

JOHN RICHMOND LANDSCAPING, INC.
EMPLOYEE HANDBOOK

Welcome to John Richmond Landscaping, Inc.!

Beginning a new job can be exciting, but also challenging as one adapts to a new company. This Employee Handbook has been developed to help you become acquainted with our company and answer many of your initial questions.

As an employee of John Richmond Landscaping, Inc., you are very important. Your contribution cannot be overstated. Our goal is to provide the finest-quality products and services to our customers and to do so more efficiently and economically than our competitors. By satisfying our customers' needs, we build a relationship which ensures future growth and collaboration.

You are an important part of this process because your work directly influences our company's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Table of Contents

Section 1: Company Procedures and Policies

Employee Handbook	1
Teamwork	2
Equal Employment Opportunity	3
Americans with Disabilities Act	3
Life Threatening Illnesses	3
Employee Relations Philosophy	4
Harassment	5
Categories of Employment	6
Anniversary Date	6
Driver's License/Driving Record	6
Immigration Reform and Control Act	7
New Employee Orientation	7
Communication	7

Section 2: Employee Payroll and Advancement

Recording Your Time	1
Payday	1
Paycheck Deductions	1
Garnishment/Child Support	2
Direct Deposit	2
Pay Raises	2
Pay Advances	2
Overtime	3

Section 3: Employee Benefits and Non-work Responsibilities

Employee Benefits	1
Holidays	2
Paid Time Off (PTO)	3
Jury Duty	4
Election Officer Leave	4
Military Leave	5
Witness Leave	5
Victims of Crime Leave	5
Medical Insurance	6
Dental Insurance	6
COBRA	7
Disability Leave	7
Social Security	8
Unemployment Insurance	8
Workers' Compensation	8
Employee Assistance Program	8
Uniforms	8

Section 4: Business Procedures and Policies

Conduct at Customer's Worksite	1
Confidentiality of Customer Matters	1
Discussions with Customers	1
Attendance and Punctuality.....	2
Business Hours	2
Meals	2
Lactation Breaks	2
Work Assignments.....	3
Contact with the Company	3
On The Job Training.....	4
Clean Up.....	4
Standards of Conduct.....	5
Customer and Public Relations	5
Solicitation	6
Distribution.....	6
Changes in Personal Data	6
Care of Equipment.....	6
Company Vehicles.....	7
Personal Property.....	7
Severe Weather.....	7
Natural Disasters	7
Personal Telephone Calls	8
Acceptable Use of Electronic Communications	8
Social Media	9
Personal Hygiene	11
Reference Checks	11
Protecting Company Information.....	12
Conflict of Interest/Code of Ethics	12
Bulletin Board	12
Cellular Telephones.....	13
Contact with the Media	13
Ending Employment	13

Section 5: Safety in the Workplace

Safety Responsibilities	1
Workplace Violence.....	1
Workplace Searches	2
Hazard Communication	2
Good Housekeeping.....	2
No Weapons in the Workplace.....	3
Emergencies.....	3
Substance Abuse	4

Employee Handbook

This Employee Handbook contains information concerning employment policies and practices of the company. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and this company's expectations. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

The company complies with federal and state law and this handbook generally reflects those laws. The company also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

Except for the policy of at-will employment, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the owners of the company. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Also, this Employee Handbook is not intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified time period will be written and signed by the owners of the company.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE OWNERS OF THE COMPANY.

This Employee Handbook refers to current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

Teamwork

As with any business, revenues are an absolute necessity for maintaining jobs and building for the future. Rather than looking at generating sales and revenue as an "undesirable task", we look at it as a "must" situation. This is generated through teamwork. Together we must meet daily challenges as a committed team.

In general, we have mentioned benefits, responsibilities and operations. We have saved the most crucial component of this business for last -- You.

At all times, our employees represent the company, and it is up to each employee to take this responsibility seriously. Our company exists with your joint efforts. Don't underestimate your contribution to it. A great many people outside the business who invest their time, money and faith in us are part of that equation. They are our customers. They will determine how fast we grow, how many people we will employ, how many products we produce, how much service we render and the profit we make. In order to retain these customers, we want to ensure that our good service continues by providing our customers the best possible value and quality. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

Equal Employment Opportunity

Our company is committed to providing equal employment opportunities. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform servicemember status; or any other protected class under federal, state, or local law.

