1. Core Values:

***Excellence* - Always Provide a Quality Experience**

***Integrity* - Act with Honesty & Openness**

***Respect* - Positive & Professional Behavior**

***Loyalty* - Strong Connection with Customers & Staff**

1. Letter From The Owners:

Dear Employee,

We would like to take this opportunity to acknowledge the importance of the skill, effort and dedication of our employees in making Cleanway what it is today. If

you are just now joining our team, you will soon learn that our future as a company

depends upon your hard work and dedication. Whether you are a new employee or have been with us for many years, we want you to know that we appreciate the contribution which you make to our continued growth and success. We strongly believe that what sets our company apart from the rest is our employees; it is because of you that we have become a leader and respected name in our

community. The responsibility for maintaining this reputation of excellence lies with every one of us. You were selected because of your unique skills and abilities and we hope that your employment at Cleanway will be a long and pleasant one.

The Policies outlined in this handbook are designed to help maintain a quality

relationship between the Company and its employees. They are general guidelines which will continue to be reviewed and revised as necessary. You will be kept informed about any changes in our policies. Working together, we can achieve success and the satisfaction which comes from putting forth our best efforts.

Sincerely,

Daniel & Shiloh Reece

Owners

3. Mission Statement

Our Company is dedicated to customer satisfaction. Our goal is to impact the environment of each facility in a noticeable way.  Each building occupant should recognize that the Cleaning Company has serviced their facility.  This is how we measure success.

4. Disclaimer Statement

The Company reserves the right to change, terminate, make exception to and/or revise these policies and procedures at anytime, as we consider appropriate.

Furthermore, this handbook is not a contract and does not create any contractual

obligation. Since our business is constantly changing, Cleanway reserves the

right to modify the policies and procedures outlined in the handbook. Changes will

become effective on the dates determined by the Company. No supervisor or manager, other than an Owner, has the authority to alter, amend, or waive any of the policies and procedures contained in this handbook. If you have any questions about the contents of this handbook, we encourage you to bring them to the attention of your Supervisor as soon as possible. We encourage you to bring

your questions whenever they may arise. The best way to get answers is to ask questions.

Section 1 - Employment At Cleanway

1.1 Code of Business Ethics & Conduct

A. Purpose

This code sets forth the basic principles that govern the conduct of our business and therefore must guide our individual conduct. Each employee is urged to read this code carefully and refer to it often. The message is simple and direct. It is the policy of Cleanway to conduct its business in a lawful and ethical manner. The company has always fully supported a number of implicit policies concerning ethical business conduct. Our purpose in putting these policies into a written code is to insure that all employees of Cleanway are fully cognizant of Cleanway policies concerning conduct of its business in a lawful and ethical manner. These policies are designed to protect and enhance the Company’s integrity as an outstanding corporate citizen. It is both right and in the best interest of the Company, its employees, the community and the public in general, to act in a manner which is regarded as appropriate, ethical and constructive. Obviously, this code of conduct can in no way spell out the appropriate moral conduct and ethical behavior for every situation with which we will be confronted. Good judgement and the highest sense of ethics and fairness are required at all times.

1. Code of Conduct

• Honesty and trustworthiness in all of our working relationships

• Reliability in carrying out assignments and responsibilities

• Truthfulness and accuracy in what we say and write

• Cooperation and constructiveness in all work undertaken

• Fairness and consideration in our treatment of fellow employees, customers and vendors

• Law abiding in all of our activities

• Commitment to accomplishing all work tasks in a superior way

• Economy and honesty in utilizing company resources

• Dedication in service to our company and to improving the quality of life in the world in which we live.

1. Standards of Conduct

Because the conduct, character and profitability of Cleanway, depend upon the actions of many, it is important that each employee understands the standards of conduct for which he or she shall be held accountable. It is the responsibility of each employee:

1. To protect Cleanway’s assets, and those assets of others entrusted to us, including physical properties and proprietary information, against loss, theft and misuse.

2. To handle all information accurately, honestly and properly.

3. To protect the environment by taking the appropriate measures to ensure the compliance by Cleanway to all applicable laws and regulations and pursue the remediation of any condition resulting from a spill or accidental discharge.

4. To perform assigned tasks in a responsible, reliable and cooperative manner and with a commitment to high levels of productivity and quality.

5. To represent Cleanway in a manner which is law abiding and sensitive to the needs and justifiable expectations of the various entities we serve: our customers, our employees, our vendors and suppliers, our lenders, our local and national communities.

1. Commitment to the Environment

Measures will be taken to provide the necessary information to Cleanway personnel to ensure that they are fully aware of applicable environmental laws and regulations and the importance of complying with these laws and regulations. Cleanway will conduct regular reviews on a periodic and continuing basis to verify the appropriateness of its environmental permits, procedures and reporting requirements. Also, Cleanway will regularly review its processes to determine the suitableness of its procedures, monitoring and equipment as related to environmental matters. Cleanway is committed to comply with all applicable laws and regulations in the conduct of its business, including applicable federal, state and local environmental laws.

1. Reporting Violations

It is the employee’s responsibility to report to his or her supervisor any violations of this code.

1. Response to Violations

A violation of these policies in any part of the Company may have far reaching effects on the company. It is the obligation of every officer and employee in his or her sphere of authority to enforce this directive. The policies in this code are important to the Company and must be taken seriously by all of us as employees. Penalties for violations of the code shall be appropriate to the gravity of the offense. Violations can involve one or more of the following: a warning, a written reprimand, probation, demotion, temporary suspension, reassignment, discharge, required reimbursement of losses or damages, referral for criminal prosecution or civil action. Any employee, officer, director of the company, no matter what his or her rank or title, will be subject to discipline if he or she is found to have violated a law, regulation, or term specified in this agreement, or a basic tenant of business integrity and honesty.

