

Employee Handbook

(2023)



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WELCOME TO LEGACY LAWN LLC

We welcome you the Schallner Lawn Care and Landscaping LLC DBA Legacy Lawn (“**Legacy Lawn**” or the “**Company**”) and wish you every success here.

We believe that each employee contributes directly to our Company’s growth and success. Additionally, we hope you will take pride in being a member of our team. Nothing is more important to our success than the dedication and effort of each of our team members. This Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to employees. Employees should familiarize themselves with the contents of this Handbook as it will answer many questions about employment with our Company. We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

J Bryan Schallner

ABOUT THIS HANDBOOK

This handbook (this “Handbook”) is designed to acquaint you with Legacy Lawn and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read and understand the provisions of this Handbook. You may direct any questions regarding this Handbook to J Bryan Schallner. It describes many of your responsibilities as an employee and outlines the programs developed by Legacy Lawn to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. No employee handbook can anticipate every circumstance or question about policy. As Schallner Lawn continues to grow, the need may arise, and Legacy Lawn reserves the right to revise, supplement, rescind or deviate from any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion, with or without advance written notice. Employees will, of course, be notified of any official changes to the Handbook as they occur.

THE POLICIES AND PROCEDURES DESCRIBED IN THIS HANDBOOK SHOULD NOT BE INTERPRETED AS CREATING ANY PROMISE OF ANY KIND BY SCHALLNER LAWN. ALL LEGACY LAWN EMPLOYEES ARE EMPLOYED AT-WILL AND, THEREFORE, EITHER YOU OR SCHALLNER LAWN MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT ADVANCE NOTICE. MOREOVER, THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT AND ONLY THE OWNER OF LEGACY LAWN IS AUTHORIZED TO ENTER INTO ANY EMPLOYMENT CONTRACT. NO SUPERVISOR, MANAGER OR OTHER REPRESENTATIVE OF SCHALLNER LAWN IS AUTHORIZED TO ENTER INTO ANY CONTRACT OF EMPLOYMENT REGARDING THE TERMS AND CONDITIONS OF EMPLOYMENT WHICH ARE INCONSISTENT WITH THE POLICIES CONTAINED IN THIS HANDBOOK.

If you would like further information or have questions about any of the policies and procedures outlined in this Handbook, please feel free to bring them to the attention of J Bryan Schallner.

SECTION I. EMPLOYMENT PRACTICES AND EMPLOYEE RIGHTS

AT-WILL EMPLOYMENT Legacy Lawn does not offer tenured or guaranteed employment. Unless Legacy Lawn has otherwise expressly agreed in writing, your employment is at will and may be terminated by you or by Legacy Lawn at any time (including during or after the Evaluation Period), for any reason, with or without cause. This Handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this Handbook to answer many common questions concerning employment with Legacy Lawn. However, this Handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create any obligations and/or of any kind on the part of either Legacy Lawn or the employee.

IMMIGRATION LAW COMPLIANCE Legacy Lawn complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and persons who are authorized to work in the United States. Schallner Lawn will not hire anyone who is not a citizen of the United States or is not authorized to work in the U.S. As a condition of employment, every employee must properly complete, sign and date the first section of the Immigration and Naturalization form I-9. Before commencing work, newly re-hired employees must also complete the form if they have not previously completed an I-9 for the Company if the previous I-9 is more than three (3) years old or if the previous I-9 is not valid.

EQUAL EMPLOYMENT OPPORTUNITY Legacy Lawn is an Equal Opportunity/Affirmative Action employer. Legacy Lawn strictly prohibits discrimination against any employee or applicant for employment because of the individual's actual or perceived race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity or expression), sexual orientation, disability, marital or partnership status, pregnancy, military status, genetic information or predisposition, or any other basis protected by federal, state or local law. Affirmative action will be taken to ensure that all employment decisions, including but not limited to those involving recruitment, hiring, promotion, training, compensation, benefits, transfer, discipline, and discharge, are free from unlawful discrimination.

PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT It is the policy Legacy Lawn to maintain a work environment that promotes respect for the dignity of each individual and to maintain a work environment free of discrimination by supervisors, co-workers or others on the basis of an individual's actual or perceived race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity or expression), sexual orientation, disability, marital or partnership status, pregnancy, military status, genetic information or predisposition, or any other basis protected by federal, state or local law ("**Protected Categories**"). Accordingly, all employees are expected to conduct themselves so

as to maintain a work environment free of discrimination. Discrimination by an employee constitutes misconduct for which an employee may be subject to discipline up to and including termination of employment.

“Discrimination,” as used in this policy, means differential treatment or harassment of an individual on the basis of such a person(s) membership in a Protected Category. Harassment may take the form of verbal or physical conduct, including statements or written or displayed materials, directed against any person on the basis of any of the Protected Categories.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either an explicit or implicit term or condition of employment;
- b. submission to or rejection of such conduct is used as a basis for an employment decision affecting an employee; or
- c. such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment. Where discrimination, including sexual harassment, has the purpose or effect of interfering with the person's work performance, creating an intimidating, hostile or offensive work environment, it will be the subject of an investigation in accordance with this policy.

REPORTING PROCEDURES AND REQUIREMENTS: Any employee who believes that he/she has been subject to discrimination, including sexual or other harassment, at Schallner Lawn should report the incident(s) immediately to either the Owner J Bryan Schallner 918-798-4606, or supervisor. Additionally, the Company strongly advises that any employee who observes or learns of prohibited discrimination in the workplace, including sexual or other harassment, similarly report the observed incident(s) immediately to the Owner. If an employee is unable to report the incident(s) to the Owner, the incident(s) should be reported to any supervisor with whom he/she feels comfortable. Any supervisor who learns of, observes or witnesses potential discriminatory or harassing conduct must immediately notify the Owner and report the incident(s) so that the Company can proceed to conduct a confidential investigation into the alleged incident(s).

INDIVIDUALS WITH DISABILITIES Legacy Lawn is committed to ensuring equal opportunity and access to all employees in accordance with the Americans with Disabilities Act of 1990, and state and local laws. Legacy Lawn prohibits discrimination against any employee or applicant on the basis of physical or mental disability, or perceived disability. Legacy Lawn will provide reasonable and appropriate accommodations that do not impose an undue burden on the Company to enable employees to complete the essential functions of their job and participate in the workplace. If you are an individual with a disability and believe you need

reasonable accommodations, please contact the Owner. Any discussions in connection with an employee's physical or mental condition will be kept strictly confidential and will only be shared with those who have a need to know such information.

SECTION II: WORKING WITH LEGACY LAWN

EMPLOYMENT CLASSIFICATIONS It is the intent of Legacy Lawn to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, both the employee and Legacy Lawn retain the right to terminate the employment relationship at any time, for any reason, with or without just cause.

Each employee is classified as either "**EXEMPT**" or "**NON-EXEMPT**" from federal and state wage and hour laws.

- **EXEMPT** employees are paid on a salary basis, and fall into one or more of the following four classifications: executive, professional, administrative, or sales. These employees are exempt from specific provisions of federal and state wage and hour laws.
- **NON-EXEMPT** employees are eligible to receive overtime pay in accordance with state and federal wage and hour laws. These employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation. Nonexempt employees may be paid hourly or on a salary basis, dependent upon their other job categories. Employees are also classified within one of the following three (3) categories:
 - **Full-time Staff/Administrative Employees:** any staff employee who is regularly scheduled to work forty (40) hours a week or more. Full-time staff employees are paid on a salary basis.
 - **Full time Employees:** any employee who generally performs services for the Company at assigned client locations on a full-time basis. Full time employees are paid hourly wages based off of position.
 - **Part-time Hourly Employees:** any employee who is regularly scheduled to work less than thirty-two (32) hours per week.

EMPLOYMENT APPLICATIONS Legacy Lawn relies upon the accuracy of information contained in the employment application, as well as 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 Legacy Lawn's exclusion of

the individual from further consideration for employment or, if the person has already been hired, could result in a termination of employment.