In Virginia, those with disabilities are also deemed a protected class.

You may discuss equal employment opportunity related questions with your supervisor or any other designated member of management.

Americans with Disabilities Act

Our company is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodations when appropriate for an individual to perform the essential functions of a job. It is your responsibility to notify your supervisor of any medically documented need for accommodation. Upon doing so, your supervisor may ask you for your input for the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The company will not seek genetic information in connection with requests for accommodation. All medical information received by the company in connection with a request for accommodation will be treated as confidential.

Life-Threatening Illnesses

Employees occasionally develop serious or life-threatening illnesses. Our company is committed to supporting such employees' efforts to continue their normal pursuits, including maintaining a work position. When necessary and where required by law, the company will provide reasonable accommodations to otherwise qualified individuals with disabilities, including employees with serious or life-threatening illnesses. All employees, including employees with serious or life-threatening illnesses, must maintain acceptable performance standards.

The company will not seek genetic information in connection with requests for accommodation. An employee's medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a manager or supervisor has a job-related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including discharge.

Employees with questions or concerns about life threatening illnesses are encouraged to contact their supervisor for information and referral to appropriate services and resources.

Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace atmosphere. Most importantly, we have a workplace where communication is open, and problems can be discussed and resolved in a mutually respectful environment. Each situation is unique and will be evaluated separately with consideration for the employees involved.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop mutually-beneficial relationships.

Harassment

We prohibit harassment of one employee by another employee, supervisor, or third party for any reason based upon an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected under federal, state, or local law ("protected class").

In Virginia, this includes disabilities.

Violation of this policy will result in disciplinary action, up to and including immediate discharge.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor or one of the contacts listed in this policy. At a minimum, the term "harassment" as used in this policy includes any of the following activities pertaining to an individual's protected class:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Our supervisors and managers are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Please report immediately any harassing or discriminating behavior by non-employees, including contractor or subcontractor employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed on the next page.

If you have a concern that our Harassment policy may have been violated, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to a member of management at (804) 749-8087 and 2366 Lanier Road, Rockville, VA 23146.

If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then take prompt, appropriate remedial action. The company will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other company policy are subject to discipline, up to and including discharge. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

Categories of Employment

FULL-TIME EMPLOYEES regularly work at least a 40-hour workweek.

SEASONAL EMPLOYEES perform a job for a specified time, normally less than one year.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, your supervisor will notify you of your employment classification.

Anniversary Date

The first day you report to work will be recorded in company records as your anniversary date. This date may be used to calculate company benefits. If you have any questions regarding your anniversary date, please see your supervisor.

Driver's License/Driving Record

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid Virginia driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to your supervisor immediately. Violations of this policy may result in immediate termination of your employment.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our company is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the company.

New Employee Orientation

When hired, employees are provided a personal copy of our Employee Handbook. After reading this Employee Handbook, please sign the receipt page and return it to your supervisor. Additionally, you will be asked to complete personnel, payroll and benefit forms.

If you lose your Employee Handbook or if it becomes damaged in any way, please notify your supervisor as soon as possible to obtain a replacement copy.

Your supervisor is responsible for the operations of your department. (S)he is a good source of information about the company and your job.

Communication

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to any member of management so that the problem can be settled by examination of the facts. Members of management are able to satisfactorily resolve most matters.

If you still have questions after meeting with a member of management or if you would like further clarification on the matter, request a meeting with Ike Carter. (S)he will review the issues and meet with you to discuss possible solutions.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with any member of management or the next level of management, discuss your concern with another member of management with whom you feel comfortable.

Recording Your Time

Non-exempt employees must record their work hours on a time clock. Punch your timecard at the beginning and end of your shift. Do not punch your card before 7:45 am at the beginning of your shift. After completing your work for the day, you should punch out. You are expected to work until the end of your shift. Do not punch the card of another employee under any circumstances.

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour laws.

All employees subject to this policy are required to accurately record all time worked.

The workweek starts on Monday and ends on Sunday.

Payday

You will be paid weekly on Wednesday for the period that ends on the previous Sunday.

