

GEORGIA BRUSH MOWING AND LAND CLEARING HANDBOOK OF PROCEDURE

To: Georgia Brush Mowing Employees

At GEORGIA BRUSH MOWING AND LAND CLEARING, we believe that each employee contributes directly to our success, and we hope that you take pride in being a member of the GBM team. The success of Georgia Brush Mowing is determined by our ability to operate as a unified team.

A company operates successfully only to the degree its employees recognize and accept their responsibilities. Each of us must do his or her part to maintain a working climate that will lead to our overall success. To do this, work must be performed conscientiously with full use of skills and abilities, in a safe and efficient manner. It is our desire, to have every employee succeed in their job.

Prompt, regular attendance is essential, and all of us should be pleasant and considerate in our interactions with all employees, contractors, and suppliers on the job. The proper application of rules and policies require continuing good judgment.

This handbook has been prepared for the information and guidance of employees working at Georgia Brush Mowing. This handbook covers all employees of Georgia Brush Mowing. It is intended to cover the Georgia Brush Mowing procedures, rules, and policies that most often apply to day-to-day work activities. Some of the information will change from time to time since our policies are under constant review and are revised when appropriate. Such changes will be communicated to you in writing, in advance of their implementation. We hope this handbook will answer most of your questions. If, however, you have additional questions, please feel free to speak to the Owner Jimmy Willis or Office Admin Laurel Willis

On behalf of all of us at Georgia Brush Mowing and Land Clearing.
We welcome you to our team!

Georgia Brush Mowing.
Jimmy Willis

COMPANY POLICIES

I.1 Open Door Policy

Communication and teamwork lead us to achieving our business goals. However, every work group can experience conflict. Our goal is to quickly resolve issues, while maximizing our work relationships. Open, honest communication is the key to achieving this goal. If you have a problem, suggestion or question regarding your job or working conditions, we encourage you to voice your concerns openly and directly to your supervisor. Experience has shown that when employees deal directly with their supervisors, communication can be clear and overall morale can be positive. However, if you feel it is not appropriate to contact your supervisor, or you feel that the situation has not been resolved, you may wish to bring the issue to Senior Management (Owner, CFO and Area Manager). This procedure, which we believe is important for both you and Georgia Brush Mowing Company, cannot result in every problem being resolved to your satisfaction. However, GBM values your input, and you should feel free to raise issues of concern, in good faith, without fear of retaliation.

I.2 Employment-At-Will

It is the goal of GBM to provide a positive work environment and a solid economic foundation upon which all employees may build a future. However, GBM is aware that personnel changes are sometimes initiated by employees and management alike. In this regard, it is expressly understood that employment at GBM shall continue only so long as it is mutually agreeable to each employee and GBM. Your employment with GBM is at-will. This means that neither you nor GBM has entered into a contract regarding the duration of your employment. Either an employee or GBM may terminate employment for any reason whatsoever, with or without cause and/or notice, at any time.

No section of this handbook is meant to be construed, nor should be construed as establishing anything other than an employment-at-will relationship, nor does it limit management's discretion to make personnel decisions. This employment-at-will relationship can not be changed by your Supervisor, and can only be changed in writing, signed by both the President of the Company and the employee in question.

GBM will consider you to have voluntarily terminated your employment if you:

- Resign from GBM;
- Fail to return, or are unable to return with a reasonable accommodation from an approved leave of absence on the date specified;
- Fail to report to work or call in for three (3) or more consecutive workdays., cannot result in every problem being resolved to your satisfaction. However, GBM values your input, and you should feel free to raise issues of concern, in good faith, without fear of retaliation.

I.3 Equal Employment Opportunity

It is the policy of GBM to provide equal employment opportunity for all applicants and employees. GBM will not allow discrimination on the basis of race, color, creed, sex, gender identity, national origin or ancestry, age, religion, marital status, sexual orientation, mental or physical disability, medical condition, or any other factor rendered unlawful by federal, state or local law. GBM also prohibits discrimination based on the perception that an individual possesses any of these characteristics, or is associated with a person who possesses or is perceived as possessing any of these characteristics. All such discrimination is unlawful.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and transfers. Further, it is our policy that employees not discriminate against each other or non-employees based upon these factors. In addition, GBM prohibits the harassment of any individual (see non-harassment policy).

