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SECTION 1

INTRODUCTION

This Manual is designed to acquaint you with DeClark's Landscaping, Inc. and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of DeClark's Landscaping, Inc. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further considerations for employment or, if the person has been hired, termination of employment.

1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, DeClark's Landscaping, Inc is free to conclude its relationship with any employee at any time for any reason or no reason.

SECTION 2

DEFINITIONS OF EMPLOYMENT STATUS

"EMPLOYEES" DEFINED

An "employee" of DeClark's Landscaping, Inc is a person who regularly works for DeClark's Landscaping on a wage or salary basis.

SECTION 3

EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions and DeClark's landscaping, Inc. will be based on merit, qualifications, and abilities. DeClark's Landscaping, Inc. does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

DeClark's Landscaping, Inc. will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including, selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.2 NEW EMPLOYEE ORIENTATION

Employees are presented with all procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the company, reviews their job description and scope of position, and helps the new employee get started on specific functions.

3.3 PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts up to 90 days from the date hired. During this time, employees have the opportunity to evaluate our company as a place to work and management has its first opportunity to evaluate the employee.

3.4 OFFICE HOURS

DeClark's Landscaping, Inc. office is open for business from 8:00 a.m. to 4:00 p.m. Monday through Friday (unless instructed other wise by your supervisor) and except for Holidays.

The standard workweek is [40] hours of work (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to begin on [Sunday (starting at 12:01 a.m.) through Saturday (ending at 12:00 a.m.)], unless a supervisor makes other arrangements prior with the employees.

3.5 LUNCH PERIODS

Employees are allowed a mandatory half-hour lunch break. **Stopping, between jobs/projects is prohibited and will result in the employee/employees to be written up on a personal action form.** No employees are to leave the work site to obtain a lunch. Lunch breaks generally taken between the hours of [12 noon and 12:30 p.m.].

Only the employee needs to go and purchase the lunch for the group of employees on site.

3.6 PERSONNEL FILES

Employee personnel files include the following: [job application, job description, resume, records of participation in training events, salary history, records of disciplinary action and documents related to employee performances reviews, coaching, and mentoring.]

Personnel files are the property of DeClark's Landscaping, Inc., and access to the information is restricted. Management personnel of [Company Name] who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their file should contact their supervisor. With reasonable advance notice, the employee may review his/her personnel file in the Company's office and in the presence of their supervisor.

3.7 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify their supervisor of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and individuals to be contacted in the event of an emergency
- Bank name, account number(s) and routing numbers for direct payroll deposit

An employee's personnel data should be accurate and current at all times.

3.8 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Supervisors will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees after [six months] of service. Supervisors may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

DeClark's Landscaping, Inc. directly links wage and salary increases with performance. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

3.9 EMPLOYEE TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstance under which employee is terminated:

- **Resignation**- voluntary employee termination initiated by an employee.
- **Termination**- involuntary employment termination initiated by DeClark's Landscaping, Inc.
- **Layoff**- involuntary employment termination initiated by DeClark's Landscaping, Inc. for non-disciplinary reasons

When a non-exempt employee intends to terminate his/her employment with DeClark's Landscaping, Inc., he/she shall give DeClark's Landscaping Inc. at least two (2) weeks written notice.

Since employment with DeClark's Landscaping, Inc. is based on mutual consent, both the employee and DeClark's Landscaping, Inc., have the right to terminate employment at will, with or without cause.

Any employee who terminates employment with DeClark's Landscaping, Inc. shall return all phones, vehicles, files, records, keys, hats, coats, shirts, parts, tools, and any other materials that are property of DeClark's Landscaping, Inc.. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to DeClark's Landscaping, Inc. will also be deducted from the employee's final check.

3.10 SAFETY

DeClark's Landscaping, Inc., provides information to employees about workplace safety and health issues through regular internal communications such as:

- Safety and training movies
- Team meetings
- Bulletin board postings
- Memorandums
- Other written and verbal communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. All employees are provided safety glasses and ear protection and are required to wear a safety belt while operating a car/truck of DeClark's Landscaping, Inc.. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary actions including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor (See Section 3.16, Employee Requiring Medical Attention). **All employees are responsible to obtain a DOT card.**

3.11 HEALTH-RELATED ISSUES

Employees, who become aware of any health-related issue, including pregnancy, should notify their supervisor of health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their supervisor.