When payday falls on a holiday, you normally will be paid on the last working day before the holiday.

You may pick up your paycheck from management in the morning but cannot cash it until your shift is over.

Please review your paycheck for errors. If you find a mistake, report it to the office manager immediately. The office manager will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

The company is required by law to take certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the company that exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the company may take deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or

Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
Any unpaid leave taken under the Family and Medical Leave Act; or
Negative paid-time-off balances, in whole-day increments only.

The company will not make deductions which are prohibited by the Fair Labor Standards Act or state laws from its exempt employees' pay.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the office manager. If an error is found, you will receive an immediate adjustment which will be paid no later than on the next regular payday.

Garnishment/Child Support

When an employee's wages are garnished by a court order, our company is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our company will, however, honor applicable federal and state guidelines that protect a determined amount of an employee's income from being subject to garnishment.

Direct Deposit

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program. If the business is closed due to severe weather or a natural disaster, you may retrieve your check personally the next working day.

Pay Raises

Depending upon your performance and our company's profitability, adjustments in your pay may be made when there has been an improvement in or sustainment of good performance during the review period.

Pay Advances

Pay advances will not be granted to employees.

Overtime

There will be times when you will need to work overtime so that we may meet the needs of our customers. Although you will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by management.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the office manager.

Employee Benefits and Non-work Responsibilities

Employee Benefits

Our company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

The company's new hire waiting period allows employees to gain access to coverage on the first of the month following 60 days of permanent full-time employment. Eligible employees must work a minimum of 30 hours per week.

This Employee Handbook describes the current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan.

The current benefit plans maintained by the company are listed below.

1. Group Health Insurance. The company offers three different levels of coverage. The company contributes an amount equal to 50% of the employee-only cost.
2. Menu of voluntary insurance plans.
 - a. Dental Insurance
 - b. Accident Insurance
 - c. Short Term Disability
 - d. Term Life Insurance
 - e. Universal Insurance

These benefit programs are offered at group rates. All premiums are paid through pretax payroll deductions.

Should a participant terminate employment with the company, the employee will have the option to continue group health insurance through COBRA. Voluntary plans are portable at group rates.

If an employee needs more information about the employee benefit programs, please contact our plan administrators.

The Capitol Group of Companies
P.O. Box 70070
Richmond, VA 23255

(O) 804.741.4444
(F) 804.741.9226
(E) Administration@Capitol-Group.com

The company reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

Holidays

Our company observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Day

If one of the above holidays falls on Saturday, it may be observed on the preceding Friday. If a holiday falls on Sunday, it may be observed on the following Monday.

If you have unpaid time off during the holiday week, you will not be paid for the holiday.

Full-time and seasonal employees are eligible for paid holidays after completing thirty days of employment.

Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws.

Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from the office manager.

Paid Time Off (PTO)

Full-time employees are eligible for Paid Time Off (PTO).

PTO is calculated according to your anniversary date as follows for Laborers:

After 30 days from your hire date, and each year thereafter, through year 4, the employee will earn 1.54 hours of PTO for each pay period up to a maximum of 200 hours. You may rollover any unused hours accrued to the next year.

After five years, and each year thereafter, through year 9, PTO will accrue at a rate of 2.31 hours per pay period up to a maximum of 300 hours. You may rollover any unused hours accrued to the next year.

After ten years, and each year thereafter, PTO will accrue at a rate of 3.08 hours per pay period up to a maximum of 400 hours. You may rollover any unused hours accrued to the next year.

PTO is calculated according to your anniversary date as follows for Management, Admin, Drivers, and Foreman:

After 30 days from your hire date, and each year thereafter, through year 4, the employee will earn 2.31 hours of PTO for each pay period up to a maximum of 300 hours. You may rollover all hours accrued to the next year.

After five years, and each year thereafter, through year 9, PTO will accrue at a rate of 3.08 hours per pay period up to a maximum of 400 hours. You may rollover all hours accrued to the next year.

After ten years, and each year thereafter, PTO will accrue at a rate of 3.85 hours per pay period up to a maximum of 400 hours. You may rollover all hours accrued to the next year.

Accrual ceases once you reach the maximum accrual. When you drop below this maximum amount, your normal PTO accrual rate will resume.