EVALUATION PERIOD The first two (2) weeks of your employment with Legacy Lawn will be designated as the “Evaluation Period.” During this time, your supervisor will continually evaluate your performance and compatibility with Legacy Lawn. Should your performance not meet the standards set forth by Schallner Lawn either during or after the Evaluation Period, your employment will be terminated. Upon completion of the evaluation period, you will be eligible for additional pay, as set forth in the Employment Classifications section. The successful completion of the Evaluation Period does not constitute a promise or guarantee of employment for any specified time period. As previously stated, all employees are employed at-will and may be terminated at any time, including during or after the Evaluation Period, for any reason, without cause and with or without advance notice.

PERSONNEL FILES Legacy Lawn keeps personnel files on each of its employees. These files are confidential in nature and are maintained by the Human Resources Department. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

REPORTING CHANGES You are responsible for promptly notifying the Owner of any change in your name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information and email address. Accurate and correct information is vital for accurate documentation.

COMPETING EMPLOYMENT Due to the highly competitive nature of the industry in which Legacy Lawn is involved, employees are restricted from certain associations or working arrangements with competing or conflicting organizations. Subject to Legacy Lawn’s prior written approval, you may work for other businesses during the course of your employment with Legacy Lawn; provided, however, you may not (i) accept or perform work of a nature that conflicts or competes in any way with the business or services of Legacy Lawn; (ii) use any Schallner Lawn resources including, but not limited to, computer hardware and software, telephones, facsimile machines, equipment and copiers, for or in connection with any non-Legacy Lawn work; (iii) perform any non- Legacy Lawn on Legacy Lawn premises; or (iv) perform any non- Legacy Lawn work during normal business hours.

CONFLICTS OF INTEREST Legacy Lawn requires that employees not engage in transactions involving conflicts of interest that would compromise the Company, its clients,

partners or suppliers for personal gain. Examples of conflicts of interest include, but are not limited to, accepting gifts, requesting or granting favors, or conducting business for personal gain. Employees are required to disclose all conflicts of interest to a supervisor or the owner.

NON-DISCLOSURE, NON-COMPETITION, NON-SOLICITATION The protection of confidential business information and trade secrets is vital to the interests and the success of Legacy Lawn. Legacy Lawn prohibits employees from disclosing information held to be confidential by Legacy Lawn, including Legacy Lawn’s clients’ information. Disclosing confidential information of Legacy Lawn, including client information, is strictly prohibited. In addition, any ideas or concepts that an employee creates or develops while working with Legacy Lawn are considered “work made for hire” and are the sole property of the Company. Employees are also prohibited from engaging in any business ventures that compete with the business of Legacy Lawn, or soliciting any of Legacy Lawn’s employees or any clients or customers of Legacy Lawn. To the extent permitted by applicable law, certain employees will be required to sign a Confidentiality, Non-Competition and Non-Solicitation Agreement as a condition of employment or continued employment.

STANDARDS OF CONDUCT Legacy Lawn expects all employees to conduct themselves in a professional and ethical manner. Employees have a fiduciary duty to act in the best interest of Legacy Lawn. They shall act honestly and according to the standard of a prudent person, exercising their best skill and judgment Legacy Lawn’s benefit. Employees shall comply with all applicable laws. An employee should not conduct business that is unethical in any way, nor should an employee influence other employees to act unethically. Furthermore, an employee should report any possible dishonest activities or damaging conduct to an appropriate supervisor. To the extent this Policy is inconsistent with any applicable law, such law shall control.

A. An employee shall:

1. perform his or her official duties in a lawful, professional, and ethical manner befitting of Schallner Lawn;
2. report another employee’s behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the Legacy Lawn work environment to your supervisor, the Owner or other appropriate management personnel; and
3. consult promptly with your supervisor, the Owner or other appropriate management personnel about ethics issues pertaining to his or her service as an employee.

Legacy Lawn will promptly, thoroughly and confidentially investigate all reasonable concerns, and, where necessary, appropriate corrective action will be taken.