1.2 Employment at Will

All employees of Cleanway are employed “at will”, meaning that either the employee or Cleanway may terminate the employer-employee relationship at anytime and for any lawful reason, or for no reason at all. Your employment is guaranteed for no set definite term, and you have the right to terminate your employment at anytime, at your convenience, with or without cause or reason.

1.3 Employment Requirements and Personnel Records

To be considered for employment with Cleanway an applicant may be required to comply with the following: background check, pre-employment testing, meet immigration requirements, meet age restrictions, pre-hire drug/alcohol screen, sign Confidentiality/Non-Compete Agreements.

A permanent personnel file is maintained on each employee of the company. As a condition of employment at Cleanway and for the safety of all our employees, the company will require every candidate for employment to authorize the company to conduct verification of all the employee’s personal data provided on the application form. It is the sole responsibility of the employee to alert the personnel department of any change in name, address, telephone number, marital status, beneficiary designation, dependent information, emergency contact or any other pertinent information according to the set protocol. We will have a form that will need to be turned in to the HR director for any changes of name, address, telephone, marital status, etc…

1.4 Equal Employment Opportunity

Cleanway is committed to the concept of equal opportunity employment. The Company will not tolerate unlawful discrimination of any kind. Cleanway aims to hire the most qualified people to serve its customers. Accordingly, all personnel decisions are made without regard to race, color, sex, age, religion, national origin, physical or mental disability, Vietnam veteran status, or any other basis prohibited by federal, state or local law. Cleanway is also committed to offering equal employment opportunities to all persons considered “disabled” under the Americans with Disabilities Act. No otherwise qualified disabled person will be denied employment if he or she can perform the essential functions of the position with reasonable accommodations, provided the accommodations do not pose an undue hardship on the Company This policy is applicable to all matters of employment, application for employment, recruitment, selection, training, promotions, transfers, layoffs, compensation, terminations, and social and recreation activities. In our Company, the terms and conditions of employment are, and will continue to be, established on the basis of the individual’s qualifications and ability to perform the job.

1.5 Position Classification

Each employee is classified according to employment status as defined by applicable federal and/or state labor laws. Non-exempt or hourly employees are subject to the minimum wage and overtime requirements of the Fair Labor Standards Act, while exempt employees are not subject to these requirements. Each employee falls into one of the following categories:

Full-time:

Those who are normally scheduled to work at 35 hours a week are considered full-time employees.

Part-time:

Those who are normally scheduled to work less than 35 hours per week are considered part-time employees.

Temporary:

Temporary employees are those who are employed on a temporary basis of limited duration.

Section 2 - Employee Guidelines

2.1 Attendance

As an employee at Cleanway you are required to report to work punctually and to work all scheduled hours and any required overtime. Excessive tardiness, absences and early departures disrupt workflow, increase operating costs and impact customer service and will not be tolerated. Unauthorized or excessive tardiness, absences or early departures will result in discipline, up to and including termination.

Absences and tardiness that are excused as an accommodation for a disability or as approved requested time off will not be considered in determining whether or not an employee’s absences or tardiness have been excessive. Requests for unpaid time off must be made a minimum of seven (7) days in advance of the day being requested and are subject to approval by management.

If you are going to be late or absent from work for any reason, you must personally notify us in our app chat as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those cases we expect you to message us in our app chat as soon as possible but no later than two (2) hours BEFORE your normal reporting time. Failure to provide the proper 2 hour notice will result in disciplinary procedures and is not part of the calculation of points for attendance. Failure to report to work without calling in will result in termination due to job abandonment.

An Absence is hereby defined:

Missing a scheduled shift for any reason other that inclement weather. Absences due to illness or family emergencies are counted and medical notes from doctors will not excuse an absence. Absences due to personal reasons are also counted and will not be excused. Absences are tracked on a rolling three (3) month period.

Punctuality is hereby defined:

Being no more than nine (9) minutes late to an assigned shift start time. Punctuality is tracked on a rolling three (3) month period with three (3) exceptions equaling to one (1) Absence.

Early Departure is hereby defined:

Not completed scheduled building assignments on the day they are scheduled. Not completed scheduled projects or tasks on the day they are scheduled. Early Departure is tracked on a rolling three (3) month period with two (2) exceptions equaling to one (1) Absence.

The procedure for dealing with Absences is hereby defined:

**1st** absence will result in a verbal warning that absences are being tracked on a rolling three (3) month period.

**2nd** absence will result in a verbal warning that absences are being tracked on a rolling three (3) month period.

**3rd** absence will result in a documented meeting to warn about the results of a 4th absence.

**4th** absence will automatically result in a Corrective Action Plan.

**5th** absence will automatically result in a Corrective Action Plan.

**6th** absence will result in termination.

2.2 Checkout Procedure

All employees, at time of termination, will be required to return all keys and any other Company property or equipment in good condition. Employees will be required to return all uniform shirts. Failure to return keys and/or uniform shirts will result in discontinuation of Direct Deposit privileges. Contracted facility keys and company keys are the responsibility of the employee who has them as well as the all expense and liability associated with their loss. The employee must leave a forwarding address with Management so that all tax with-holdings (W-2 form) can be sent at the end of the year. It is the employee’s responsibility to let the Company know of address changes after leaving so that tax statements and continuing benefit information can be sent correctly.

2.3 Computer Equipment and Software

Cleanway employees are not permitted to use any computer equipment for personal use, nor are they permitted to borrow company owned software for personal use or load unauthorized software on Company equipment. Cleanway employees are not permitted to use any computer equipment owned by the customer.

2.4 Confidentiality Agreement

All employees will be asked to sign a Confidentiality Agreement. This agreement prohibits employees from disclosing confidential Company and Customer information during or after employment with Cleanway.