3.12 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee required medical attention, whether injured or becoming ill while at work, the supervisor must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, the employee should ask the supervisor for directions to the nearest doctor's office, occupational health clinic or hospital. If an injury arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges. Drug screening may be done with any injury/claim.

A physician's "return to work" notice may be required.

3.13 BULIDING SECURITY

All employees who are issued keys to the office are responsible for their safekeeping. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend, all gates are locked, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on Company property after hours without prior authorization form the Executive Staff.

3.14 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. DeClark's Landscaping, Inc., assumes no risk for any loss or damage to personal property.

3.15 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of DeClark's Landscaping, Inc. No employee whose regular duties do not include purchasing shall incur any expense on behalf of DeClark's Landscaping, Inc. or bind DeClark's Landscaping, Inc. by any promise or representation without written approval.

3.16 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at DeClark's Landscaping, Inc., only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

SECTION 4

STANDARDS OF CONDUCT

The work rules and standard of conduct for DeClark's Landscaping, Inc. are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business. Please note that any employee who deviates from these rules and standard will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Unexcused days off;
- Abuse of trucks or equipment;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment)
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice)
- Unauthorized use of telephones, or other company owned equipment (See Section 4.4, Telephone Use);
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct
- Failure to comply with manual
- Be on call until noon on rainy days

- Failure to follow directions given to you by the Forman or Supervisor

4.1 ATTENDANCE/PUNCTUALITY

The Company expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the Company.

If you are unable to report for work for any reason, notify your supervisor before regular starting time. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. In case of leaving a voice-mail message, a follow-up call must be made later that day. The company phone number is: (586) 752-7200. If you are ill a doctor's note must be submitted to your supervisor so that your attendance is excused.

If you exceed 3 tardies during a 30 day period, disciplinary action may be required. A late is accumulated 3 minutes after your particular starting time.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor at least seven working days in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the Company. Such requests may or may not be granted.

4.2 ABSENCE WITHOUT NOTICE

When you are unable to work owing to illness or an accident, please notify your supervisor. This will allow the Company to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Company is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll. Invalid reason for absence or excessive absences will also result in being removed from the payroll.

If you become ill while at work or must leave the job for some other reason before the end of the workday, be sure to inform your supervisor of the situation and clock out.

4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT

DeClark's Landscaping, Inc. is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been victim or harassment, or know of another, promptly advise their supervisor who will handle the matter in a timely and confident manner.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor who will handle the matter in a timely and confidential manner.

4.4 TELEPHONE USE

DeClark's Landscaping, Inc.'s telephones or cellular phones are intended for the use of serving our customers and in conducting the Company's business.

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephones line.

Cell phones are strictly prohibited while driving! If you need to use the phone you must park your vehicle prior to use or use a hands free device. If your phone rings while driving, do not answer! Return calls only when vehicle is safely parked.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action.

4.5 PUBLIC IMAGE

A professional appearance is important any time that you come in contact with customers or potential customers. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

The following items are considered inappropriate working attire for DeClark's Landscaping, Inc.

- Clothes with holes, rips, or tears
- Tennis Shoes
- Cut-Off Shorts
- Another Company's offensive Logo or Name

Company shirts must be worn at all time.

Consult your supervisor if you have any questions about appropriate business attire.

4.6 SUBSTANCE ABUSE

The Company is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drug abuse have been established for all staff members, regardless of rank or position including both regular and temporary employees. The rules apply during and before working hours to all employees of the Company while they are on Company premises or elsewhere on Company business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on Company property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on Company property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

Company property: All Company owned or leased property used by employees.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as names.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law regulation.
- b. Any drug, including-but not limited to- a prescription drug, use of any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the Company's policy on drugs and may subject an employee to disciplinary action, up to and including **immediate termination**.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting Company business or being on Company property while under the influence of an illegal drug alcohol, or in an impaired condition.

4.7 JOB-SITE SMOKING

There will be absolutely no smoking on job-sites. Smoking is only permitted on your Break Period or in the company vehicle between jobs.

(See Section 3.14, Safety).

SECTION 5

WAGE AND SALARY POLICIES

5.1 TIMEKEEPING

Accurately recording time worked is the responsibility for every employee. Time worked is the time actually spent on the job performing assigned duties. Each employee's job is assigned a job given to them by their supervisor. Employees are responsible for accurately documenting their time spent on individual jobs.

DeClark's Landscaping, Inc. does not pay for extended breaks or time spent on personal matters.

The time clock is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another team member's time record will result in disciplinary action, including termination of employment.