B. An employee shall not:

1. solicit, accept, or agree to accept any gift or other benefit with a value more than \$50.00 (i) as consideration for the employee's decision, opinion, recommendation, or other exercise of discretion, (ii) that the employee knows or should know is being offered with the intent to influence the employee's conduct or (iii) that might reasonably tend to influence the employee's discharge of duties;
2. solicit, accept, or agree to accept any gift or other benefit with a value more than \$50.00 from a person the employee knows is interested in or likely to become interested in any contract, purchase, payment, claim, or transaction involving the employee's exercise of discretion;
3. intentionally or knowingly solicit, accept, or agree to accept any benefit with a value more than \$50.00 for having exercised his or her official powers as an employee or performed his or her duties as an employee in favor of another;
4. disclose confidential or proprietary information, information that is excepted from public disclosure, or information that has been acquired by the employee by reason of the employee's position;
5. accept other employment, including self-employment, or compensation or engage in a business, charity, nonprofit organization, or professional activity that the employee might reasonably expect would require or induce the employee to disclose confidential information that was acquired by reason of the employee's position;
6. accept other employment, including self-employment, or compensation or engage in a business, charity, nonprofit organization, or professional activity that could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's duties;
7. make personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest;
8. utilize Legacy Lawn property, facilities, or equipment for any purpose other than official Legacy Lawn business, unless such use is reasonable and incidental and does not result in any direct cost to Legacy Lawn, interfere with the employee's official duties, or interfere with Legacy Lawn functions;
9. utilize his or her official position for financial gain, obtaining privileges, or avoiding consequences of illegal acts;

10. knowingly make misleading statements, either oral or written, or provide false information, in the course of conducting Legacy Lawn business;
11. purport to commit Legacy Lawn to any contract, obligation or other action without having been properly authorized to do so.
12. curse and or use excessive profanity while on customers property.

SECTION III: COMPENSATION POLICIES

PAYDAYS For payroll purposes, the workweek begins on Saturday and ends on Friday. All employees are paid on a biweekly basis (every two weeks) on Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. If a payday falls on a holiday, you will receive your check on the day before the holiday. Most employees with Legacy Lawn choose to have their paychecks directly deposited into a bank or other financial institution. Direct deposit of paychecks is available upon request. Interested employees should contact the Owner for additional information on direct deposit forms and procedures. If you are absent on payday and not enrolled with Direct Deposit, your check will be held until you return to work. Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee.

ADMINISTRATIVE PAY CORRECTIONS Legacy Lawn takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his/her supervisor or the Owner so that corrections can be made as quickly as possible.

PAYROLL DEDUCTIONS AND SETOFFS The law requires that Legacy Lawn make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. Legacy Lawn also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Legacy Lawn matches the amount of Social Security taxes paid by each employee. Legacy

Lawn offers programs and benefits beyond those required by law to certain eligible employees. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. Any questions regarding payroll deductions should be directed to the Owner. One program is a Advance program. The employee must be in good standing and have been employed for at least 120 days to be eligible for a Advance loan. The Advance Loan Form must be completed and submitted at least 2 days prior to payroll being run to be eligible. The form states that the Advance is to be paid back in one or two payroll deductions. In the event that the employee is no longer employed with a outstanding balance from the Advance loan, the employee has 30 days to repay the Advance. Upon the completion of 30 days and repayment not being made, the former employee will be taken to small claims court for the remainder of the balance owed.

EXPENSE REIMBURSEMENT Legacy Lawn will reimburse employees for reasonable business expenses in accordance with approved policies. Reasonable business expenses include travel fares, accommodations, meals, license fees, mileage, telephone and fax charges, modest entertainment of clients and purchases on behalf of the Company. Mileage will be reimbursed at the standard IRS rate. All expenses must be submitted via the required expense form within 14 days of incurring an expense (see Expense Form) and approved by the employee's supervisor prior to submission for reimbursement. If an employee has concerns regarding the reasonableness of an expense or the expense is over \$250, the employee must secure approval in advance of incurring the expense. Unreasonable or excessive expenses will not be reimbursed. Any questions should be directed to the employee's supervisor or the Owner.

SECTION IV: THE WORKING ENVIRONMENT

HOURS OF OPERATION AND WORK SCHEDULES Legacy Lawn's offices operate from 7 am to 4 PM EST. Employee work schedules may vary based on the Company's needs. Employees may not deviate from their scheduled work hours, unless a supervisor specifically approves the request. Exempt employees may be required to work extra hours to accommodate certain deadlines.