2.4.1 Non-Compete Agreement

Employee acknowledges that the services to be rendered to Employer have a significant and material value to Employer, the loss of which cannot adequately be compensated by damages alone. In view of the significant and material value to Employer of the services of Employee for which Employer has employed Employee; and the confidential information obtained by or disclosed to Employee as an employee of Employer; and as a material inducement to Employer to employ Employee and to pay to Employee compensation for such services to be rendered for Employer by Employee (it being understood and agreed by the parties hereto that such non-competition shall also be paid for and received in consideration hereof), Employee covenants and agrees as follows:

A. During Employee's employment by Employer and for a period of \_2\_ years after Employee ceases to be employed by Employer, Employee shall not within 100 miles directly or indirectly, either for Employee's own account or as a partner, shareholder (other than shares regularly traded in a recognized market), officer, employee, agent or otherwise, be employed by, connected with, participate in, consult or otherwise associate with any other business, enterprise or venture that is the same as, similar to or competitive with Employer. By way of example, and not as a limitation, the foregoing shall preclude Employee from soliciting business or sales from, or attempting to convert to other sellers or providers of the same or similar products or services as provided by Employer, any customer, client or account of Employer with which Employee has had any contact during the term of employment.

B. During employment and for a period of \_\_2\_\_\_ years thereafter, Employee shall not, directly or indirectly, solicit for employment or employ any employee of Employer.

C. During employment, and thereafter for \_\_\_2\_\_ years, Employee shall not disclose to anyone any Confidential Information. For the purposes of this Agreement, "Confidential Information" shall include any of Employer's confidential, proprietary or trade secret information that is disclosed to Employee or Employee otherwise learns in the course of employment such as, but not limited to, business plans, customer lists, financial statements, software diagrams, flow charts and product plans. Confidential Information shall not include any information which; (i) is or becomes publicly available through no act of Employee, (ii) is rightfully received by Employee from a third party without restrictions; or (iii) is independently developed by Employee.

D. During Employee's employment by Employer and for a period of \_2\_ years after Employee ceases to be employed by Employer, Employee shall not seek employment from or be employed by any of the Employer’s Clients in the capacity of cleaning or janitorial staff. Employee shall be prohibited from accepting any position from Employer’s Clients that would lead to the Employers loss of a cleaning service agreement with Client.

2. At Will

Employee acknowledges that Employee's employment is "at will", subject to applicable law, and that Employee Non-Compete Agreement either Employer or Employee may terminate employment at any time, with or without notice, for any reason or no reason whatsoever. Nothing in this Agreement shall constitute a promise of employment for any particular duration or rate of pay.

3. Accounting for Profits

Employee covenants and agrees that, if Employee shall violate any covenants or agreements in Section 1 hereof, Employer shall be entitled to an accounting and repayment of all profits, compensation, commissions, remunerations or benefits which Employee directly or indirectly has realized and/or may realize as a result of, growing out of or in connection with any such violation; such remedy shall be in addition to and not in limitation of any injunctive relief or other rights or remedies to which Employer is or may be entitled at law or in equity or under this Agreement.

4. Reasonableness of Restrictions

A. Employee has carefully read and considered the provisions of Section 1 hereof and, having done so, agrees that the restrictions set forth therein (including, but not limited to, the time period of restriction and the geographical areas of restriction) are fair and reasonable and are reasonably required for the protection of the interests of Employer, its officers, directors, shareholders and other employees.

B. In the event that, notwithstanding the foregoing, any part of the covenants set forth in Section 1 hereof shall be held to be invalid or unenforceable, the remaining parts thereof shall nevertheless continue to be valid and enforceable as though the invalid or unenforceable parts had not been included therein. In the event that any provision of Section 1 relating to time period and/or areas of restriction shall be declared by a court of competent jurisdiction to exceed the maximum time period or areas such court deems reasonable and enforceable, the agreed upon time period and/or areas of restriction shall be deemed to become and thereafter be the maximum time period and/or areas which such court deems reasonable and enforceable.

5. Burden and Benefit

This Agreement shall be binding upon, and shall inure to the benefit of, Employer and Employee, and their respective heirs, personal and legal representatives, successors and assigns.

6. Severability

The provisions of this Agreement (including particularly, but not limited to, the provisions of Section 1 hereof) shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.

7. Notices

Any notice required to be or otherwise given hereunder shall be sufficient if in writing, and delivered in person or sent by certified or registered mail, return receipt requested, first-class postage prepaid. Notice may be delivered to a party at the address that follows a party’s signature or to a new address that a party designates in writing.

8. No Waiver

No waiver of any provision of this Agreement shall be valid unless the same is in writing and signed by the party against whom such waiver is sought to be enforced; moreover, no valid waiver of any provision of this Agreement at any time shall be deemed a waiver of any other provision of this Agreement at such time or will be deemed a valid waiver of such provision at any other time.

9. Headings

The headings used herein are for the convenience of the parties only and shall not be used to define, enlarge or limit any term of this Agreement.

10. Entire Agreement

This Agreement contains the entire agreement and understanding by and between Employer and Employee with respect to the covenant against competition herein referred to, and no representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect.

11. Modification

This agreement may be modified only by a writing signed by the party against whom such modification against whom such modification is sought to be enforced.

12. Injunction

It is agreed that if Employee violates the terms of this Agreement irreparable harm will occur, and money damages will be insufficient to compensate Employer. Therefore, Employer will be entitled to seek injunctive relief to enforce the terms of this Agreement. The prevailing party shall have the right to collect from the other party its reasonable costs and necessary disbursements and attorneys’ fees incurred in enforcing this Agreement.

13. Governing Law

Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Missouri .