Exempt employees will receive sick pay in compliance with state and federal wage and hour laws.

PTO requests are not guaranteed. PTO requests may be approved when operating requirements and scheduling needs allow. Length of employment may determine priority in scheduling PTO requests.

PTO can be used as vacation time, sick time or to take care of personal matters. You may use accrued PTO to care for a child who is sick.

Submit PTO request for:

Vacation (2 or more consecutive days): 30 days

Days off during Holiday Week: 30 days

Appointments: 1 week

**PTO requests submitted after the deadlines listed may not be approved*

If you request after the deadline then you are not guaranteed that you will get PTO but could still take the day(s) off unpaid with management approval based on the schedule.

PTO pay is not granted in lieu of taking the actual time off. However, unused PTO time will be carried over to the following year.

If your PTO request is denied by management after receiving approval from management, you will be granted the time off, but will be unpaid.

Vacation cannot be taken during the months of April, May, September, and October and no more than two weeks of PTO can be taken at one time without special management approval. If you need time off during this period, please talk to the HR Manager for special consideration for approval.

Two or more days out sick require a doctor's note to receive PTO.

At the end of employment, eligible employees will not be paid for unused PTO, unless state law dictates otherwise.

Jury Duty

Employees summoned for jury duty are granted an unpaid leave in order to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the Court upon return.

It is your responsibility to inform the office manager as soon as you receive your summons.

When permitted by state law, we expect you to return to your job if you are excused from jury duty during your regular working hours.

Election Officer Leave

The company will provide paid leave to an employee to serve as election official. The employee must provide the company with reasonable advanced notice of the intent to take leave.

Officers of election who serve for four or more hours, including travel time, on the day of election service will not be required to start any work shift that begins on or after 5:00 p.m. on the day of service or begins before 3:00 a.m. on the day following the day of service.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued paid time off (PTO) may be used for this leave if the employee chooses. Military orders should be presented to the office manager and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the company unless military necessity makes this impossible. You must notify the office manager of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the office manager.

Witness Leave

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify the office manager of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Victims of Crime Leave

The company will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime, as well as the spouse or child of any victim of a crime or the parent of a minor child who is a victim of a crime, to exercise their rights to be present at a proceeding pertaining to the crime.

Prior to taking leave under this policy, eligible employees must provide the company with reasonable notice of the need for leave including a copy of the form provided to the employee by the law-enforcement agency pursuant to subsection A of § 19.2-11.01 of the Code of Virginia and if applicable, notice of each scheduled proceeding. However, the company may limit the leave provided under this section if the employee's leave creates an undue hardship to the company's business.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Medical Insurance

Eligible full-time employees may enroll in an individual plan using an effective date as outlined in the new hire waiting period or during the company's annual open enrollment period. Exceptions are available for a qualified change in family status. Employees may elect to cover immediate family members. Eligible dependents are defined as spouse, or dependent children up to the maximum age of 26 years old. Eligibility may be defined by state law and/or by the insurance contract.

Information and enrollment forms may be obtained from our plan administrators.

To assist you with the cost of this insurance, our company pays a 50% portion of a single contract. You are responsible for paying the balance of a single contract and any dependent coverage through payroll deduction.

A booklet containing the details of the plan and eligibility requirements may be obtained from our plan administrators.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment, you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact our plan administrators.

Dental and other voluntary insurance plans

Eligible full-time employees may enroll in an individual plan, and also have the option to include eligible family members. Eligible dependents are defined as spouse, or dependent children up to the maximum age of 26 years old.

Information and enrollment forms may be obtained from our plan administrators.

You will be responsible for the full cost of these insurance plans through payroll deduction.

A booklet containing the details of the plan and the eligibility requirements may be obtained from our plan administrators.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment, you may be entitled to continuation or conversion of the voluntary insurance plans in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact our plan administrators.

COBRA

You and/or your covered dependents will have the opportunity to continue medical benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical coverage for you and/or your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 30 days of the occurrence of the event.

Our plan administrators will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact our plan administrators.

Disability Leave

Full-time employees are eligible for an unpaid disability leave after one year of employment. Disability leave due to non-occupational illness, injury or pregnancy-related disability is not to exceed ninety days.