ATTENDANCE & PUNCTUALITY Being on time and regular attendance are important to the smooth operation of Legacy Lawn. If you are consistently late or excessively absent, Legacy Lawn's ability to perform work is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused, you are responsible for being at work and arriving on time. If you are going to be absent or late, it is your responsibility to call the

Owner or your supervisor as soon as possible, preferably in advance of lateness and no later than one hour after the start of the workday. An employee who is absent for reasons other than those permitted or excused, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including discharge. Each employee is required to notify the Owner, in advance, of the dates of all approved leave to be taken.

AVAILABILITY FOR WORK Employees must be available for work especially during exigent circumstances. If, for any reason, there is a change in your work availability, you must notify your supervisor at least two (2) weeks prior to the change.

MEAL BREAKS Legacy Lawn managers will assign appropriate lunch and dinner breaks per their needs and in accordance with applicable law. Typically, Nonexempt employees working for more than four (4) consecutive hours are provided with a meal break of 30 minutes. Breaks are scheduled throughout the workday, so as not to disrupt the Company's business operations.

LACTATION BREAKS Employees who are nursing are provided with reasonable break time to express breast milk for up to one (1) year after the birth of a child. Any employee who requires lactation breaks should contact Human Resources, who will arrange for a private room, shielded from view, and free from any intrusion from other employees and the public, and in close proximity to the employee's work area.

OVERTIME Nonexempt employees are to be paid time and one-half (1.5) for work time that exceeds forty (40) hours during a scheduled workweek. Employees asked to work overtime are expected to do so. Exempt employees are not eligible for overtime pay. Overtime pay is based on the total of actual hours worked in excess of forty (40) hours in a given workweek. Failure to work scheduled overtime or overtime worked without prior authorization from a manager may result in disciplinary action.

SMOKING Smoking is not allowed on a customer's property. To maintain a professional appearance, Legacy Lawn requires employees to not smoke while on the customer's property. Smoking is allowed off the customer's property and on breaks. The crew supervisor will be responsible for adopting this policy and applying it to their crew members.

Attendance Policy Legacy Lawn expects its employees to be on time and ready to work when they show up for their workday. Failure to be on time will result in a notation to your file. Three (3) unexcused tardies will result in disciplinary action up to termination. An employee will

be considered late, (5) minutes after the start of their scheduled time. An employee will be considered absent if they have not arrived (30) minutes past their scheduled start time. Failure to notify your supervisor or the Owner and being more than (30) minutes late constitutes a no-call/no-show for the employee. No-call/no-show occurrences are ground for termination.

Cell Phone Policy Legacy Lawn requires employees to not use their phones for personal calls or video chats while on a customer's property. Schallner Lawn feels that our attention should be on the customer's property and our employee's safety while conducting business operations. Crew supervisors will be responsible for enforcing this policy.

Social Media Policy Legacy Lawn requests employees to take pictures and film videos of work site/work day events. The social media policy for Legacy Lawn requires employees to submit those photos, videos and images to either the Owner they may be screened prior to uploading on Legacy Lawn's social media accounts. Legacy Lawn expects its employee's to maintain a professional social media image.

Dress Code Policy Legacy Lawn requires the following dress code

Exempt employee's dress is business casual, closed toe shoes and preferably Schallner Lawn apparel

Non-exempt employees dress is khaki colored pants/jeans/work pants without holes, company t shirt or hoodie, closed toe shoes and personal safety equipment. Shorts may be worn with supervisor approval.

Disciplinary Policy Legacy Lawn strives to be fair and consistent with our approach towards disciplinary action. We follow a simple escalation of severity policy regarding discipline. We utilize a three (3) strike rule. First offense results in a verbal reprimand. This reprimand will then be typed by the supervisor in charge, signed by the supervisor and placed in the employees file. The second offense results in a written reprimand. This reprimand will be written by the supervisor who is administering the disciplinary action. The written reprimand will then be signed by both the supervisor and the employee. It will then be put in the employees file. The third offense will result in immediate termination of the employee.

Driving Policy Driving Legacy Lawn company vehicles is a privilege and not a right. Our auto insurance names specific employee's that are covered and unauthorized operators of company vehicles will not be permitted. Unauthorized use of Company vehicles will result in disciplinary

action, up to and including termination of employment. Driving practices for authorized drivers are expected to be in compliance with State and local laws. Safe driving is a vital necessity for Legacy Lawn to operate efficiently and safely.

