may take place when there is job restructuring, job duty changes, job transfers, or adverse business economic conditions. Demotion is a reduction in responsibility, usually accompanied by a reduction in compensation. If demotion occurs, employees will maintain their seniority with the Company.

Pay Periods

The standard seven-day payroll workweek for the Company will begin at 12:00 a.m. Sunday and end at 11:59 p.m. on Saturday. The designated pay period for all employees is weekly. Paydays are weekly on Fridays for the prior weeks' work. For example, if the pay period is for the 1st through the 7th of the month, you will be paid for that work on the 13th of the month. Except as otherwise provided, if any date of paycheck distribution falls on a holiday, employees will be paid on the preceding scheduled workday.

Timekeeping

All non-exempt employees are required to use the timekeeping system to record their hours worked. For the purpose of this policy, all forms of timekeeping will be referred to as clocking in or out.

Employees should clock in no sooner than five minutes before their scheduled shift and clock out no later than five minutes after their scheduled shift. Additionally, employees are required to clock in and out for their designated lunch periods. The length of the lunch period will be designated by the employee's manager; alteration or waiver of the lunch period requires manager approval. Lunch periods are unpaid time when employees are relieved of all duties. Waiver of the lunch period requires prior approval of the employee's manager. Under no circumstance may the waiver of the lunch period result in overtime work.

Accurate timekeeping is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance. Employees may not ask another employee to clock in or out for them. Should an employee miss an entry into the timekeeping system, they must notify their manager as soon as possible for correction. Repeated failures to clock in or out appropriately may be grounds for discipline, up to and including termination.

Non-exempt employees are not permitted to work unscheduled time without prior authorization from their manager. This includes clocking in early, clocking out late, or working through scheduled break or lunch periods.

Overtime

The Company complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is not acceptable work performance, and is subject to discipline, including but not limited to termination.

Payroll Deductions

The Company complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. There are, however, certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- When an exempt employee is absent from work for one or more full days for personal reasons when the employee does not have any leave time accrued in their PTO bank.
- To offset amounts received as witness or jury fees, or for military pay
- For disciplinary suspensions of one or more full days imposed in good faith for serious workplace policy violations
- For penalties imposed in good faith for serious safety infractions or damages
- When an employee is on unpaid leave under the Family Medical Leave Act
- During an employee's first and last week of employment, if they work less than a full week

If an employee believes that an improper deduction has been made, they should immediately report this to their manager or the person responsible for payroll processing. Reports will be promptly investigated and if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

Performance Evaluation

Employees will generally receive an appraisal of their job performance as scheduled. This evaluation may be either written or oral. Such evaluation may not occur at exactly the same time each year, but thereabout, at the discretion of the employee's manager.

If the employee receives an evaluation sheet or other written document, they will be required to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but that they have been given the opportunity to examine the evaluation and discuss it with their manager. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

In addition to performance evaluations, informal counseling sessions may be conducted from time to time.

Work Assignments

On occasion employees may be required to perform duties that are not part of their job description or usual tasks. This may happen because a co-worker is absent, a position is temporarily vacant, the business or department is particularly busy, or for other reasons. Employees are expected to perform these additional duties in a timely fashion and to the best of their ability. Should questions about process or procedure arise, employees should speak with their manager. Unless informed otherwise, employees will be paid at their regular rate of pay.

Expense Reimbursement

The Company will cover all reasonable, business-related expenses. Any cost that does not fall within the guidelines below must be approved by the appropriate manager *before* the expense is incurred. Employees may not be reimbursed for expenses that were not approved in advance and are deemed unnecessary or extravagant.

The following types of expenses may be reimbursable under this policy:

- Lodging related to business travel
- Travel expenses including airfare, reasonable airline luggage fees, train fare, bus, taxi, and related tips
- Travel related meals, including tips up to 20%
- Laundry and dry-cleaning expenses during trips in excess of five days
- Car rental, parking fees, and tolls
- Mileage on a personal vehicle at the current IRS reimbursement rate
- Conference and convention fees
- Business entertainment expenses, up to pre-approved limits

The following expenses are examples of expenses not reimbursable under this policy:

- Airline club dues
- Traffic fines
- Tips in excess of 20%
- In-flight movies, mini-bar expenses, and other forms of personal entertainment
- First-class airfare

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses not listed above may be reimbursable. When prior approval is required, managers should use their best judgment to determine if an unlisted expense is reimbursable under this policy.