2.5 Discipline Procedure

It is Cleanway’s responsibility to do everything possible to protect the safety and careers of its most important valuable assets, its employees. Therefore, appropriate and consistent disciplinary actions must be applied to all employees to ensure the effective implementation and enforcement of the standards. Cleanway policies must be consistently followed for any violation of the standards. Cleanway believes that, where possible, employees should be given the opportunity to improve performance; therefore, the disciplinary process will provide written recognition of problems with a plan for improvement.

Steps Description:

Documented Meeting

Make employees aware of policy and performance infraction. Counsel employee on the improvement needed and warn employee of the results of further infractions.

Quality of work issues will be addressed by documented meetings, however, if quality of work issues are not resolved, the employee will automatically advance to Corrective Action Plan discipline.

1-Corrective Action Plan

Make employees aware of policy and performance infraction. Counsel employee on the improvement needed. Set specific time for follow-up. Used to address deficiencies will result in a twelve (12) month promotion freeze.

2-Corrective Action Plan

Make employees aware of policy and performance infraction. Counsel employee on the improvement

needed. Set specific time for follow-up. Used to address deficiencies will result in a twelve (12) month promotion freeze.

3-Termination

May occur immediately for serious and/or consistent misconduct. Results when an employee fails to improve or meet expectations after being given a Corrective Action Plan.

2.5.1 Termination of Employment

Employment is terminated i) upon an employee’s resignation, discharge or retirement, ii) during the probationary period, iii) at the expiration of an employment contract, or iv) due to a reduction in the workforce. Termination can be for any reason not prohibited by law. Cleanway may terminate an employee at anytime for any reason.

2.6 Family and Friends

Only authorized personnel are to be in contracted facilities. Do not allow anyone to enter a locked building. Bringing family members or friends to a work site will result in disciplinary action up to and including termination. Unauthorized persons are considered trespassers by local authorities and are subject to arrest and incarceration.

2.7 Inclement Weather

In the case of inclement weather, you are to assume that your work schedule has not been altered or changed unless you have received notification of a delay or cancellation from your supervisor. If, after a reasonable effort you are unable to work, you must notify your supervisor immediately. If conditions clear up sufficiently during working hours, you are expected to report to work at that time unless otherwise notified.

2.8 Insubordination

We expect every employee to follow the instructions of supervisors and other management officials, and to perform assigned work tasks/projects as requested. Failure to do so constitutes insubordination and will result in disciplinary action up to and including termination.

2.9 Introductory Period

New employees will be monitored and evaluated for an initial introductory period of ninety (90) days on the job. Employees will be allowed to continue in their positions if they receive their supervisors endorsement to continue on the job. During this time you will have the opportunity to learn about Cleanway, your job and your new surroundings. Your supervisor will be available to answer any questions you may have. During this period, your job performance, attendance, attitude and overall interest in your job will be carefully reviewed by your supervisor. Should an employee’s job performance and attendance become unsatisfactory at any time during this trial period, the employee will be subject to discharge at that time. There will be no merit increase after an introductory period.

2.10 Maintenance

Every employee has a personal responsibility to ensure equipment is maintained in good working order. You should alert your supervisor if you see or think any equipment needs repair or maintenance. You should report damaged or missing tools and equipment immediately. Only authorized equipment is to be used on a job site. Care should be used in handling all equipment.

2.11 Harassment

Cleanway prohibits the harassment of one employee by another employee or supervisor on the basis of age, race, color, national origin, religion, disability, handicap, sex, sexual orientation, marital status, parental status, source of income or any other basis. While it is not easy to define precisely what harassment on any of these bases is, it certainly includes profanity, slurs, epithets, threats, derogatory comments, unwelcome jokes, disorderly conduct, sexual advances, request for sexual favors, and other verbal or physical conduct such as touching, sexually related comments, fighting or damage to ones personal property. Any employee who feels that he or she has been subject to harassment of any kind should report this matter immediately to his or her supervisor or manager. Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

2.12 Open Door Policy

Cleanway realizes that from time to time employees may have problems or concerns that they feel should be addressed. It is Cleanway’s goal to provide employees with an effective and simple means to bring such issues to the Company’s attention. If you have a concern, you can take it to your immediate supervisor. Your supervisor knows more about you and your job than any other member of management, and he or she is in the best position to handle your concerns promptly. If for some legitimate reason you do not wish to take your complaint directly to your supervisor, or if your supervisor’s response is not satisfactory to you, you may then take your concerns to higher management. Management will review the matter, obtain all of the relevant information and take appropriate action as warranted. In order for the Open Door Policy to work, you must be willing to use it appropriately; it is for your benefit.

2.13 Outside Employment

Employees are strongly discouraged from taking second jobs that might interfere with their work at Cleanway. If other employment interferes with your duties here, you could be subject to termination from your employment with Cleanway.

2.14 Personal Accidents

For your personal protection, report accidents, no matter how slight, to your supervisor or to someone in authority immediately. You must report the time, place, witness (es) and extent of the injury, if known. If your supervisor or management requests that you seek medical attention, you will be taken or asked to report to an appropriate medical provider. Failure to report an accident which develops into a “lost time” accident at a later date could create difficulty in obtaining workers compensation benefits. Belated injury claims may result in your claim being declined. Should you have an accident, you will be asked to assist in completing an accident report so that Cleanway can have written record of the accident for proper follow up. Management should be contacted immediately upon an accident requiring medical treatment or a vehicle accident at the numbers below by the supervisor and/or employee.