Operation of Equipment Policy Legacy Lawn values our equipment. Without it we could not do what we do. The operating of mowers can be especially dangerous given the weight and intrinsic danger of the spinning blades. Legacy Lawn expects all operators of mowers to work within a reasonably safe manner. Recklessness while operating mowers can lead to employee injury, equipment damage and customer property damage. Weed eaters, edgers, chainsaws and hedge trimmers also carry an implied danger with them. It is Legacy Lawns' expectation for all employees to follow all safety policies while operating equipment.

Damage of Customer Property Policy In the event that an employee damages a customer's property, either intentionally or unintentionally, while in the act of providing service, the employee will be responsible for fifty percent (50%) of the damages caused up to \$500. For any damages over \$500, the responsible employee will be required to pay the businesses \$500 liability deductible, as a claim will then be filled with Legacy Lawn's liability insurance. The responsible employee will be able to elect to either pay outright the amount owed for damages caused or have the amount deducted from their pay over two (2) pay periods. This policy is enforceable per occurrence and has no limits on frequency. In the event that an employee causes damage to a customer's property, either intentionally or unintentionally, while not performing services for the customer, the responsible employee will be required to pay 100% of the damages caused, regardless of the amount. The responsible employee may elect to pay for these damages either in one lump sum or have the amount owed deducted from their pay over two (2) pay periods. It is the responsibility of the employee who caused the damage to report it to their crew supervisor or the Owner immediately so a resolution can be found. Failure to do so will result in disciplinary action towards the responsible employee, up to and including termination.

Damage of Company Property Policy In the event that an employee causes damage to Company property either intentionally or unintentionally, the responsible employee will be responsible for paying fifty percent (50%) of the damages caused up to \$500. For any damages caused over \$500, the responsible employee will be required to pay the \$500 insurance deductible. The responsible employee may elect to either pay the amount owed outright in one lump sum or have the amount owed deducted from their pay over two (2) pay periods. It is the responsibility of the employee who caused the damage to report it to their crew supervisor or the Owner immediately so a resolution can be found. Failure to do so will result in disciplinary action towards the responsible employee, up to and including termination.

DRUGS AND ALCOHOL Legacy Lawn is committed to maintaining a safe and healthy workplace free from the influence of alcohol or drugs. In this regard, we intend to take reasonable measures to ensure that employee alcohol or illegal or unauthorized drug use does not jeopardize the success of the Company's operations, or otherwise affect the Company and its employees. Our commitment to an alcohol-free and drug-free workplace is jeopardized when any employee abuses alcohol or drugs on the job, comes to work under the influence of such substances, or possesses, distributes or sells illegal or unauthorized drugs and controlled substances in the workplace.

The use, sale, purchase, possession, distribution, or impairment by alcohol or illegal or unauthorized drugs and controlled substances while on Company time, on Company premises or engaged in Company business is strictly prohibited. Moreover, the use of alcoholic beverages by an employee during the workday, on Company property, or while acting as a Company representative that adversely affects the employee's job performance or reflects unfavorably upon public confidence in the manner in which the Company conducts its business is also strictly prohibited. Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of alcohol or illegal or unauthorized drugs and controlled substances on the Schallner Lawn premises or a client's premises, or who reports to work under the influence of alcohol or illegal drugs and controlled substances, will be subject to disciplinary action, including but not limited to immediate termination of employment. Employees who are involved with the illegal use of drugs, alcohol or other illegal controlled substances after business hours may be subject to disciplinary action, including but not limited to reassignment or termination, in the event the use of such substances has or may have an adverse effect on the Company or its business operations.

Any illegal or unauthorized drugs and controlled substances that are discovered in the possession of an employee will be immediately turned over to the appropriate law enforcement agencies and may result in criminal prosecution. To the extent permitted by law, employees convicted of the sale or possession of illegal or unauthorized drugs and controlled substances while employed with Legacy Lawn may be terminated, regardless of whether such misconduct occurs on or off the Company's premises.

