



Greenscape Solutions Employee Policy Handbook

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GREENSCAPE
SOLUTIONS

- Voluntary Resignation
- Involuntary Termination
- Exit Interviews



Company Overview

Greenscape Solutions is a premier lawn care and landscape services provider specializing in residential and commercial landscaping projects. We are committed to enhancing the beauty and functionality of outdoor spaces with exceptional customer service and high-quality workmanship.

Our Values

At Greenscape Solutions, we strive to provide a top-quality lawn and landscaping service at a convenient price. We value projects and properties as if they were our own. When a Greenscape Solutions employee arrives at a property, we handle it with the utmost care and respect. We hold commitment, perfection, and honesty at the heart of our company.

Our Mission

Our goal is to become a top performer in the North Alabama area when it comes to providing a service at a professional level. Our team is constantly growing and working towards this goal. Being a part of this team requires dedication, accountability, and high self-worth. Greenscape Solutions will continue to grow into a community leader in North Alabama that gives back our success to the communities we serve. At the end of the day, business aside, we serve people and their families.



Employment Policies

A. Equal Employment Opportunity

1. Greenscape Solutions is committed to creating a diverse and inclusive workplace. We do not discriminate against employees or applicants based on race, color, religion, national origin, gender, gender identity, sexual orientation, disability, or age.

B. Anti-Discrimination Policy

1. Discrimination, harassment, or retaliation of any kind is prohibited. All employees have the right to work in an environment free from unlawful discrimination and harassment.
2. All discrimination or harassment should be reported to a supervisor.

C. Employment Status

1. Employees are classified as either full-time, part-time, or temporary. Full-time employees work 40 hours per week, while part-time employees work less than 40 hours per week.



Workplace Conduct

A. Professionalism & Respect

1. Employees are expected to demonstrate professionalism, courtesy, and respect for others in all interactions, both within the company and with clients.

B. Attendance & Punctuality

1. Regular attendance is crucial. Employees should report to work on time and notify their supervisor as soon as possible if they are going to be late or absent.
2. Failure to notify a supervisor prior to an employees scheduled start time will result in disciplinary action.
3. If an employee is absent two days consecutively without prior notification, they will be subject to termination.

C. Dress Code & Safety

1. Employees should wear attire that is appropriate for outdoor work, including closed-toed shoes, weather-appropriate clothing, and company-provided uniforms if applicable. Safety gear must be worn as required.
2. Each employee is provided uniform shirts and is responsible for keeping them washed and well kept.
3. Employees should be well groomed and present a professional appearance.

D. Personal Phone Use

1. Personal phone calls should be kept to a minimum during working hours. Personal phone calls or texting that interfere with work performance or productivity may result in disciplinary action.



Health & Safety

A. Safety Guidelines

1. Greenscape Solutions places the safety of its employees as a top priority. All employees are required to follow safety guidelines and procedures when performing work duties. This includes proper use of equipment, machinery, and adherence to OSHA standards.

B. Reporting Accidents & Injuries

1. All accidents or injuries, no matter how minor, must be reported immediately to your supervisor. An incident report will be completed, and proper medical treatment will be arranged as needed.

C. Personal Protective Equipment (PPE)

1. Employees must wear appropriate PPE when performing tasks that require it. This includes gloves, eye protection, and hearing protection, as required by the nature of the job. Each employee will be issued the proper protection needed for day-to-day operations.
2. Employees are required to wear eye protection and hearing protection while operating mowers, trimmers, edgers, etc.
3. Sunglasses that meet OSHA safety standards may be worn in place of company issued eye protection.



Compensation & Benefits

A. Pay Schedule

1. Employees are paid on a bi-weekly basis, with paychecks issued every two weeks on Friday. Direct deposit is available and encouraged.

B. Overtime Policy

1. Employees may be eligible for overtime pay at 1.5 times their regular hourly rate for any hours worked over 40 in a workweek, as required by law.

C. Paid Time Off (PTO)

1. Full-time employees are entitled to paid time off (PTO) to be used for vacation, sick days, or personal leave. PTO accrual begins after 90 days of employment.