573-368-3861 Emergency phone

2.15 Personal Appearances and Cleanliness

All employees are expected to dress and groom as appropriate to the requirements of their various positions of employment. All Employees are to wear Company shirts with Company Logo while on the clock for any daily job being performed. If additional shirts are needed please see your supervisor or manager. Employees attire while on Company property is to be appropriate to the extent that no distraction or reaction on the part of others is anticipated or caused. Additionally, employees should dress in accordance with all safety rules for the daily activities of their job. Some infractions of the above policy will include:

1. Open Toe Shoes

2. Low cut or otherwise revealing clothes

3. Dangling necklaces, earrings

4. Torn clothing which would be caught in machinery

5. Shirts, hats or other items with profanity, written or pictures, or which could be considered to be in violation of Cleanway’s policy.

6. Personal hygiene must not be offensive to our customers or fellow employees

Dress, grooming, and personal appearance contributes to the morale of all associates and affects the business image of “Cleanway” in our communities. Therefore, our appearance at work should reflect the professionalism that we want to convey to the customers. Due to the nature of the work with our company we do allow jeans, shorts and casual attire, but they need to remain in a good image. They shouldn’t be torn, faded, stained, wrinkled, or frayed.

2.16 Personal Property

Unfortunately, we cannot be responsible for loss or damage to your personal property, and we recommend that you take precautions to safeguard any items that you bring to work. Guns or any other weapons are not permitted on the premises or work location and any employee found with any of these items in their possession will be subject to severe disciplinary action which may include immediate termination of employment.

2.17 Property Appearance and Atmosphere

We ask each employee to take pride in the appearance of our premises and to assume the responsibility for keeping individual and general work area clean. Waste baskets and receptacles are provided throughout the property and should be used. If litter is found on any part of the property, please take a moment to pick it up. Don’t leave it for someone else to do. The clean appearance of our premises and that of our clients is a positive signal to our customers and is a mark of pride in our Company. Please help to prolong the life and usefulness of the property, and its equipment by being careful in the use and movement of items which will be damaged or which may damage doors, walls, floors, equipment, grounds, etc. Avoid gossip, negative comments and discourtesy. Instead, cultivate an attitude of cheerfulness, helpfulness and a positive outlook toward life and your job.

2.18 Reinstatement

An employee who voluntarily terminates from a position with Cleanway in good standing will be eligible for consideration for reinstatement for a period of 3 months.

2.19 Resignations

In the absence of a specific written agreement or employment contract to the contrary, employees are free to resign at anytime and for any reason. Employees who do not provide a two (2) weeks notice and work the full (2) weeks are not entitled to receive pay for unused vacation and will not be eligible for rehire.

2.20 Safety

The personal safety and health of each employee of this Company are of primary importance. The prevention of occupation induced injuries and illness is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards. We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisors and employees, but also between each employee and his or her fellow workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of other operations similar to ours. Our goal is zero accidents and injuries. If your job requires that you use hazardous or toxic materials, you are expected to comply with all federal, state and local laws and regulations concerning their safe handling and disposal. Please be sure to familiarize yourself with proper handling and safety procedures. If you have any questions, please discuss them with your supervisor. Only authorized chemicals are to be used on a job site. Care and protective gloves should be used in handling all chemicals.

2.21 Smoking

The Company recognizes the rights of all employees to work in a smoke-free environment. Accordingly, smoking is permitted only during approved break periods in designated outside areas that are an acceptable distance from flammable materials and do not pose a safety hazard. Smoking is not allowed in any Company vehicle or in a contracted facility. Designated areas for tobacco use and vaping must be observed by all users.

2.22 Solicitation and Distribution of Literature

Cleanway prohibits solicitation by non-employees on Cleanway, including work areas, sidewalks and parking lots. The policy is enforced according to local laws and ordinances. It applies to organizations such as any church/religious groups, charities, Girl Scouts, Boy Scouts, political groups, the military and any other groups.

Cleanway employees may not solicit other employees during work time or on Company property or in contracted facilities. Solicitation includes offering services, product, memberships or requesting signatures on a petition. Employees may not solicit customers on Company property or contracted facilities for personal gain. Distribution of any advertising materials, handbills, printed or written literature of any kind is also prohibited during work time or on Company property. Solicitation, distribution and trespass by non-employees on our property is prohibited at all times. Bulletin boards in the shop area are for Company and required governmental notices only. Employees may not post personal notices or literature of any kind on bulletin boards or anywhere else on Company or Client property.

2.23 Substance Abuse Policy

Cleanway forbids the manufacture, distribution, dispensation, possession or use of alcohol or any unauthorized drug in the workplace. No employee shall manufacture, ingest, use, possess, transport, sell or distribute any unauthorized drug, drug paraphernalia or alcohol while at the workplace or while engaged in any work for Cleanway. Furthermore, no employee shall be at the workplace or report to work, commence or continue to work while under the influences of unauthorized drugs or alcohol. An employee must notify the Management of any criminal drug statute conviction within five (5) working days after such conviction. Cleanway requires employees to be tested for substance abuse under the following conditions: random suspicion, rehabilitation, involvement in an accident requiring medical attention, and or return to work. A job applicant who refuses to take a drug test will not be considered for employment. An employee who refuses to take a drug or alcohol test will be subject to disciplinary action up to and including termination. Our employees are also prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances on Company property or in Company vehicles. Off-premises possession, use, sale or purchase of mind-altering substances and off-premises alcohol abuse may reflect unfavorably on the Company’s reputation and is also prohibited. No prescription drugs shall be brought upon Company premises by any persons other than the person for whom the drug is prescribed by a licensed medical practitioner and shall be used only in the manner, combination and quantity prescribed. If an employee has any indication that prescribed or over the counter drugs may affect his or her performance, the employee must notify his or her supervisor or an appropriate Company representative that they are taking such drugs for medical reasons. Where such use of drugs adversely affects job performance, it is in the general best interest of an employee, coworkers and the Company that the employee be temporarily relieved of his or her duties. Failure to notify supervisor or an appropriate Company representative may subject an employee to disciplinary action up to and including termination. Employees will be subject to disciplinary action up to and including termination for any violations of this policy.