The legal use of authorized and prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Any employee taking a drug or medication, whether or not prescribed by a physician for medical conditions, which is known or advertised as possibly affecting or impairing judgment, coordination, or other senses or which may adversely affect the ability to perform work in a safe and productive manner, must inform Legacy Lawn of such use. In appropriate circumstances, Legacy Lawn will consult with the employee to determine if such use of authorized and prescribed drugs will pose job-related limitations on the employee, and whether Legacy Lawn can accommodate those limitations through a reasonable accommodation. If necessary, the employee may be placed on appropriate work restriction or reassigned other duties to ensure the employee's own safety and the safety of other Legacy Lawn employees.

In order to ensure that all employees are provided a safe workplace, the Company reserves the right to conduct searches or inspection of employees and their personal effects and vehicles located on the Company's premises. These searches may be made without prior warning and may be conducted with the assistance of representatives of law enforcement agencies. In addition, Legacy Lawn reserves the right to decline payment of workers' compensation benefits to any employee who tests positive for alcohol and/or illegal or unauthorized drugs and controlled substances in connection with any work-related injury. While Legacy Lawn generally does not perform pre-employment drug screenings, the Company reserves the right to conduct drug and alcohol screenings on personnel assigned to work with a client that contractually requires Legacy Lawn to perform such screenings on assigned personnel. Alcohol and drug screens can be performed at random at the discretion of Legacy Lawn when reasonable suspicion is attained.

VISITORS To provide for the safety and security of employees and the facilities at Legacy Lawn, only clients and authorized visitors are permitted at Legacy Lawn offices. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances. Employees are responsible for the conduct and safety of any visitors. No visitor to the premises should have access to Company equipment, information and files, and all visitors must be monitored by the employee who has invited them into the offices. Visitors to worksites are permitted as long as the visit isn't exceedingly long and as long as the visit doesn't distract from the work being performed by the Company. It is the crew supervisor's responsibility to determine if a worksite visit meets this policies requirement.

TRUCK CLEANLINESS AND EQUIPMENT CLEANING Employees are responsible for returning trucks and equipment to a clean and presentable condition after use. All company trucks should be decluttered daily after use and cleaned via shop vacuum and washed weekly on Fridays. All mowing, landscaping and chemical application equipment should be cleaned daily after use. Blades are to be removed from mowers weekly on Fridays and sharpened. Mower decks are to be power washed out and cleaned on Fridays while mower is raised for blade sharpening. It is the crew supervisor's responsibility to ensure this house cleaning duty is performed.

WORKSITE CONDUCT POLICY Legacy Lawn expects its employees to act in a respectful, courteous manner while on a worksite. Profanity, obscene behavior, lewd conduct and crude gestures are all grounds for disciplinary action, up to and including termination. Legacy Lawn strives to provide professional lawn care services in a professional manner. Conduct that reflects poorly on the integrity and ethics of Legacy Lawn will not be tolerated.

WORKPLACE VIOLENCE The Company will not tolerate workplace violence, and violent acts or threats made by an employee against or to another person or property will be cause for immediate dismissal. This includes any violent acts or threats made on Company property, at Company events or under other circumstances that may negatively affect Legacy Lawn's or the Company's ability to conduct business. Legacy Lawn takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all Company employees, whether on or off Company property. Prohibited conduct includes, but is not limited to, the following:

- Causing physical injury to another person;
- Making threatening remarks;
- Engaging in aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging Company-property or property of another employee;
- Possessing an unlicensed weapon while on the Company property or while conducting Company business; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported to the Owner.

THE UNAUTHORIZED USE OF COMPUTER SOFTWARE Legacy Lawn does not permit the illegal duplication of software. Federal copyright laws clearly give the copyright holder certain exclusive rights, including the right to make and distribute copies. Pursuant to federal law, "it is illegal to make or distribute copies of copyrighted material without authorization", and the law protects the exclusive rights of the copyright holder. Unauthorized duplication of software is a federal crime, punishable by fines of as much as \$100,000 and jail terms of up to five (5) years.

The following policies apply in connection with the use of computer software at Schallner Lawn:

1. Legacy Lawn licenses the use of computer software from a variety of outside companies. Schallner Lawn does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, Schallner Lawn employees shall use the software only in accordance with the license agreement.
3. Legacy Lawn employees learning of any misuse of software or related documentation within the Company shall notify his or her supervisor or the Owner.