Authorized personnel will review time records each week. Any change to an employee's time record must be approved by his/her supervisor. Questions regarding the timekeeping system or time cards should be directed to their supervisor.

Time Cards- All employee will be issued a time card on their first day of employment. The employee will be given thorough instructions on usage and instruction on what to do should a problem occur.

5.3 OVERTIME

DeClark's Landscaping, Inc. is open for business 40 hours per week. Overtime compensation paid to employees in accordance with federal and state wage and hour restriction. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the supervisor's prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action. The supervisor's signature on the timesheet authorizes pay for overtime hours worked.

SECTION 6

BENEFITS AND SERVICES

6.1 COBRA

Congress passed the landmark Consolidated Omnibus Budget Reconciliation Act (COBRA){1} health benefit provisions in 1986. The law amends the Employee Retirement Income Security Act (ERISA), the Internal Revenue Code and the Public Health Service Act to provide continuation of group health coverage that otherwise would be terminated.

COBRA contains provisions giving certain former employees, retirees, spouses and dependent children the right to temporary continuation of health coverage at group rates. This coverage, however, is only available in specific instances. Group health coverage for COBRA participants is usually more expensive than health coverage for active employees, since usually the employer formerly paid a part of the premium. It is ordinarily less expensive, though, than individual health coverage.

The law generally covers group health plans maintained by employers with 20 or more employees in the prior year. It applies to plans in the private sector and those sponsored by state and local governments. {2} The law does not, however, apply to plans sponsored by the Federal government and certain church- related organizations.

Group health plans sponsored by private sector employers generally are welfare benefit plans governed by ERISA and subject to its requirements for reporting and disclosure, fiduciary standards and enforcement. ERISA neither establishes minimum standards or benefit eligibility for welfare plans nor mandates the type or level of benefits offered to plan participants. It does, though, require that these plans have rules outlining how workers become entitled to benefits.

Under COBRA, a group health plan ordinarily is defined as a plan that provides medical benefits for the employer's own employees and their dependents through insurance or otherwise (such as a trust, health maintenance organization, self-funded pay-as-you-go basis, reimbursement or combination of these). Medical benefits provided under the terms of the plan and available to COBRA beneficiaries may include:

- Inpatient and outpatient hospital care
- Physician care
- Surgery and other major medical benefits
- Prescription drugs
- Any other medical benefits, such as dental and vision care

Life insurance, however, is not covered under COBRA.

{1} The original continuation health provisions were contained in Title X of COBRA, which was signed into law (Public Law 99-272) on April 7, 1986. {2} Provisions of COBRA covering state and local government plans are administered by the U.S. Public Health Service within the Department of Health and Human Services.

WHO IS ENTITLED TO BENEFITS?

There are three elements to qualifying for COBRA benefits. COBRA establishes specific criteria for plans, beneficiaries and events which initiate the coverage.

PLAN COVERAGE

Group health plans for employers with 20 or more employees on more than 50 percent of the working days in the previous calendar year are subject to COBRA. The term "employees" includes all full-time and part-time employees, as well as self-employed individuals. For this purpose, the term employees also includes agents, independent contractors and directors, but only if they are eligible to participate in a group health plan.

BENEFICIARY COVERAGE

A qualified beneficiary generally is any individual covered by a group health plan on the day before a qualifying event. A qualified beneficiary may be an employee, the employee's spouse and dependent children, and in certain cases, a retired employee, the retired employee's spouse and dependent children.

QUALIFYING EVENTS

"Qualifying events" are certain types of events that would cause, except for COBRA continuation coverage, an individual to lose health coverage. The type of qualifying event will determine who the qualified beneficiaries are and the required amount of time that a plan must offer the health coverage to them under COBRA. A plan, at its discretion, may provide longer periods of continuation coverage.

The types of qualifying events for employees are:

- Voluntary or involuntary termination of employment for reasons other than "gross misconduct"
- Reduction in the number of hours of employment

The types of qualifying events for spouses are:

- Termination of the covered employee's employment for any reason other than "gross misconduct"
- Reduction in the hours worked by the covered employee

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- Covered employee's becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

The types of qualifying events for dependent children are the same as for the spouse with one addition:

- Loss of "dependent child" status under the plan rules

PERIODS OF COVERAGE{3}

Qualifying Events	Beneficiary	Coverage
-Termination -Reduced hours	-Employee -Spouse -Dependent child	-18 months
-Employee entitled to Medicare -Divorce or legal separation -Death of covered employee	-Spouse -Dependent child	-36 months
-Loss of "dependent child" status	-Dependent child	-36 months

{3} The Omnibus Budget Reconciliation Act of 1986 contained amendments to the Internal Revenue Code and ERISA affecting retirees and family members who receive post-retirement health coverage from employers involved in bankruptcy proceedings begun on or after July 1, 1986. This booklet does not address that group.