Credit Cards

Company-issued credit cards are to be used for purchases on behalf of the Company and for any travel expenses incurred while traveling on company business only. At no time may an employee use a Company credit card for purchases intended for personal use; such expenses will require that the Company be reimbursed and may lead to

revocation of credit card privileges and other discipline, including but not limited to termination. Credit card expenses require prior authorization and the same reimbursement documentation as other expenses.

Documentation

Requests for reimbursement of business expenses must be submitted on the Expense Report Template. In order to comply with IRS regulations, all business expenses be supported with adequate records; employees are responsible for keeping these records as expenses are incurred. These records must include:

- The amount of the expenditure
- The time and place of the expenditure
- The business purpose of the expenditure
- The names and the business relationships of individuals for whom the expenditures were made

Requests for reimbursement lacking this information will not be processed and will be returned to the employee. While original receipts are preferred for all expenses, they are required for those greater than \$25.00. Expense Reports must be submitted within 30 days of the expense to be eligible for reimbursement. Requests for exceptions to this policy should explain why the exception is necessary and be approved by management.

Approvals

Expense reimbursement forms, together with required documentation, must be submitted to the employee's manager for review and approval. Once the expense reimbursement has been approved, it should be submitted for processing no more than 30 days after the expenses occurred. Managers approving expense reports are responsible for ensuring that the expense report have been filled out correctly with the required documentation and that the expenses submitted are allowable under this policy.

Advances and Loans

The Company does not give advances or loans to employees.

BENEFITS

Holidays

All employees are entitled to the following unpaid holidays observed by the Company:

- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Other days or parts of days may be designated as holidays with or without pay. No holiday pay will be paid to an employee who is on an unpaid status, on any leave, or absent due to workers' compensation. If a holiday falls on a Sunday, the holiday may be observed on the following Monday. If the holiday falls on a Saturday, the holiday may be observed on the preceding Friday.

Paid Time Off

At this time, we are not able to offer paid time off, but you can work with your Manager to take unpaid time off in accordance with our attendance policy. Approval of unpaid time off is at the discretion of Management based upon business needs and staffing.

Bereavement Leave

All employees are eligible for two (2) days of unpaid leave for the death of an immediate family member. Members of the immediate family include spouses, parents, grandparents of the employee, stepparents, brothers, sisters, stepbrothers, stepsisters, children, stepchildren, aunts, uncles, and parents-in-law. Requests for bereavement leave should be made through your supervisor.

Temporary Disability Leave

The Company recognizes that a temporary disability may prevent employees from coming to work for a period of time. In such cases, the Company may grant a temporary disability leave. This leave does not have a minimum or maximum time frame. Rather, the Company will attempt to reasonably accommodate the needs of the employee as well as the needs of the Company. If a leave is granted, any extensions will be subject to the same considerations.

Employees requesting a temporary disability leave must document their request in writing. That request should be accompanied by a doctor's statement identifying how the temporary disability limits the employee's ability to work, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. Should the employee's expected return date change, the employee should notify the Company as soon as possible. Prior to returning to employment with the Company, employees will be required to submit written medical certification of their ability to work, including any restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon the availability of any position at that time.

The leave will be unpaid, except that employees must use any available paid PTO.

Military Leave

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. In certain circumstances, a letter from the employee's commanding officer may be requested to establish the dates of duty.

Volunteer Firefighter Leave

An employee who serves as a volunteer firefighter will be granted unpaid leave when called to duty. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements. Employees will be allowed to use accrued paid leave if available.

Jury Service Leave

Employees will be allowed time off to attend jury duty. The Company may request that the employee ask to be excused from service, or request postponement, if their absence from work would create a serious hardship to the Company.

Employees must submit a copy of the original summons to their manager as soon as it is received. For periods of service longer than two days, the Company may require proof that the employee attended jury service. Employees should report for work on any day, or partial day, not actually spent attending jury duty.