2.24 Theft

We do not tolerate theft in any form. In order to protect you, your co-workers, our customers and Cleanway, we reserve the right to inspect all purses, back packs, packages, vehicles and any other personal property which is brought onto client property. If you wish to remove any client property - including food and scrap - from the premises, you must obtain written permission in advance from your supervisor. We also do not tolerate theft of company time. This would include the falsification of location information, taking rest breaks before they are earned and remaining on rest break longer than 10 minutes.

2.25 Treatment of Company Property/Equipment

Company property and equipment may not be removed from the premises without proper authorization. It is your responsibility to take care of such property and equipment and report any damage or loss to your supervisor. If company property and equipment incurs any damage while under the charge of a particular employee, that employee will be financially responsible for making repairs to the property of equipment. Property or equipment damage caused by fault or negligence of a particular employee will result in a temporary reduction of pay in the amount of $2.00 per wage hour until the repair cost to the property or equipment has been satisfied. Employees who do not make restitution for damage to company property or equipment will be subject to litigation in court. Any property or keys issued to an employee must be returned in good condition upon termination of employment or upon request of your supervisor. Contracted facility keys and company keys are the responsibility of the employee who has them as well as the all expense and liability associated with their loss.

2.26 Company Vehicles

Only authorized employees may use Company vehicles. If a Company vehicle incurs any damage while under the charge of a particular employee, that employee will be responsible for reporting the damage immediately to your supervisor, completing a drug test and accident form. Any employee whose duties include the operation of company vehicles who is cited for D.U.I. or D.W.I. or for any other serious moving violation will be considered to have an unacceptable driving record and his or her continued employment will be subject to review. If an employee receives a traffic citation while operating a Company vehicle, the employee will be responsible for paying any fine or penalty. Observe all traffic rules and speed limits, no loud music, be courteous and allow pedestrians the right of way on contracted properties.

2.27 Voting

Cleanway encourages all employees to vote and participate in all municipal, county, state and federal

primaries or elections, although paid time off will not be given to take time to vote. It is asked that you choose to complete your voting during your off work hours.

2.28 Work Schedule

Our work schedule varies between each employee due to difference in positions in the company. Work Schedules are posted to each employee’s Swept application and is to accessed by Smart Phone.

2.29 Locked Doors

Report inability to perform required tasks due to locked doors.

2.30 Workplace Violence

In order to provide a safe workplace for our employees and to provide a comfortable and secure atmosphere for our customers and others with whom we do business, Cleanway has a zero tolerance policy for violent acts or threats of violence and strictly enforces a “no weapons policy” on company and clients premises. Any employee who commits, or threatens to commit, any violent act against any person while on Company premises will be subject to immediate termination.

2.31 Cellular Phone Policy

Use of personal cellular telephones, to the extent that is disruptive to the normal workflow or prevents quality customer service, is prohibited. All personal Cell phone usage should be kept to a minimum. We understand that you will have personal business to attend as well, but at no time should a cell phone be abused. No obscene ring tones.

2.32 Lock-Ups

Contracted facilities are to remain locked at all times unless serviced during open business hours. When leaving a facility ensure that all doors and windows are locked if you are the responsible party for the lock-up. Do not block doors open to work outside. Take your key with you and keep the building locked. This is a zero tolerance policy. “Any Facility which requires activation of an alarm may not be left without arming the alarm with authorization. Doing so will lead to IMMEDIATE TERMINATION”

2.33 HVAC Systems

Do not tamper with or adjust thermostats.

2.34 Audio Entertainment

Only personal MP3/Cell phones with headphones are allowed during janitorial and move clean services. Employee must be able to have conversations and remain productive and safe when listening to music. No portable stereo equipment.

Section 3 - Compensation 2022

3.1 Annual Evaluations

Annually, on the original employment anniversary date, Management will rate the employees on the Employee Evaluation form and discuss the evaluation with the employee. Vacation request forms are provided during the evaluation. Promotions, pay increases, and continued employment with Cleanway are based upon performance or merit, compliance to company policy, not length of service. The only thing that would alter the anniversary date would be a leave of absence of any type. In that instance, all future evaluations would be delayed by the amount of time spent on the leave of absence and the employee would have a new anniversary date. An employee who returned after one year would be subjected to orientation, introductory period, etc. No past years of seniority would be brought forward.

3.1.1 Hourly Quarterly Wage Increases - 2022

Quarterly wage increases are defined as beginning in January, April, July & October on the 1st of the month. Quarterly wages increases are authorized up to the current maximum of $14.50 per hour. Quarterly, each eligible employee will receive a $.15 increase in their hourly base pay. These wage increases are designed to reward the employee for meeting eligibility requirements as well as off set rising costs of living, inflation and rising minimum wages. Eligibility requirements are simply that you have no Corrective Action Plans during the review quarter.

3.2 Garnishments

Upon receipt of a garnishment order from a court, a portion of your paycheck not exceeding that permitted by law, will be withheld until the Company receives a court order that the indebtedness has been satisfied, or until we are ordered to surrender pay to the court or its agents. No employee will be disciplined or terminated because his or her earnings have been subject to garnishment for indebtedness.

3.3 Overtime

Overtime rules are specified in a federal law called the Fair Labor Standards Act. The law states that non-exempt employees must be paid time and one half for all lawful overtime worked over 40 hours during the same week. Holiday, vacation, and sick hours are not counted toward the 40 hour work week for overtime calculation. Overtime hours must be approved by your supervisor in advance before they are worked.

3.4 Paychecks

Paychecks are issued every two 1st and 15th of each month. If payday occurs on a holiday, you will be paid on the day preceding the holiday. Employees’, who discover a mistake on their payroll, should notify their supervisor immediately. Any errors that need correction will be corrected promptly. The company recommends employees to participate in direct deposit.