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, GBM will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of their position should contact the human resources department staff and request such an accommodation. GBM will then conduct an investigation and identify possible accommodations, if any. If the accommodation is reasonable and will not impose an undue hardship, GBM will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, provide a verbal or written complaint to Senior Management. GBM will undertake a thorough investigation and attempt to resolve the situation. If GBM determines that unlawful discrimination has occurred, appropriate action will be taken. GBM will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management or your co-workers.

I.4 Rehires

GBM will consider former employees for re-employment. Former employees are subject to the same hiring procedures as other applicants. To be considered, an applicant must have been in good standing at the time of termination from their previous employment with the Company. Any bridging of benefits will be determined on a case-by-case basis.

I.5 Employment Eligibility

It is the policy of GBM to hire only those persons legally eligible to work in the United States. Accordingly, before any employee begins work, the INS-required I-9 form must be completed and the appropriate documentation provided.

I.6 Employment Reference Checks

To make sure that individuals who join GBM are well qualified and have a strong potential to be productive and successful, it is the policy of GBM to check the employment references of all applicants.

GBM will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, and position(s) held, unless the requesting employee completes and signs a release form. All reference checks are managed by the human resources department staff.

I.7 Employment Background Checks

Employees of GBM must be able to pass a background/security clearance. If the background check conducted on behalf of GBM indicates the employee has been convicted of a crime, other than minor traffic violations, the employee may be found ineligible for employment with GCC.

I.8 Introductory Period

The first 90 days of employment are your introductory period. During this period you will have the opportunity to determine whether you are comfortable with your position, and your supervisor will determine your qualifications and suitability for continued employment. Your supervisor will also conduct an informal review of your performance. During or after the completion of the introductory period, you may be eligible for some of the benefits described in this handbook.

Should you or your supervisor decide you are not suited for this position, your employment may be discontinued before the end of the introductory period. The Company also reserves the right to extend the introductory period in certain cases where the individual circumstances justify an extension. Successful completion of the introductory period does not alter the nature of your employment relationship, which remains at will.

I.9 Job Duties

During your introductory period, your supervisor will explain your job responsibilities and performance expectations. However, the Company reserves the right to alter or change job responsibilities, reassign or transfer positions, and/or assign additional responsibilities. For example, you may be asked to work on special projects or to assist with other work. Your cooperation and assistance in performing such work is expected and appreciated.

I.10 EmploymentCategories

GCC will maintain standard definitions of employment status and will classify employees under defined categories so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

GEORGIA BRUSH MOWING AND LAND CLEARING – Employee Handbook

COMPANY POLICIES

I.10 EmploymentCategories-Continued
Exempt or Non-Exempt

- There are 3 exempt categories; 1) Executive, 2) Administrative, and 3) Professional.
- Exempt employees are not required to complete daily time sheets and are paid on a salary basis. Exempt employees are not eligible for overtime. Additional information on exempt classifications can be obtained upon request.
- Non-Exempt employees are paid for each hour worked, required to complete daily time sheets, (ON THE JOB SITE TEXTING OF TIME IN / TIME OUT AND MACHINE HOURS) and entitled to (authorized) overtime pay and other provisions of wage and hour laws.

Full-Time or Part-Time

- Employees who work 30 hours or more per workweek, on a regular basis, will be considered Full-Time.
- Employees who work less than 30 hours per workweek, on a regular basis, are considered Part-Time and are not eligible for non-mandatory benefits.

Regular or Temporary

- Employees are considered Regular when they are working for an indefinite and unspecified period.
- Temporary employees are hired to fill a position for a period of time, not to exceed 6 months. Temporary employees receive all legally mandated benefits. Temporary employees who are transferred to Regular status, provided that service was continuous, may have their Date of Hire backdated to include their GBM temporary period of service.

I.11 WorkSchedules and Hours

Our business office is open from 7:00 AM to 5:00 PM, Monday through Friday. Individual work schedules and hours vary, depending upon the employee's classification and department, and the operating requirements of the Company. Your supervisor will inform you of your work schedule.

I.12 PerformanceEvaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals. A positive performance

evaluation does not guarantee an increase in salary or a promotion. Pay increases and promotions are based on many factors in addition to performance and are solely within the discretion of the company.

Formal performance evaluations are conducted, and documented, on an ongoing 12-month cycle, ending January 31.