Employees may keep any fees received for jury duty. Jury duty leave is unpaid, though employees will be allowed to use accrued paid time off, if any is available. Exempt employees will be paid in accordance with the Fair Labor Standards Act.

Witness Leave

Employees who need to attend court as a witness, to appear with a minor, or because they are the victim in a criminal case, will be granted leave in order to appear in court. The Company may require proof of the need for leave. This leave is unpaid, though employees will be allowed to use accrued paid time off, if any is available. Exempt employees will be paid in accordance with the Fair Labor Standards Act.

Voting Leave

If an employee does not have three or more consecutive nonworking hours while the polls are open to vote, then the employee will be given up to three hours to vote in any state or federal election. Employees are required to give at least three days' notice of their need for leave. The three hours will be compensated at the employee's regular rate of pay.

The Company may reschedule employees in health, transportation, communication, production, or processing facilities if needed so that voting leave doesn't impair essential functions.

Personal Leave of Absence

Regular full-time employees who have been with the Company for more than six months may request a personal leave of absence without pay. The employee must submit their request in writing and state the date they would like the leave to begin, the date they expect to return, and the reason for the leave. The Company will consider all factors, including the necessity of the leave and the impact on business operations, and provide written approval or denial of the request at its sole discretion.

If approved, employees must use their leave of absence for the approved purpose. PTO, seniority and other benefits will not accrue during an unpaid leave of absence. Holidays that occur during the leave of absence will not be paid. If an employee fails to return to work on the scheduled date of return, the Company will assume the employee has resigned.

HEALTH, SAFETY, AND SECURITY

Non-Smoking

Smoking, vaping, and use of chew are not permitted in any Company buildings, work sites, or vehicles. Employees wishing to engage in these activities may do so during their designated break times, outside of Company buildings, in designated areas (or off the property if no area is designated), and in accordance with local ordinances.

Drug and Alcohol

The Company is dedicated to providing employees with a workplace that is free of drugs and alcohol. While on Company premises, whether during work time or non-work time, employees are prohibited from being under the influence of drugs or alcohol. There are limited exceptions for the use of prescription drugs (not including marijuana), as long as they do not create safety issues or impair an employee's ability to do their job, and the moderate use of alcohol at company-sponsored or sanctioned events.

Employees are strictly prohibited from possessing illegal drugs, cannabis, or excessive quantities of prescription or over-the-counter drugs while on Company premises, performing Company-related duties, or operating any Company equipment. Any drugs confiscated that are suspected of being illegal will be turned over to the appropriate law enforcement agency.

Employees taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform their job and should advise their manager of any resulting job limitations. Once notified, the Company will make reasonable efforts to accommodate the limitation.

The Company reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol, in accordance with applicable law. Employees in safety-sensitive positions may be subject to regular or random drug testing. Drug or alcohol tests may also be conducted after an accident in which drugs or alcohol could reasonably be involved, or when behavior or impairment on the job creates reasonable suspicion of use. Under those circumstances, the employee may be driven to a certified lab for testing at the Company's expense. Refusal to be tested for drugs or alcohol will be treated the same as a positive test result.

Violation of this policy may result in discipline, up to and including termination.

To the extent that any federal, state, or local law or regulation limits or prohibits the application of any provision of this policy, then that particular provision will be ineffective in that jurisdiction only, while the remainder of the policy remains in effect.

Reasonable Accommodations

If the Company is made aware of an employee's disability and resulting need for accommodation, Human Resources or the employee's manager will engage with them in the interactive process. This process will determine what, if any, accommodations are necessary and reasonable in order to assist the employee in doing the essential functions of their job. Whether an accommodation is reasonable will be determined based on a number of factors, including whether it will effectively assist the employee in doing the essential functions of

their job, the cost, and the effect on business operations. In most cases, employees will be required to provide documentation from an appropriate healthcare provider. Human Resources will provide employees with the necessary form.

All employees are required to comply with safety standards. Employees who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

Injury and Accident Response and Reporting

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available manager. Employees should render any assistance requested by that manager. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must complete an injury reporting form and return it to Human Resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources or the designated Safety Officer, including a determination as to whether the injured employee may return to work.

Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, the Company has an independent interest in making its facilities a safe and healthy place to work. The Company recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as non-functioning or hazardous equipment, to a manager immediately. Appropriate remedial measures will be taken when possible and appropriate. Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

Workers' Compensation

The Company carries insurance that covers work-related injuries and illnesses. The workers' compensation insurance carrier governs the benefits provided. These benefits will not be limited, expanded, or modified by any statements of Company personnel or Company documents. In the case of any discrepancy, the insurance carrier's documents will control.

Electronic and Physical Surveillance

The Company reserves the right to monitor all its premises and property, including, but not limited to, the office, shop, parking lot, storage areas, computer equipment, tablets, cell phones, hardware, software, internet usage, files, tools, equipment, and vehicles. The Company reserves the right to access and monitor all property owned by the Company at any time. You should assume neither privacy nor ownership of any information stored or processed on any equipment. You should also assume that all you say and do could be viewed by others at any time.

Workplace Violence and Security

The Company expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee, customer, business partner, or Company property will be acceptable. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit, a violent act against any person while on Company premises, will be subject to discipline, up to immediate termination.

Employees share the responsibility of identifying and alleviating threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to a manager. Threats will be investigated and appropriate remedial or disciplinary action will be taken.

Driving Safety

Employees who drive on Company business are expected to drive safely and responsibly and to use common sense and courtesy. Employees are also subject to the following rules and conditions:

1. A valid driver's license must be maintained as a condition of continued employment for positions that require driving. The company may request to see an employee's license at any time.
2. Employees may not use a Company vehicle without express authorization from management.
3. If Company vehicles are generally used for Company business, employees must receive authorization from management to use their personal vehicle instead.
4. Employees who drive their own vehicles for work must maintain the minimum amount of insurance required by state law as a condition of continued employment. The Company may request proof of insurance at any time.
5. Employees must wear seat belts at all times, whether they are the driver or a passenger.
6. Employees who are using a device for navigation purposes should complete all set up before starting the vehicle.
7. Use of electronic devices for purposes other than navigation is strictly prohibited. This includes, but is not limited to, making or receiving phone calls, sending or receiving text messages or e-mails, browsing the internet, reading books, and downloading information from the web. If an employee needs to engage in any of these activities while driving, they must pull over to a safe location and stop the vehicle prior to using any device.
8. Employees should not engage in other distracting activities such as eating, shaving, or putting on makeup, even in stopped or slow-moving traffic.
9. The use of alcohol, drugs, or other substances that in any way impair driving ability is prohibited.
10. Employees must follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
11. All passengers must be approved by management in advance of travel.
12. Employees must not allow anyone to ride in any part of the vehicle not specifically intended for passenger use or any seat that does not have a working seat belt.
13. Employees must promptly report any accidents to local law enforcement as well as the Company.
14. Employees must promptly report any moving or parking violations received while driving on Company business or in Company vehicles.

Inclement Weather and Outages

In the event of inclement weather, you are expected to report to work at the determined time unless you have been notified otherwise by your supervisor. We normally work in conditions that are slightly inclement but do not present a hazardous situation. Inclement weather may include cold temperatures, rain, wind, or snow.

If management considers the conditions to be excessive, you may be notified not to come in, may be directed to come in later, or may be sent home after work has started. If notified not to come in, you will not be paid for the day. If sent home after starting work, you will be paid for the time you were on duty.

Each employee should exercise their best judgment regarding road conditions and other safety concerns.

Designation of Inclement Weather/Emergency Closing

Only by the authorization of designated managers will the Company cease operations due to inclement weather circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will generally be expected to remain at work until the appointed shift end time.

Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

An employee who is unable to report to work may use any accrued time off or take the day off without pay.