3.5 Promotions

It is the policy of Cleanway to promote employees to vacant or new higher level positions when qualified employees are available or deemed suitable in all respects, and where it is determined to be in the best interest of Cleanway. In such cases, the promoted employee, upon assumption of the position responsibilities, will be required to serve a probationary period of employment in the higher position.

3.6 Time Keeping

Individual employee time records are required by federal law and by Cleanway and must be accurate. Exceptions required the use of the Time Slips which must be signed by Management. All employees are required to log in and out of the Swept App at the Client location for the purpose of timekeeping.

3.7 Wage Advances

Cleanway Does Not offer Payroll Advances.

Section 4 - Benefits

At this time Cleanway does not offer any benefits such as Healthcare, Retirement, 401K, etc.

4.1 Rest Break

All employees are permitted a 10-minute paid rest break for each two-hour work period. Rest breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Employees who voluntarily work through their rest breaks will not be paid additional compensation. Employees who fail to return on time from rest breaks will be subject to disciplinary action and docking of pay for time missed.

4.2 Meal Break

All employees who work six or more hours (travel time not included) in a day are allowed to take an unpaid meal break of 30 minutes. Meal breaks are not counted toward hours worked.

Employees are to be completely relieved from duty during their meal break. Employees are to clock themselves out the Swept App during there meal break. If a nonexempt employee is required to perform any work duties while on his or her meal break, the employee must be compensated for the time spent performing work duties. Employees who fail to return on time from meal breaks will be subject to disciplinary action.

4.3 Holidays

Cleanway observes the following Holidays:

New Year’s Day

Memorial day

July 4th

Labor Day

Thanksgiving Day

Christmas Day

Cleanway does offer Holiday Pay for those who choose or are required to work on the day of any Holiday. Employees who choose or are required to work due to contractual obligation on a recognized Holiday will be compensated at two (2) times the normal hourly rate. Employees that are available and have the opportunity to satisfy the contractual obligation for the recognized Holiday either the day prior or the day after will be compensated at their regular hourly rate of pay for the work performed and will also be compensated at one (1) time their hourly regular rate of pay on the Holiday. The method used to calculate the amount of time owed to the eligible employee for pay on the Holiday will be the average of the hours worked during the previous four (4) weeks on the particular day.

An employee who is not required by their particular client obligation to work on a Holiday, because of business closure, will still be compensated at one (1) time their regular rate of pay on the Holiday, if they were originally scheduled to work on the day of the Holiday. The method used to calculate the amount of time owed to the eligible employee for pay on the Holiday will be the average of the hours worked during the previous four (4) weeks on the particular day. If the employee does not work their schedule shift before or after the holiday they will not be paid for the Holiday.

4.4 Leave of Absence

A. Jury/Witness Leave

The Company recognizes the civil obligation of its employees in this area. Upon completion of the ninety (90) days probationary period, Cleanway will not pay for jury duty, or to testify in a court case. Any employee called to jury duty, or to be a witness in a court case, should notify their supervisor as soon as the summons or subpoena is received. In accordance with Federal law, employees will not be terminated for fulfilling their jury duty obligation. On any day or half day, an employee is not required to serve, the employee is expected to return to work.

B. Military Leave

Cleanway follows all applicable State and Federal laws concerning military leaves. Any full-time employee who is called to active duty will be granted a military leave of absence. The duration of the leave shall be the term of the enlistment plus any additional time that may be required by the government. It shall include a reasonable allowance of time for travel and adjustment. Reenlistment or any other voluntary extension of the tour may affect the leave of absence. On return from military leave of absence, the employee will be reinstated as required by law, subject to these conditions:

• The employee must apply for the reinstatement within the time required by law.

• If the employee’s former job is not available, the Company will provide a job with similar status and pay.

When employees are called to military duty under emergency conditions, adjustments and exceptions to this policy may be made as circumstances require. Employees will receive pay for time off for military leave up to a maximum of ten (10) days per calendar year. Employees will be eligible for their base regular salary less the amount of military pay received. Vacation days may be used if they are available. Employees will continue to earn seniority benefits. Special rules may apply to employees whose combined military leave from Cleanway who exceeds five (5) years.

4.5 Leaves of Absence Without Pay

A. Family Medical Leave Act

Cleanway is not currently required to follow the guidelines outlined by FMLA because of our size and the potential hardship that the guidelines would create. As Cleanway grows we intend to adopt the following policy:

Under the Family Medical Leave Act an employee who has worked for Cleanway for at least one (1) year and 1250 hours over the previous twelve (12) months and works in a location where there are at least fifty (50) employees in a seventy five (75) mile radius may request to take up to a total of twelve (12) weeks of unpaid leave per year, either at one time or in intermittent or reduced work time periods for compelling personal medical or family health reasons, including birth, adoption or foster care placement of a child. Employees must use any and all accrued paid leave (vacation) to allow a partial continuation of income.

A physician’s certification justifying the need for the leave will be required. Spouses who have both worked for Cleanway for at lease one (1) year are entitled to a total of twelve (12) weeks of unpaid leave between them for the birth, adoption or foster care placement of a child or to a seriously ill family member. The employees’ are allowed to use any (PTO) that is available at this time on their discretion.

4.5.1 Covid-19 FFCRA

If an employee is subjected to quarantine because of any issue related to Covid 19, that employee will receive no benefit compensation during their absence from work. Eligible employees may redeem available paid time off during their absence. Absences related to Covid-19 quarantine mandates will be approved.

4.6 Paid Time Off (Vacation)

Vacation leave must be requested for the week desired, and approved by Management. You must indicate a 1st and 2nd choice on your vacation request form. Failure to provide 1st and 2nd choices for vacation time will result in the form being rejected. Management will try to honor vacation requests, but have the right to determine final scheduling. Vacation hours will not be allocated for unexcused absences.