Granting this leave prior to the completion of the eligibility period and/or beyond the maximum period stated above may be required as a reasonable accommodation in accordance with the Americans with Disabilities Act or due to state law or other requirements.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work. The company will not seek genetic information in connection with requests for disability leave. All medical information received by the company in connection with a request for leave under this policy will be treated as confidential.

To the extent allowed by the insurance contract and applicable laws, we will continue to provide medical insurance and dental insurance coverage for employees on authorized disability leave for the full length of the disability. During this time, you will be responsible for paying your portion of the monthly premium(s).

When you are able to return to work, give us at least one week's advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties. We reserve the right to require a physical examination by a physician of our own choosing prior to your resumption of duties, as allowed by state law.

We will return you to the same or similar position you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability (as determined by your physician) will be deemed a voluntary discharge of your employment.

This leave may run concurrently with any other leave where permitted by state and federal law.

Social Security

During your employment, you and the company both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the office manager.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your immediate supervisor or any other member of management. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

Employee Assistance Program

Eligible full-time employees may participate in our employee assistance program immediately upon hire.

Our *BalanceWorks*®, Employee Assistance Program (EAP), and Work/Life Benefit help eligible employees and their immediate families with a wide range of problems. Situations addressed by the EAP include marriage and family problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, compulsive gambling and eating disorders. Your conversations and all records are strictly confidential.

The administrative cost of this program is fully paid by the company.

Additional information regarding this program is available at www.eniweb.com or by calling 1-800-EAPCALL. Complete details of this program may be obtained from the office manager.

Uniforms

The company provides uniforms to certain employees at no charge. Proper care of these uniforms is required.

All uniforms, accessories or name tags issued by our company must be returned in good condition upon leaving our company.

Conduct at Customer's Worksite

The nature of our company may require that employees perform work at a customer's home or worksite. The importance of professional conduct in these situations is of great importance. The following guidelines describe appropriate conduct when working at a customer's home or worksite:

- Limit discussions with employees to matters that concern their department and level of responsibility. Long, personal discussions with personnels are discouraged.
- Do not discuss internal affairs with customers during working hours.
- Avoid comments or criticisms involving other companies' performance or fees.
- Refrain from discussing employees.
- Avoid conversations involving customer matters in places that would violate customer confidentiality.
- Avoid discussing procedural problems with management while customer employees are present.
- Purchase items from a customer at regular sale prices.
- Do not borrow money from a customer unless the customer's business involves lending money.
- Do not solicit customers for charitable donations.

Confidentiality of Customer Matters

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling customer matters.

To maintain this professional confidence, no employee shall disclose customer information to other customers, friends, or members of one's own family.

Questions concerning customer confidentiality may be addressed with any member of management.

Discussions with Customers

When working on an assignment in a customer's office, you may be asked to offer specific suggestions or comments regarding his or her practices.

Prior to discussing any suggestions with a customer, your recommendations must first be approved by a member of management.

Attendance and Punctuality

Attendance and punctuality are important factors for success. Teamwork requires that each person be available when needed.

If you are going to be late or absent, notify a member of management immediately through our company absentee voicemail. This must be done before 7:30am. If you are sick and have to be out of work, you may bring in a doctor's note and receive PTO for the days missed.

Personal issues requiring time off, such as doctor's appointments, should be scheduled during nonworking hours when possible.

If you are absent for one week without notifying the company, it will be assumed that you have voluntarily abandoned your position with the company, and you will be removed from the payroll.

Business Hours

Because of the nature of our business, your work schedule may vary depending on your job. Our normal business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Check with a member of management if you have questions about your hours of work.

Meals

A 30-minute, unpaid meal break should be taken each day. Your manager is responsible for approving the scheduling of this time.

Lactation Breaks

The company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid, in accordance with state law. The company will also make a reasonable effort to provide the employee with the use of a room or other location near the employee's work area, for the employee to express milk in private.

Employees should notify a member of management or to request time to express breast milk under this policy. The company reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations and in accordance with applicable law.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. Anyone with knowledge of such a conflict or potential conflict should contact any member of management.