Pay and Leave Practices

When a partial or full-day closing is authorized by Management, the following pay and paid leave practices apply:

- Non-exempt hourly employees will be sent home for partial days with the option of using paid time off for the remainder of the day. If paid time off is not available, employees will be excused from work without pay and without disciplinary action.
- Exempt employees will be expected to continue work from home if their job duties allow. The Company will pay the exempt employee's regular salary regardless, as outlined in the Payroll Deductions policy.
- Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

Other Work Options

Should inclement weather prevent lawn care and landscaping operations to happen, the Company may adjust work assignments to complete work that is not dependent upon favorable weather. These assignment adjustments will be made at the discretion of authorized managers. If no other work options are available for the partial or full day effected by inclement weather, employees will be excused from work without pay and without disciplinary action.

WORKPLACE GUIDELINES

Hours of Work

Employees are expected to be at their work area and ready to work at their scheduled time. Employees will be given their work hours upon hire if they are an exempt employee and will be provided with weekly schedules if they are a non-exempt employee and at the time of any change in position. If the normal work hours are changed or if the Company changes its operating hours, employees will be given notice.

Off-the-Clock Work

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (doing work that is not reported in the timekeeping system) is prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. Any possible violations should be reported promptly to a member of management.

Attendance and Tardiness

Your work with us is important. When you are not here it makes a difference. Absenteeism and tardiness prevents us from servicing our clients in a business-like and professional manner. They also impose a burden on other employees.

Our workday begins at different times depending upon the season. Start times and start location may be adjusted at the discretion of your supervisor. We expect you to be on time every day.

Necessary and understandable absenteeism with proper notification we can work with. But habitual absenteeism and tardiness will be addressed and can lead to disciplinary actions including termination of employment.

No-Call- No-Show absenteeism is even more serious and will not be tolerated. Any such cases can also lead to disciplinary action including termination.

Absences should be arranged as far in advance as possible. When an employee needs to be absent during the workday, they should attempt to schedule their outside appointment or obligation so that their absence has the smallest impact possible on business operations.

Illness Policy

Employees are expected to be at work unless they are exhibiting the following symptoms or conditions: vomiting, fever over 100.5 degrees, a documented physical injury that prevents you from performing your job, or any contagious infection that is accompanied by a doctor's note saying not to attend work.

Multi-day absences due to illness will require a doctor's note to be excused. If an employee becomes ill during their scheduled workday and feels they may need to leave before the end of their shift, they should notify their manager immediately. Manager will approve or deny these requests based upon job performance and observed symptoms/behavior. If an employee is unable to perform their job at an acceptable level, they may be sent home until they are well enough to work.

Notification of Absence

Employees are expected to be at work and ready to go when their scheduled shift begins or resumes. If an employee is unable to be at work on time, or at all, they must notify their manager at the earliest possible time, but no later than 1 hour before the start of their scheduled workday. Employees are expected to notify their manager by phone (not by text) if they expect to be more than 15 minutes late for their scheduled shift.

If an employee's manager is not available, the employee should contact another member of management. If an employee is physically unable to contact the Company, they should ask another person to make contact on their behalf. Excessive tardiness or absences are unacceptable job performance.

You are required to call in on each day of absence unless the full length of absence can be determined and agreed on in advance. This enables your manager to adjust the work plan and schedules as necessary.

The Company reserves the right to require proof of the need for absence, if allowed by law. If an employee is absent for three consecutive days and has not provided proper notification, the Company will assume that the employee has voluntarily quit their position and will proceed with the termination process.

Personal Appearance and Hygiene

Employees are expected to present a professional image, both through behavior and appearance. Accordingly, employees must wear work-appropriate attire during the workday or any time they are representing the company. Clothing does not need to be expensive, but should be clean and neat in appearance. Employees should consider their level of customer and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

All employees are expected to maintain appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should not interfere with an employee's work.

Managers are responsible for clarifying and enforcing dress and grooming standards for their department. Any employee whose appearance does not meet these standards may be counseled. If their appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to change into something more appropriate.

Reasonable accommodation will be made for employees' sincerely held religious beliefs and disabilities when such accommodations do not cause an undue burden. Employees who would like to request an accommodation or have other questions about this policy should contact their supervisor.

Confidentiality

Employees may not disclose any confidential information or trade secrets to anyone outside the Company without the appropriate authorization. Confidential information may include internal reports, financials, client lists, methods of production, or other internal business-related communications. Trade secrets may include information regarding the development of systems, processes, products, design, instrument, formulas and technology. Confidential information may only be disclosed or discussed with those who need the information. Conversation of a confidential nature should not be held within earshot of the public or clients.