I.13 EmployeeRecords

In order to keep complete and current records, it is mandatory that you provide our office with the following information and notify our office immediately whenever there is a change in your:

Address

Telephone number

Name, through marriage or otherwise

Marital status

Number of dependents

Insurance beneficiary

Military status

Emergency Contact Information

Confidential employee information will not be given out without the prior authorization of the employee, except as legally required.

I.14 Access to PersonnelFiles

GBM maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, and salary increases, payroll records, and other employment records.

Personnel files are the property of GBM and access to the information they contain is strictly restricted. Employees who wish to review their own file should contact their supervisor or management. With reasonable advance notice, employees may review the contents of their own personnel files in GBM's offices and in the presence of an individual appointed by GBM to maintain the files.

I.15 Employee Medical Records

Any medical records of the employees will be held in confidence in order to avoid unauthorized disclosure. In compliance with state and federal laws,

GBM shall keep the employees' medical records separate from their personnel files. Access to employees' medical records shall be limited to those in management, on a need-to-know basis.

I.16 Religious Accommodation

GBM will make reasonable accommodations for employees' observance of religious holidays and practices. Because GBM strives for its best business performance, accommodations for an employee's religious practices will not be made if an undue hardship will result. An employee who desires a religious accommodation is required to make the request in writing to his or her supervisor as far in advance as possible. The employee is expected to cooperate with the employer in seeking and evaluating alternatives.

I.17 Garnishment of Wages

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from the company. Although Georgia Brush Mowing and Land Clearing does not wish to become involved in an employee's private matters, we are compelled by law to administer the court's orders.

When this situation arises, the payroll administrator will contact the employee to explain the details of garnishment and how it affects the employee's wages. Employees are encouraged to resolve these matters privately to avoid the company's involvement in this mutually unpleasant situation.

I.18 Political Neutrality

GBM will not discriminate against any employee because of identification with and support of any lawful political activity. An employee engaging in political activity should always make it clear that his or her actions and opinions are his or her own and not necessarily those of GBM, and that he or she is not representing the GBM.

I.19 Confidential Information

Employees may be privy to or have access to confidential information during the course of work. None of this information should be discussed, revealed, or provided to any person, employee, or non-employee unless specifically authorized or required in the course of daily business. An

employee who discloses confidential information, except as provided above, is subject to disciplinary action, up to and including termination, and to other civil and equitable remedies that GBM may have. Confidential information includes, but is not limited to, personnel records of others, payroll and financial information of others, property locations, business plans and strategies, and policy and personnel manuals. Additionally, confidential information includes, but is not limited to: bid information, overhead and other administrative burdens, bond rates, productivity, labor usage, costs, construct-ability, feasibility, alternative methods of construction, customers and vendors (especially contact persons), special terms and/or discounts offered by vendors, means and methods of estimating and bidding, terms and conditions of prime contracts and subcontracts, quality control, construction claims, lawsuits and other legal actions, accounting systems and controls, financial reports and formats, and computer programs.

I.20 Conflict of Interest

GBM policy requires that you do not engage in any outside activities that might result in a conflict of interest. GBM expects you to observe the highest standards of ethics and good judgment in all transactions relating to your duties as representatives of GBM and to review with your immediate supervisor any situation that may conflict with GBM interests or have the appearance of impropriety. If you are unsure whether your actions may constitute a conflict of interest or lead to a conflict of interest, you must immediately discuss the matter with Senior Management. Violation of this policy may result in disciplinary action up to and including possible discharge.

While it is not possible to list all possible conflicts of interest that could develop, some of the more common conflicts are listed below.

- **Competitive Relationship**

GBM may not collaborate with competitors or their representatives for the purposes of establishing or maintaining prices at any particular level or to collaborate with them in any way in the restraint of trade. GBM prohibits discussion of prices with competitors or disclosing prices to any outside source at any time except for legitimate sales or purchase purposes. The

privacy of the methods used to establish prices, terms, and conditions of sale should be constantly maintained without exception.

- Accepting Outside Work

All employees are prohibited from being employed by, or performing services for, competitors of GBM or any businesses that have business dealings with GBM. In addition, accepting outside jobs with unrelated companies may take your time, skills, or energy away from your normal work duties, and thus may interfere with your carrying out your work responsibilities at GBM. The nature of GBM's business requires the complete commitment of full-time employees. Accordingly, GBM discourages full-time employees from holding an outside job of any sort. All employees must discuss the appropriateness of any outside job with their supervisors and obtain approval in writing before accepting outside employment or positions.