Work Assignments

Work assignments will be distributed by management. When possible, you will be advised of future assignments in advance, so you will have ample time to prepare for the assignment.

Once you have begun an assignment you will report directly to your manager for all matters relating to its completion.

Contact with the Company

The company should always know your location during business hours. A member of management will keep a record of your assignments, and (s)he should be notified of your whereabouts outside the company during working hours.

On the Job Training

Management is responsible for initiating all on-the-job training for employees within your department. This may include safety training, participation in off-site training and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours whenever possible.

The company will pay for any required training programs. Employees may be tested from time to time to evaluate the effectiveness of the training program.

If you have any questions regarding training, please see a member of management.

Clean Up

At the end of the workday, five minutes of paid time is designated for cleaning the work area.

Standards of Conduct

Each employee must observe and follow the company's policies and maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the company. The company does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the company's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in company activities or in company vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate physical contact; harassment; discrimination or retaliation; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of company property, equipment or facilities in connection with outside work while on company time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

Customer and Public Relations

Our company's reputation is built on excellent service and quality work. Maintaining this reputation requires the active participation of each employee.

The opinions and attitudes that customers have toward our company may be negatively impacted by the actions of one employee.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Solicitation

The company believes employees should have a work environment free from interruptions of a non-work-related nature. When working, you should focus on your duties and not engage in activities that would interfere with your work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, the collection of any debt or obligation, raffles of any kind or chance taking, or the sale of merchandise or business services, including the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be detrimental to the quality and efficiency of work and may interfere with job responsibilities .

Employees may not engage in solicitation for any purpose during work. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights.

Distribution

Distribution of any type (materials, goods, etc.) is prohibited in work areas at any time. Non-employees are prohibited from distributing materials to employees on company premises at any time. Inappropriate literature is prohibited, e.g. literature that violates the company's non-harassment and discrimination policies; items of a defamatory nature, items that include threats of violence, unprotected literature of a political nature that is highly inflammatory and likely to disrupt facility discipline and order or safety. Nothing in this policy is intended to restrict an employee's statutory rights.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain current information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to your manager promptly.

Care of Equipment

You are expected to demonstrate proper care when using the company's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to a member of management at once.

Company Vehicles

Operators of company vehicles are responsible for the safe operation and cleanliness of the vehicle.

Accidents involving a company vehicle must be reported to management immediately.

Employees are responsible for any moving and parking violations and fines that may result when operating a company vehicle.

Company vehicles should be operated by the employee only. Company vehicles may only be used for job-related travel.

Smoking is prohibited in company vehicles.

The use of seat belts is mandatory for operators and passengers of company vehicles.

Employees are encouraged to take appropriate safety precautions when using their cellular telephones. The use of cellular telephones, including texting, while driving is prohibited. Employees are expected to comply with applicable state laws regarding the use of cellular telephones.

Personal Property

The company is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, all employees are expected to work regular hours. Time taken off due to poor weather conditions while the business remains open is to be used as vacation.

If extreme weather conditions require closing of the building, you will be notified by a member of management.

Natural Disasters

Natural disasters, including earthquakes, hurricanes, mudslides, tornados, floods, and fires may occur. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in severe cases, all employees are expected to work regular hours. Time taken off due to natural disasters while the business remains open is to be used as vacation.

If extreme weather conditions require closing of the building, you will be notified by a member of management.

Personal Telephone Calls

It is important to keep our telephone lines free for customer calls. Although the occasional use of the company's telephones for a personal emergency may be necessary, routine personal calls are not permitted.

Personal cellular telephones must be turned off or set to a silent alert during working hours while on company premises.

Employees are prohibited from using cellular telephones to text message during working hours while on company premises.

Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using company communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, iPad, tablet, smart phone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, each of these communication devices is collectively referred to as "Systems."

Employees may use our Systems to communicate internally with co-workers or externally with customers, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in company Systems are company records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the company. The Systems and Electronic Communications are accessible to the company including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. The company's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the company's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the company at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Employees may not use our Systems in a manner that violates our policies including but not limited to Equal Employment Opportunity, Harassment, Confidentiality of Customer Matters, Protecting Company Information, Solicitation, and Distribution. Employees may not use our Systems in any way that is insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats of violence or bullying, or derogatory comments; or any other message or image that may be in violation of company policies or federal, state or local law.