When any inquiry is made regarding an employee, former employee, client, or customer, the inquiry should be forwarded to a manager or Human Resources without comment from the employee.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act.

Conflict of Interest

You are expected to exercise honesty, high ethical standards, and good judgment in all business dealings. You must avoid any actions that might create a conflict of interest or even an appearance of such a conflict that might reflect unfavorably on The Company. The following, although not a complete list, are examples of activities that might create a conflict of interest and must be avoided:

- Ownership, directly or indirectly, by an employee of a substantial financial interest in any outside concern that:
 - Is a competitor of The Company;
 - Conducts business or seeks to do business with The Company, or furnishes, or seeks to furnish, its services or supplies or materials; and
 - The employee has the authority or ability to make any decisions or recommendations or otherwise could have any influence.
- Performing competitive work on the side for our clients.
- Engaging in any activity that conflicts with the business interests of The Company.
- Accepting gifts, bonuses, or anything of value (except small items offered as a normal business courtesy) from any recognized potential client or any consultant, supplier, contractor, competitor or customer of The Company.

Because how things appear, whether accurate or not, has a significant impact on the Company's reputation, employees should also avoid the appearance of a conflict of interest. If questions arise as to whether a certain activity or behavior is a conflict of interest, employees should speak with their manager or HR.

Business Gifts

Employees are prohibited from directly or indirectly requesting or accepting a gift for themselves or the company that has a value of \$100 or more. If an employee is offered or given anything of value from any client, prospective client, vendor, or business partner in connection with company business, they should alert their manager immediately.

Outside Activities

Employees may engage in outside employment during non-working hours, provided doing so does not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees should notify their manager in writing. The notice must include the name of the Company, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the employee's job at any time, they may be required to limit or end their outside employment.

Reporting Irregularities

Employees should immediately report any actual or suspected theft, fraud, embezzlement, or misuse of Company funds or property, as well as suspicious behavior. An employee who is aware of such activity but does not report it will be considered part of the problem and disciplined accordingly.

Inspections and Searches

Any items brought to or taken off of Company premises, whether property of the employee, the Company, or a third party, are subject to inspection or search unless prohibited by state law. Desks, lockers, workstations, work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by the Company. Any inspection or search conducted by the Company may occur at any time, with or without notice. Failure to submit to a search will be grounds for discipline.

Facility and Site Maintenance

It is the responsibility of each employee to keep the entire company facility and our customers' job sites clean and free of trash. Supervisors must assure that each site is checked before leaving and that our company facility is checked at the end of each day. Supervisors must specifically assure that all vehicles, bathrooms, and tool storage areas used during the day are clean and free of trash or debris.

Company Vehicles

Anyone who drives a company vehicle must maintain a valid driver's license and be insurable by the Company's insurance carrier. Both driver and passenger(s) must have the seat belts in full use whenever a company vehicle is used.

Please note that all electronics may be monitored by the Company including GPS surveillance of the vehicle. The shortest route possible to the job site should be the way routes are configured unless there is a valid reason to deviate from the shortest route. Company vehicles should not be driven out of their way to make unauthorized stops.

It is the employee's responsibility to make sure that the company vehicle is in good working order and clean of trash, debris, etc. at the end of each workday. All employees should do a onceover and a check before driving the vehicle to inspect the vehicle for any issues or maintenance concerns. A check should be performed after using the vehicle at the end of the day as well. Failure to do so, could result in disciplinary action.

You must notify us in the event that you receive a citation for a moving violation, driving under the influence (DUI), or any restriction or loss of your driving privileges. You will be held responsible for all moving and parking violations. You are responsible for and must pay any fines issued for such violations. If a ticket is incurred due to a malfunction of the company vehicle which was unforeseen (i.e. a taillight goes out during driving) then the Company will pay for the cost of the ticket. However, all tickets incurred for malfunctions of the company vehicle which should have been notched during a morning maintenance check and were not brought to the attention of the crew leaders or management will not be paid by the Company.