4. According to federal Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Legacy Lawn employees who make, acquire or use unauthorized copies of computer software will be disciplined as appropriate under the circumstances. Such discipline may include dismissal. Before installing any software on any computer, employees should consult with the Owner to determine the licensing rights for the applicable software package.

SECTION V: REQUESTING TIME OFF

TIME OFF REQUEST POLICY Legacy lawn requires employees to submit requests for time off 36 hours before requested date. This allows Schallner lawn the time necessary to accommodate the request with staffing changes. Reoccurring time off requests IE drug court, PO visit, etc must be submitted as soon as the need arises. Failure to adhere to the timeliness of this policy may result in time off request being denied.

SECTION VI: EMPLOYEE BENEFITS

AFLAC AND COLONIAL LIFE POLICIES OFFERED Schallner lawn offers employees the opportunity to purchase Colonial Life and Aflac indemnity policies. Representatives from these companies come periodically and speak with employees. If an employee elects to purchase and carry a policy offered by either company, the employee will authorize the deductions for the policy to come out of their pay checks via payroll. It is solely the employee's discretion to participate in any of the programs offered by the vendors. Schallner lawn is in no way associated with policies written by either vendor and thus not responsible for the vendor's remittance of policy benefits.

INCENTIVE POLICY Legacy lawn values integrity and responsibility. Legacy lawn offers an incentive program for employee attendance and performance. The attendance incentive program (AIP) follows the structure below:

- After 30 consecutive days with no tardiness or unexcused absences the employee may choose any new eye protection of equal or less than \$25 value
- After 60 consecutive days with no tardiness or unexcused absences the employee may choose any new hand protection of equal or less than \$30 value
- After 90 consecutive days with no tardiness or unexcused absences the employee may choose any new hearing protection of equal or less than \$70 value

- After 120 consecutive days with no tardiness or unexcused absences the employee will receive a new apple ipod
- After 150 consecutive days with no tardiness or unexcused absences the employee will receive wireless Beats by Dr Dre headphones up to \$300 value
- After 180 consecutive days with no tardiness or unexcused absences the employee will receive a \$350 incentive pay attendance bonus (IPAB)
- The IPAB will be paid every 180 consecutive days with no tardiness or unexcused absences

SECTION VII: LEAVING THE EMPLOYMENT OF LEGACY LAWN

TERMINATION Termination of employment is an inevitable part of personnel activity within any business, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION: voluntary employment termination initiated by an employee.

DISCHARGE: involuntary employment termination initiated by the organization.

LAYOFF: involuntary employment termination initiated by the organization for non-disciplinary reasons.

Since employment with Legacy lawn is at-will, based on mutual consent, both the employee and Legacy Lawn have the right to terminate employment, with or without cause, at any time. If a employee is terminated he/she can reapply in 60 days for rehire.

JOB ABANDONMENT Employees of Legacy lawn absent for more than two (2) consecutive days without notifying a direct supervisor are considered to have voluntarily abandoned their employment with the Company. The effective date of termination will be the last day the employee reported for work.

RESIGNATION Resignation is a voluntary act initiated by the employee to terminate employment with Legacy lawn and/or to resign from the workforce. Although advance notice is not required, Legacy lawn requests at least two (2) weeks' written resignation notice from all employees. If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire. Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation.

EMPLOYEE ACKNOWLEDGMENT

This Employee Handbook (the “**Handbook**”) describes important information about Legacy Lawn Care and Landscaping LLC. (“**Legacy lawn**”) and I understand that I should consult the Owner regarding any questions not answered in the Handbook. I acknowledge that Legacy lawn reserves the right to revise, supplement, rescind or deviate from any policies or portion of this Handbook from time to time as it deems appropriate, in its sole and absolute discretion, with or without advance written notice. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it. I have read the Handbook, and I understand that my employment relationship with Legacy lawn is voluntary and terminable at any time at the will Legacy lawn or myself, and with or without cause, and with or without advance notice. I further understand that this Handbook provides no contractual rights, expressed or implied, and that no employee or representative of Legacy lawn, other than the Owner or his authorized representative, has any authority to enter into any agreement extending the employment of any employee for any specified period of time, or to make any agreement contrary to the foregoing.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (Printed)