In addition, employees may not use our Systems:

- To download, save, send or access any discriminatory or obscene material;
- To download anything from the internet (including shareware or free software) without the advance written permission of management;
- To download, save, send or access any site or content that the company might deem “adult entertainment;”
- To access any “blog” or otherwise post a personal opinion on the Internet (see Social Media policy);
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the company or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal his or her identity or another’s identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person’s account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer trade secrets or proprietary materials of the company or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to the company. Employees may not install password or encryption programs without the written permission of your manager. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. The company will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

This policy does not limit an employee's rights under Section 7 of the National Labor Relations Act. Nothing in this policy is meant to restrict an employee's right to discuss the terms and conditions of his/her employment during non-working hours using non-company systems.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the company may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not retaliate against any employee who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask your manager for advance clarification.

Social Media

The company has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. We encourage you to use good judgment when communicating via social media.

“Social media” includes all means of communicating or posting information or content on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social

networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the company, as well as any other form of electronic communication.

The same principles and guidelines found in the company's Employee Handbook policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects customers, vendors, suppliers, people who work on behalf of the company or its legitimate business interests may result in disciplinary action up to and including immediate discharge.

The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Always be fair and courteous to fellow employees, customers, vendors, suppliers or people who work on behalf of the company. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our communication policy than by posting complaints to a social media outlet.
2. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages customers, employees, vendors, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or any other status protected by federal, state or local law or company policy. Inappropriate postings that may include discriminatory remarks, harassment, retaliation, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including immediate discharge.
3. Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate, nothing that is posted ever truly "expires." Never post any information or rumors that you know to be false about the company, fellow employees, customers, vendors, suppliers, people working on behalf of the company or competitors.
4. Maintain the confidentiality of company trade secrets and proprietary or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
5. Do not create a link from your blog, website or other social networking site to the company's website without identifying yourself as a company employee.
6. Express only *your* personal opinions. Never represent yourself as a spokesperson for the company. If the company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the company, fellow employees, customers, vendors, suppliers or people working on behalf of the company. If you do publish a blog or post online related to the work you do or subjects associated with the company, make it clear that you are not speaking on behalf of the company. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of John Richmond Landscaping, Inc."
7. You must refrain from using social media while on working time or while using equipment we provide, unless it is work-related as authorized by a member of management, or other member of management; or consistent with the Acceptable Use of Electronic Communications Policy.

8. Do not use any company email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees are encouraged to report violations of this policy. The company prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including immediate discharge.

Employees should not speak to the media on the company's behalf without contacting a member of management. All media inquiries should be directed to them.

Where applicable, the company complies with state laws concerning access to an employees' personal social networking account, including restrictions concerning employer requests for an employees' username and/or password.

If you have questions or need further guidance, please contact a member of management.

Personal Hygiene

Maintaining a professional, business-like appearance is very important to the success of our company. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of all employees. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

Reference Checks

Our company will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of our company. If you receive a request for reference information, please forward it to a member of management.

Protecting Company Information

Protecting our company's information is the responsibility of every employee. Do not discuss the company's confidential business or proprietary business matters, or share confidential, personal employee information with anyone who does not work for us such as friends, family members, members of the media, or other business entities.

Confidential information does not include information pertaining to the terms and conditions of an employee's employment. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former employee's position/compensation with our company must be forwarded to a member of management.

The company's address shall not be used for the receipt of personal mail.

Conflict of Interest/Code of Ethics

A company's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the company, or any of its customers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The company adheres to the highest legal and ethical standards applicable in our business. The company's business is conducted in strict observance of both the letter and spirit of all applicable laws, and the integrity of each employee is of utmost importance.

Employees of the company shall conduct their personal affairs so that their duties and responsibilities to the company are not jeopardized and/or legal questions do not arise with respect to their association or work with the company.

Bulletin Board

The company maintains a bulletin board in our facility as an important source of information. These bulletin boards are to be used solely for company announcements and government postings.

Cellular Telephones

Employees in certain positions are issued company cellular telephones so they may maintain contact with customers and co-workers when they are out of the office on business.