No one under 18 years of age may drive any company vehicle or use company equipment, except in case of emergency. Be courteous to other drivers, and drive with caution. Remember, you are representing the company.

Only employees of the Company are allowed to ride in company vehicles. No nonemployee passengers are allowed in or on company vehicles without prior management approval.

Personal Use of Company Vehicles

Any personal use of the company vehicles is to be approved in advance by executive officers, with an understanding of the nature of each personal use. A decision to allow limited personal use shall be based upon past driver performance and usage anticipated.

The company may allow employees to drive company vehicles home at night and on weekends for convenience and/or security purposes. This may also be in the case of specific job needs or for snow that employees may be called upon to handle.

The use of company vehicles is restricted to employees of the company only. Non-employees, such as spouses, children, other relatives, or friends are not authorized to drive company vehicles at any time. Employees are expected to answer or promptly return calls and texts from the company at all times when a company vehicle is in their possession.

The company will consider any unauthorized use of vehicles as the equivalent of theft and the driver will be held liable for the consequences or costs of any accidents.

Company Use of a Personal Vehicle

There may be occasions where an employee is requested to use his/her personal vehicle for company business. In such cases, The Company will reimburse the employee at the current IRS mileage allowance. You must keep a daily log of miles driven, odometer readings, and destinations. Reimbursement is done monthly and will be considered a reimbursement for business expenses.

The Company is not responsible for any damage to the vehicle, or costs incurred for the running of the vehicle for company use including insurance. The IRS mileage allowance should be considered to help with the costs incurred for insurance, maintenance, etc. You will be assuming risk using your own vehicle.

You must notify us if you receive a citation for a moving violation, driving under the influence (DUI), or any restriction or loss of your driving privileges. You will be held responsible for all moving and parking violations while using your vehicle for Company use. You are responsible for and must pay any fines issued for such violations.

In order to be reimbursed for company use of your personal vehicle, you must have prior management approval and complete the necessary mileage forms in full.

Equipment and Tool Use

The Company does not normally lend or provide equipment, trucks, tools, or allow the use of its facilities for personal use at any time. No employee may remove any company equipment or property from the Company for personal use without permission from the Owner.

Employees who are entrusted with a specific piece of equipment are responsible for maintaining it while it is in their care:

- Watch for signs of failure.
- Ensure that all safety guards and devices are intact and in working order.
- Inform their supervisor immediately if they notice any problems with the equipment.

Employees should not attempt repairs unless you have prior approval of your supervisor.

If any tools or equipment items are lost or damaged because of malicious intent, repeated carelessness, or gross negligence, you will be held responsible for the cost of repairs or replacement. Each incident will be decided on a case-by-case basis and at the discretion of the Company.

Hardware and Software Use

The following guidelines have been established for using the Internet and email in an ethical and professional manner. For the purpose of this policy, Company Internet includes productivity software, instant messaging applications, the Company cloud and networks, the intranet, and any other tool or program provided by or through the Company or its internet connection.

- Company Internet and email may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing, or obscene nature.
- Telephones should only be used for company business. Employees should be professional and conscientious at all times when using Company phones or when using a personal phone for company business.
- Use of personal cell phones or other devices should be held to a reasonable limit. Reasonableness will be determined by management.
- Disparaging, abusive, profane, and offensive language are forbidden.
- Employees must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy for reference only. Almost every piece of content is or could be copyrighted (a notice of copyright is not required), so employees should proceed with caution when using or reproducing materials.
- Unless necessary for work, employees should avoid sending or receiving large files, watching videos, mass-forwarding emails, or engaging in other activities that either consume large amounts of bandwidth or create electronic clutter.
- Employees may not download any programs, applications, browser extensions, or any other files without prior approval or upon request of a manager.
- Each employee is responsible for the content of all text, audio, or images they place on or send over the Company's internet and email system. Employees may not send messages in which they are not identified as the sender.
- Email is not guaranteed to be private or confidential. The Company reserves the right to examine, monitor, and regulate email messages, directories, and files, as well as internet usage.

- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation.

All company-issued hardware and software, as well as the email system and Internet connection, are Company-owned. Therefore, all Company policies are in effect at all times when they are in use. Access to the internet through the Company's network is a privilege of employment that may be limited or revoked at any time.