D. Health Insurance

1. Greenscape Solutions does not currently offer health coverage, but we hope to in the future.

E. Retirement Plans

1. Greenscape Solutions does not currently offer any retirement plans.



Job Expectations

A. Job Descriptions

1. Employees will be provided with a job description outlining their specific duties and responsibilities. Expectations include fulfilling all assigned tasks to the best of their ability and maintaining high standards of quality.
2. Employees are expected to do their duties efficiently and timely.

B. Performance Reviews

1. Employees will undergo annual performance reviews, where feedback will be provided regarding job performance, goals, and opportunities for growth.

C. Employee Development

1. Greenscape Solutions supports the professional growth of employees through training and development programs. Employees are encouraged to take advantage of these opportunities to improve their skills.



Workplace Behavior & Discipline

A. Code of Conduct

1. Employees must behave in a manner that reflects well on the company. Actions that violate this policy may result in disciplinary action, up to and including termination.

B. Harassment Policy

1. Harassment of any kind, including sexual harassment, is prohibited. Any employee who experiences or witnesses' harassment should report it immediately.
2. Any employee who is accused of harassment will be investigated and subject to discipline.
3. Employees that experience any kind of harassment from a customer should report it to a supervisor and it will be handled accordingly.

C. Substance Abuse Policy

1. The use of illegal drugs or alcohol on company time or premises is strictly prohibited. Employees must refrain from reporting to work under the influence of drugs or alcohol.
2. Employees are subject to random drug screening. Any employee that tests positive for any illegal drugs will be terminated and law enforcement will be notified.

D. Disciplinary Procedures

1. Disciplinary action will be taken for any violations of company policies. They will progress as follows.
 - i. **Verbal Warning**
 - ii. **Written Warning**
 - iii. **Suspension**
 - iv. **Termination**



Damage to Property

A. Reporting Damage

1. Employees who cause property damage, regardless of severity, will report the damage to a supervisor.
2. All incidents will be properly documented for company records.

B. Customer Notification

1. Employees are responsible for maintaining good customer relations. If a customer's property is damaged, it will be the responsibility of that employee or supervisor to notify the customer of said damage.
2. If a customer becomes irritated due to the damage, ensure the customer that the damage will be fixed and/or replaced.

C. Insurance

1. Damage totaling more than \$500 will be reported to insurance, and a claim will be filed.



Company Property & Equipment

D. Use of Company Equipment

1. Company vehicles and equipment are to be used solely for work-related tasks. Misuse, neglect, or unauthorized use of company property will lead to disciplinary action.
2. In the event a piece of equipment gets damaged, it will be immediately reported to a supervisor.

E. Maintenance of Equipment

1. Employees are responsible for maintaining the cleanliness and proper functioning of all tools and equipment used in the course of their duties.
2. Equipment will be cleaned at a minimum of once weekly to keep a clean and professional look.
3. All equipment will be serviced according to the manufacturer.

F. Vehicle Use & Policy

1. Employees authorized to drive company vehicles must have a valid driver's license and maintain a safe driving record. Personal use of company vehicles is prohibited.
2. A current insurance card and registration shall be kept in all company vehicles, where it is easily accessible.
3. A gas card will be kept in all company vehicles. Misuse of company cards will result in termination and criminal prosecution.



Confidentiality & Non-Compete

A. Confidential Information

1. Employees must not disclose any confidential business information, customer data, or proprietary information obtained during employment.

B. Non-Compete Clause

1. Employees agree not to engage in direct competition with Greenscape Solutions for a period of one year after leaving the company, within a defined geographical area.



Separation from Employment

A. Voluntary Resignation

1. Employees wishing to resign are requested to provide at least two weeks' written notice to their supervisor.

B. Involuntary Termination

1. Termination may occur due to poor performance, policy violations, or other factors deemed detrimental to the company. In such cases, employees will be notified of the termination in writing.

C. Exit Interviews

1. Exit interviews will be conducted with employees who leave the company to gather feedback and improve the workplace environment.