{4} In the case of individuals who qualify for Social Security disability benefits, special rules apply to extend coverage an additional 11 months.

6.2 SOCIAL SECURITY/MEDICARE

DeClark's Landscaping, Inc. withholds income tax from all employee earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6.3 401K

The 40K plan offers DeClark's Landscaping, Inc. employees a unique opportunity for saving, financial growth and favorable tax treatment.

The 401K plan helps contributors save in several ways:

- Gross taxable income is reduced
- DeClark's Landscaping, Inc. makes a matching contribution for the employees' contribution.
- Convenience of payroll deduction (amount you choose)

The 401K plan is through Mass Mutual and administered by Wells Fargo. DeClark's Landscaping, Inc. makes matching contribution equal to 100% of Elective Deferrals that not to exceed 3% (and not less than 1%) of annual compensation. Each year DeClark's Landscaping Inc. chooses the percent of matching funds. See the DeClark's Landscaping Inc. 401K Plan for current matching contribution amounts. For any year, a Contribution Participant's elective deferrals shall not exceed a present government limit (indexed for cost-of-living increases according to law). Please see the DeClark's Landscaping, Inc. for the current package.

Eligibility occurs after 21 years old, worked a least 1 year, worked at least 1000 hours in year. Enrollment is available 1/1 and 7/1 of each calendar year. Applications must be submitted at least 1 month in advance.

6.4 VACATION

You will start accruing 3 days paid after working 1 year. One additional day for each year worked for up to 10 vacation days. All vacation time is accrued beginning the anniversary of start date. To qualify you must work year-round and full-time.

Vacation is accrued throughout the year. Your payroll check voucher will show the amount of vacation accrued to date each week. Vacation pay must be taken in current calendar year (no rollover). Employees can accept a payroll check in lieu of vacation time off.

Employees forfeit all accrued vacation upon termination of employment weather voluntary or involuntary unless special circumstances exist with management approval in writing only.

6.5 RECORD KEEPING

The Accounting Department maintains vacation days accrued and used. Each employee is responsible for verifying his/her pay stub to make sure the correct number of hours appears.

6.6 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve jury or military leave without pay. However, all regular employees both full-time and part-time will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

6.7 EDUCATIONAL ASSISTANCE

DeClark's Landscaping, Inc. recognizes that the skills and knowledge of its employees are critical to the success of the Company. DeClark's Landscaping, Inc. offers educational assistance programs to encourage personal development improve job-related skills and enhance an employee's ability to compete for reasonably attainable jobs in the Company.

6.8 TRAINING AND PROFESSIONAL DEVELOPMENT

DeClark's Landscaping, Inc. recognizes the value of professional development and personal growth for employees. Therefore DeClark's Landscaping, Inc. encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses.

6.9 HOLIDAY PAY

To receive any holiday pay offered you must be a full-time employee, have worked at DeClark's for at least 24 consecutive months, work year-round (including during entire snow season), and work the day before and after the holiday (unless vacation is pre-arranged and approved with your supervisor and the owner in advance). Employees do not get paid for any holidays during the time they are laid off. If a holiday falls on a Saturday or Sunday, the observed holiday is paid. Paid holidays include Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Day, and New Years' Day.

SECTION 7

EMPLOYEE COMMUNICATIONS

7.1 STAFF MEETINGS

Weekly staff meetings will be held every Monday at 10:00 a.m (when possible). These informative meetings allow employees to be informed on recent company activates, changes in the workplace and employee recognition.

7.2 BULLETIN BOARDS

Bulletin boards placed in designated area provides employees access to important posted informative and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

7.3 SUGGESTION BOX

DeClark's Landscaping, Inc. encourages employees who have suggestions that they do not want to offer orally or in person to write them down and leave them in the suggestion box. If this is done anonymously, every care will be taken to preserve the employee's privacy.

7.4 PROCEDURE FOR HANDLING COMPLAINTS

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with their immediate supervisor. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee and supervisor do not solve the problem, DeClark's Landscaping, Inc. encourages employees to contact the Operations Manager.