- Gifts

Every customer is entitled to courteous and outstanding service. Since such service is given impartially to all, gratuities are not expected. Therefore, employees are not allowed to accept gifts of any kind from customers or vendors, with the exception of any gifts valued at less than \$100.00. If an individual presses an employee to accept such a gift, the employee should thank him, but explain that GBM policy makes it impossible to accept any gift.

Any offers to GBM personnel, or solicitation of offers from GBM personnel, which appear to be attempts at commercial bribery, shall be reported immediately to management.

I.21 No Solicitation/ DistributionRule

Our objective as an organization is to focus on our clients' needs.

Therefore, certain types of solicitation and distribution of literature are prohibited.

The following rules apply to non-employees:

- No solicitation on GCC property at any time.
- No distribution of literature on GCC property at any time. The following rules apply to employees:

- No distribution, or solicitation of other employees or customers for any purpose, within working areas
- No solicitation or distribution of literature to other employees when the employee who is soliciting/distributing or the employee being solicited is on working time.

I.22 Non-Harassment

GBM is committed to providing a work environment free of unlawful harassment. This includes sexual harassment, as well as harassment based on such factors as race, color, creed, religion, national origin or ancestry, age, gender identity, medical condition, marital status, physical or mental disability, sexual orientation, or any other basis protected by federal, state or local law. All such harassment is unlawful. This includes harassment based on the perception that a person possesses any of these characteristics, or is associated with a person who possesses, or is perceived as possessing, any of these characteristics. GBM will not tolerate harassment of our employees by anyone, including any supervisor, co-worker, vendor, associate, or customer of ours.

Harassment Defined: Harassment refers to behavior that is unwelcome, is personally offensive, debilitates morale, and interferes with the work performance and effectiveness of an employee. It includes inappropriate and disrespectful conduct and communication. Prohibited harassment includes, but is not limited to, the following behavior:

___ Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments to employees, customer or any one on or near the customers property.

___ Visual conduct such as derogatory and/or sexually-oriented posters, photography, e-mails, cartoons, drawings or gestures;

___ Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;

___ Threats and/or demands to submit to sexual requests in order for an employee to keep their job, or to avoid some other loss, and offers of employment benefits in return for sexual favors;

___ Retaliation for having reported or threatened to report harassment.

Violations: Violations of this policy will not be tolerated. Anyone engaging in such activity is acting beyond the scope of any authority they may have

from the Company. Any supervisor who is made aware of a complaint of harassment and fails to take action will be subject to corrective action, which may include termination.

Complaint Procedure: If you feel that you have experienced or witnessed harassment, you are encouraged to first confront the individual (if you are comfortable doing so), and ask him or her to stop. The next step is to notify Senior Management, verbally or in writing. GBM encourages all employees to report any incidents of harassment immediately so that complaints can be quickly resolved.

No employee should feel they must tolerate an inappropriate or uncomfortable situation. We will take your concerns seriously. Every complaint of harassment that is reported will be investigated thoroughly, promptly, and in as confidential a manner as possible. If a harassment investigation determines that inappropriate and/or unlawful harassment has occurred, GBM will take specific action that is in line with the severity of the offense. Any employee determined by GBM to be responsible for harassment will be subject to appropriate corrective action, up to and including termination of employment. In addition, appropriate action will be taken to prevent any future harassment.

GBM will not retaliate against any employee for filing a complaint, and will not knowingly permit retaliation by any representative of the organization. If we become aware of any retaliatory activity, appropriate corrective action will be taken.

Your Rights: GBM encourages all employees to report any incidents of harassment immediately, using the complaint procedures described above. You should also be aware that you have the right to contact the Federal Equal Employment Opportunity Commission (EEOC) and the Georgia Department of Fair Employment & Housing (DFEH). The nearest offices are listed in the telephone book.

I.23 Workplace Violence Policy

GEORGIA BRUSH MOWING (GBM) has adopted a Zero Tolerance Policy to workplace violence because the safety and security of our employees

are of vital importance. The costs of workplace violence are great, both in human and financial terms, and has been recognized as a growing problem nationwide.