Vacation time can be taken after having worked at the company continuously for one (1) year. Vacation time should be used in the year accrued. You will not receive pay in lieu of taking vacation time.

Service Requirement Days

After one (1) year seven (7) days total for Vacation. Must be used consecutively.

After a year it also depends on when you start during the year. (Ex) June 2016-Eligible in June 2017- 7 days.

This starts in the beginning of your anniversary month of every year and ends at the end of the following anniversary month, a full year. If you don’t use your time you will loose it.

Employees who have been employed for 1 or more years are eligible for one (1) week of paid time off after their anniversary date.

Calculation of Vacation Hours Paid

The value of each vacation day varies with each employee and the amount of hours they have worked in the previous year. As the intent of vacation pay is to allow an employee time away from work without losing any income, vacation pay is calculated on the basis of the actual hours worked by the individual employee. Currently, to calculate the value of 1 week (5 days) of vacation, we either (1) multiply the total number of hours worked by the employee in the previous year by .01923 ~ the answer to this equals the vacation time “in hours” that will be paid out during that week. Or (2) divide the total number of hours worked by the employee in the previous year by 52 ~ the answer to this equals the vacation time “in hours” that will be paid out during that week.

(Example #1 an employee works 15 hours each week for a year.

15 hours X 52 weeks = 780 ~ 780 total yearly hours X .01923 = 15)

15 hours X 52 weeks = 780 ~ 780 total yearly hours / 52 = 15)

4.7 Bereavement Leave for an Immediate Family Member

The current definition for an Immediate Family Member is defined by the State of Missouri. Cleanway shall meet and exceed this definition. The Missouri Code of State Regulations,19 CSR 15-7.021 (18) (H) states that "an immediate family member is defined as a parent; sibling; child by blood, adoption, or marriage; spouse; grandparent or grandchild."

Cleanway Defines an Immediate Family for Bereavement Leave as an employee's spouse, parents, stepparents, sisters, brothers, children, stepchildren, aunts, uncles, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

When a death occurs in an employee's immediate family, all hourly [employees](https://www.thebalancecareers.com/exempt-employees-1918120) may take one (1) day off with pay to attend the funeral or make funeral arrangements. The method used to calculate the amount of time for pay on the bereavement day will be the average of the hours worked during the previous four (4) weeks on the particular day. Cleanway will require verification of the need for bereavement leave upon the second (2nd) event during a calendar year and each subsequent event during the same calendar year.

#### Additional Bereavement Time Off:

Cleanway understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with his or her manager for an additional consecutive two unpaid days off in the instance of the death of an immediate family member. When bereavement leave is approved by management it will considered as an approved absence from work.

4.8 Workers Compensation

Cleanway pays the entire cost of the workers compensation insurance premium that provides benefits to employees who experience an injury or illness in connection with Cleanway employment. Eligibility automatically begins on the first day of employment. Benefit entitlements are governed by State Law. The company requires completion of a drug test after any accident requiring medical care or an accident involving a vehicle.

Section 5 - General Rules of Conduct

There are certain standards of behavior which we must all observe in order to maintain good working conditions for all employees. Conduct that is not conducive to maintaining a congenial and professional business atmosphere can not be tolerated. The following are some, but not all, of the guidelines we must all follow. Violations will lead to disciplinary action, up to and including termination.

1. Sleeping during business hours

2. Clocking in or out for another employees work time

3. Theft of Property or Time

4. Fighting or attempting to injure another person; disorderly conduct of a violent nature

5. Insubordination; including willful failure or refusal to carry out instructions or assignments

6. Abuse or destruction of Company or fellow employee’s property

7. Deliberate waste of materials or supplies

8. Gambling on Company property

9. Disregard of Safety rules

10. Unsafe work habits

11. Carrying of a weapon onto Company or Client property, or attempt to use weapons on Company or Client property

12. Falsification of records

13. Excessive absenteeism or tardiness

14. Failure to report absences

15. Leaving work area during work time without permission

16. Use of abusive or threatening language, intimidation or argumentative behavior

17. Unauthorized use of postage meter, Fed Ex, UPS, phone calls, etc.

18. Sexual harassment or any other form of harassment

19. Violation of Drug and Alcohol policy

20. Disclosing Company proprietary and Confidential information

The observance of these rules will help to insure that Cleanway remains a safe, desirable and productive place to work for all employees.

I certify I have received a copy of Cleanway’s Employee Handbook, which provides a general overview of the Company’s relationship with its employees and also provides information about policies, programs and procedures.

I understand that the information contained within this book is a general overview and summary of personnel policies and employee benefit plans maintained by Cleanway. I have the right to seek more detailed information or clarification regarding any portion of this handbook, and to do so I may go to Management for assistance.

I understand that the information within this book is subject to change at anytime without advance notice and certain areas are subject to modification due to local operating conditions. It is my responsibility to keep informed of these changes and to keep this handbook updated as I receive updated information.

I understand and agree that, while employed by Cleanway my employment will not be for a definite period of time, but may, regardless of the stated frequency of my wages or salary (per month, per year, etc.) be terminated by me or the Company at anytime without liability; and that no promises to the contrary shall be binding on the Company unless placed in writing and signed by the Owner of the Company.

I expressly understand and agree that this handbook is prepared only for my general assistance and that nothing contained herein, or any published policy of the Company, shall act as a contract or guarantee of employment or of the terms of employment.

I understand that it is my responsibility to keep my employer, Cleanway fully informed of changes in my personal status such as telephone number, marital status and/or number of dependents.

 SIGN AND RETURN THIS PAGE TO MANAGEMENT

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 please print

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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