While operating a company vehicle or using a company-issued cell phone while operating a personal vehicle, employees may not use a hand-held cell phone or PDA – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.

Company cellular telephones are for business purposes. Although the occasional use of your company cellular telephone for personal calls may be necessary, incoming and outgoing personal calls should be kept to a minimum.

The use of cellular telephones is not a work requirement for most employees. Employees who are not issued a company cellular telephone will not be reimbursed for the use of their personal cellular telephones and are expected to make business calls from office phones.

Employees are expected to demonstrate proper care of company cellular telephones. If you lose, break or damage your telephone, report it to your manager at once. All cellular telephones issued by the company must be returned upon leaving our company or upon transferring to a position that does not require a company cellular telephone.

A violation of this policy may result in disciplinary action.

Contact with the Media

All media inquiries regarding the company and its operations must be referred to the office manager. Only the office manager is authorized to make or approve public statements on behalf of the company. No employees, unless specifically designated by the office manager, are authorized to make statements on behalf of or as a representative of the company.

Ending Employment

Should you decide to leave your employment with us, we ask that you provide your direct supervisor with at least two weeks' advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the company.

Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

All company property, including this Employee Handbook, must be returned at the end of employment. Otherwise, the company may take action to recoup any replacement costs and/or seek the return of company property through appropriate legal recourse.

You should notify the company if your address changes so that your tax information will be sent to the proper address.

Safety Responsibilities

Safety can only be achieved through teamwork. Each employee, supervisor, and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your manager of any emergency. If you are injured or become sick at work, no matter how slightly, you must inform your manager immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the company's property is forbidden.
3. Use, adjust, and repair machines and equipment only if you are trained and qualified.
4. Know proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of safe procedures, don't guess; ask your manager.
6. Know the locations, contents and use of first aid and fire fighting equipment.
7. Wear personal protective equipment in accordance with the job you are performing.

A violation of a safety precautions is an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to company property in the event that someone may be unhappy with a company decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to any member of management at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including failure to report or fully cooperate in the company's investigation, may result in disciplinary action, up to and including discharge.

Workplace Searches

To protect our property and to ensure the safety of all employees, customers and the company, the company reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the company's property. In addition, the company reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. It should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the company and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the company.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate with an inspection, as well as employees who are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the company's security procedures or any other company rules and regulations.

Hazard Communication

Our company may use some chemicals (e.g., cleaning compounds, inks, etc.) in its operations. You should receive training and be familiar with the handling, use, storage and control of these substances if you use or are likely to be exposed to them. Safety Data Sheets (SDS) are available for inspections in your work area. You must follow all labeling requirements.

Please consult with the designated safety coordinator prior to purchasing chemicals for the company or bringing them on to our premises. For additional information, please refer to our company's written Hazard Communication Program. If you have any questions, ask your manager or the safety coordinator.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order. Report anything that needs repair or replacement to your manager.

No Weapons in the Workplace

Possession, use, or sale of weapons, firearms, or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to any member of management immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

Emergencies

A member of management should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If any member of management is unavailable, contact the nearest company official.

Should an emergency result in the need to communicate information to employees outside of business hours, a member of management will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify your manager when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by any member of management to await further instructions or information.

Please direct any questions you may have about the company's emergency procedures to a member of management.

Substance Abuse

The company has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the customers we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the company the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace on paid company time, on company premises, in company vehicles, or while engaged in company activities. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with the company is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, the company maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The company will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the company's policies and applicable federal, state or local laws.

The company further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of company issued lockers, desks or other suspected areas of concealment.

This policy represents management guidelines. For more information, please speak to a member of management.

Receipt of Employee Handbook and Employment-At-Will Statement

I acknowledge receipt of the John Richmond Landscaping, Inc. Employee Handbook and I understand that it contains information about the employment policies and practices of the company. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the owners of the company. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE OWNERS OF THE COMPANY.

I understand that this Employee Handbook refers to current benefit plans maintained by the company and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Paid Time Off (PTO) Policy in this Employee Handbook.

Initials _____ Date _____

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask the office manager or a member of management.

EMPLOYER RETAINS THIS COPY

NAME _____

DATE _____

EMPLOYEE
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