Workplace violence is considered any act of physical violence, attempts to act or threats of physical violence, acts with the intent to cause a harmful or offensive contact, harassment, intimidation, or other threatening, disruptive behavior that occurs at the job site. Workplace violence can affect or involve employees, clients, and other individuals including but not limited to the public.

A number of different actions in the work environment can trigger or cause workplace violence. Non- work-related situations such as domestic violence or “road rage” that lead to violence occurring on the job, or acts by an employee or to an employee because of their employment relationship (even if off the job) are covered under our policy. Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, client, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not accepted or tolerated at GBM.

General examples of prohibited conduct include, but are not limited to, the following:

- All threats or acts of violence occurring on GCC property or job sites, regardless of the relationship between the parties involved in the incident.
- All threats or acts of violence not occurring on GCC property or job site, but that involves an individual who is acting in the capacity of a representative of GCC.
- All threats or acts of violence not occurring on GCC property or job site, but that involves an individual whose threats or acts of violence affect the legitimate interests of GCC.
- Any threats or acts resulting in the conviction of an employee or agent of GCC, or of an individual performing services on GCC’s behalf on a contract or temporary basis, under a criminal code provision related to threats or acts of violence that adversely affect the legitimate interests and goals of GCC.

Specific examples of prohibited conduct include, but are not limited to:

- Hitting, shoving or any offensive or harmful contact with an individual (any physical assault) Threatening to harm an individual or his/her family, friends, associates, or their property
- Making harassing or threatening telephone calls, letters or other forms of written or electronic communications
- Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of GCC
- Harassing surveillance, also known as “stalking:”, the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety
- Possession or inappropriate use of firearms, weapons, or any other dangerous devices on GCC property or job site.1.23

WorkplaceViolencePolicy-Continued

Violations:

Violation by an employee or agent of GBM of this policy will lead to appropriate disciplinary action (up to and including termination). Non-employees engaged in violent acts on GBM property or job sites will be reported to the proper authorities and GBM will cooperate with prosecution to the fullest extent possible by law.

To make deliberate false accusations of workplace violence will also be considered a violation of the GBM Workplace Violence Policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation.

Any individual that is aware, or a victim, of workplace violence is encouraged to report the incident immediately to Senior Management. Part of your job duties as an employee is to participate in making GBM free of workplace violence. Your failure to timely report known instances of workplace violence is a violation of our policy and may have serious consequences to the victim and to other employees later.

Employees who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation. Any employee who believes he/she has been the victim of

retaliation for reporting workplace violence or cooperating in an investigation should immediately contact Senior Management.

I.24 Use of Electronics / Phones / Media

CELL PHONE DATA WHILE ON THE JOB SITE AND OR OPERATING EQUIPMENT IS STRICTLY FORBIDDEN.

(email, text, internet, games, etc)

GCC's computers, phones (including cell phones), fax machines, and electronic and voice mail systems are company property, and are generally to be used for conducting company business only. The use of this equipment for private purposes should be limited as described below.

Employees may not access a computer file, or retrieve or store communication, other than where authorized, unless there has been prior clearance by an authorized GBM representative. In order to protect the integrity of the system, employees wishing to download programs or files, and/or to load personal or other external software onto GCC equipment should first check with Senior Management.

Our phone system should generally be used for job-related purposes only. To maintain the efficiency of our operation, please limit personal calls to as few occasions and as short a conversation as possible. In addition, whenever possible, please make personal calls during your meal and rest periods.

Personal use of electronic mail and other computer systems should be limited, and should generally occur only during break and meal periods. Excessive personal use will not be tolerated. The use of the internet, whether for business or personal use, should not include the accessing of offensive or otherwise inappropriate sites (see below).

Electronic media (including the internet) may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against Company policy or not in the best interest of GBM. Voice or e-mail messages may not contain content that may

reasonably be considered offensive or disruptive to any employee. Offensive content would include, but would not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comment that would offend someone on the basis of their age, sexual orientation, religious or political beliefs, national origin, disability, or any other basis protected by law.

GBM reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the Company's e-mail system at any time, with or without employee notice. This access may occur during or after working hours. The use of a Company-provided password or code does not restrict GBM's right to access electronic communications.

Violations of this policy may lead to disciplinary action, up to and including termination. Employees needing additional information regarding this policy should speak to Senior Management.