Social Media

The Guiding Rule

Conduct that negatively affects an employee's job performance, the job performance of fellow employees, or the Company's legitimate business interests—including its reputation and ability to make a profit—may result in disciplinary action up to and including termination.

Below are some guidelines for the use of social media. These guidelines are not intended to infringe on an employee's Section 7 rights and any adverse action taken in accordance with this policy will evaluate whether employees were engaged in protected concerted activity.

Avoiding Harassment

Employees must not use statements, photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening, or intimidating toward customers, employees, or other people or organizations affiliated with the Company. This includes, but is not limited to, posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, national origin, or any other status protected by state or federal law.

Avoiding Defamation

Employees must not post anything they know or suspect to be false about the Company or anyone associated with it, including fellow employees and clients. Writing something that is untrue and ultimately harmful to any person or organization is defamation and can lead to significant financial liability for the person who makes the statement.

Confidentiality

Employees must maintain the confidentiality of Company trade secrets and confidential information. Trade secrets include, but are not limited to, information regarding the development of systems, products, and technology. Private and confidential information includes, but is not limited to, customer lists, financial data, and private personal information about other employees or clients that they have not given the employee permission to share.

Representation

Employees must not represent themselves as a spokesperson for the Company unless requested to do so by management. If the Company is a subject of the content being created—whether by an employee or third party—employees should be clear and open about the fact that they are employed with the Company but that their views do not necessarily represent those of the Company.

Accounts

Employees must not use Company email addresses to register for social media accounts unless doing so at the request of management. Employees who manage social media accounts on behalf of the Company should ensure that at least one member of management has all the login information needed to access the account in their absence.

Personal Cell Phone Use

The use of personal cell phones, or work cell phones for personal matters, should be held to a reasonable limit during work hours and not interfere with an employee's productivity or the productivity of their coworkers. Reasonableness will be determined by management.

Personal Property

The Company is not liable for lost, misplaced, or stolen property. Employees should take all precautions necessary to safeguard their personal possessions. Employees should not have their personal mail sent to the Company, as it may be automatically opened, and should check with their manager before having larger items delivered to the workplace.

Parking

All parking is at an employee's own risk. Employees and visitors should lock their vehicles and take appropriate safeguards to protect their valuables, including removing them from the vehicle if appropriate under the circumstances. Employees are not to park in areas reserved for visitors.

EMPLOYMENT SEPARATION

Resignation

The Company requests that employees provide at least two weeks' written notice of their intent to resign. This notice should be submitted to an employee's manager. Dependent upon the circumstances, an employee may be asked to not work any or all of their notice period, in which case they will be allowed to use up to two weeks of accrued paid time off, if available, from the time notice is given. An exit interview may be requested.

Termination

All employment with the Company is "at-will." This means that either the Company or the employee can terminate the employment relationship at any time, with or without notice, and for any reason allowed by law or for no reason at all. An employee's at-will status can only be changed by written contract, signed by both the employee and the President or CEO.

Personal Possessions and Return of Company Property

All Company property, such as computer equipment, keys, tools, parking passes, or Company credit cards, must be returned immediately at the time of termination. Employees may be responsible for any lost or damaged items. When leaving, employees should ensure that they take all of their personal belongings with them.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

L&K Lawn Care and Landscaping, LLC

I acknowledge receipt of the Company's Employee Handbook and agree to follow the guidelines within it. I also acknowledge the following:

1. Receipt of this handbook does not create a contract of employment or in any way alter my at-will employment status; the Company or I can end the employment relationship at any time, with or without notice, and with or without cause.
2. I am not entitled to any particular sequence of disciplinary measures prior to termination.
3. With the exception of the at-will employment policy, this handbook may be modified at any time.
4. Violation of any policy in this handbook, or any policy included as an addendum, may be grounds for discipline, up to and including termination.
5. This handbook does not include every process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, disciplined, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.
6. Should any provision in this handbook be in conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.
7. If I have questions regarding any policy in this handbook, or other expectations related to my behavior or performance, it is my responsibility to speak with my manager or Human Resources.

Signature

Printed Name

Date