I.25 Substance Abuse Policy

GBM is committed to providing a safe work environment and promoting the well-being and health of its employees. That commitment is jeopardized when any GBM employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes, or sells drugs in the workplace. These activities may adversely affect an employee's work performance, efficiency, safety, and health, and therefore seriously impairs his/her value as an employee. In addition, these activities constitute a potential danger to the welfare and safety of other employees and the public, and exposes GBM to risks of property loss or damage.

Drug Testing

Drug and alcohol testing will be performed under the following circumstances:

- New Hire Testing (Post-Offer/Pre-Employment)
- Reasonable Suspicion Testing
- Random (per legal restrictions) and Post Accident Testing
- CDL inquiry

Employment with GBM is contingent on passing the drug/alcohol test. If a proposed candidate for employment tests positive, any job offer made will be considered rescinded.

If an existing employee's test results are positive, the employee shall be removed from duty and be subject to immediate disciplinary action, up to discharge.

GBM encourages any employee with an alcohol or drug problem to ask for help. Employees are eligible for assistance in obtaining a leave of absence and entering a rehabilitation program. Matters of this nature are treated in a confidential manner.

Only designated individuals of GBM will receive testing results. He or she will notify other managers of GCC strictly on a need-to-know basis.

Substance Abuse Guidelines

GBM has established the following guidelines:

1. The company will not tolerate or condone substance abuse. It is the policy of GBM to maintain a workplace free from alcohol and other forms of drug abuse and its effects.
2. It is a violation of company policy for any employee to possess, use, buy, trade, or offer for sale illegal drugs or alcohol, or otherwise engage in the illegal use of drugs or alcohol on the job.
3. It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol.
4. It is a violation of company policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications, unless doing so hinders the performance of essential job functions and/or creates identified safety hazards. Employees who believe, or have been informed, that their use of any prescription drug may present a safety risk are to report such drug use to their supervisor or management to insure the safety of themselves, other employees, the public, and employer property. It is a violation of this policy to utilize prescribed medication, during the course of employment, which impairs performance.

5. Violations of this policy are subject to disciplinary action up to and including immediate termination. Employees found to be engaged in the sale or purchase of illegal drugs during working hours shall be reported to the appropriate law enforcement agency, and be subject to immediate termination and shall not be eligible for rehire.

GCC expects the full support of this policy by all employees and all persons doing business with the company.

INTOLERABLE OFFENSES

Certain employee conduct may be so intolerable as to justify immediate discharge. Intolerable offenses and actions will include, but will not be limited to:

1. Dishonesty or falsification in any form or degree.
2. Damage, loss or destruction of company, employee, or customer property due to willful or negligent acts.
3. Unauthorized possession, removal or use of property belonging to the company, customers or other employees.
4. Being under the influence of or possession of alcoholic beverages, intoxicants or illegal drugs on company premises.
5. Cell phone data use while operating equipment. (email, text, internet, games, videos etc)

ENFORCEMENT/DISCIPLINE

1. For minor offenses with minor consequences, an employee will be expected to agree to improve behavior. Offenses may later be recorded as a warning.
2. Suspension or discharge will result from major offenses, those with serious or costly consequences, or for repeated minor offenses of minor consequences for which an employee shows a lack of responsible effort to correct deficiencies.
3. Discipline is intended to preserve good conditions for other employees and encourage each employee to be a responsible and conscientious person. Violations will be kept on file for a period of six months. R&O's employees shall be issued a hazardous act warning notification for all unsafe acts for the following:

- a. Violating safety policy.
- b. Committing unsafe acts.
- c. Accidents caused by negligence.

ENFORCEMENT/DISCIPLINE (SAFETY VIOLATIONS ONLY)

First Offense – Employee will receive a written warning.

Second Offense – Employee will receive a two (2) day suspension without pay. Third Offense – Employee will be discharged

II. EMPLOYEE COMPENSATION II.1 Paydays

Georgia Brush Mowing utilizes a Direct Deposit system for issuing payroll earnings if requested by employee. An Automatic Direct Deposit form is provided at hire for your completion. An actual check will be issued to you the first week. After the bank verifies your account and bank information, the automatic direct deposit will be initiated. Regular weekly checks may be provided also,

II.2 Payroll Deductions

When you receive your paycheck (copy) and earnings description, the stub will indicate the total amount of your earnings and the deductions made. The deductions fall into two categories: required and voluntary. Required deductions are mandated by state and federal law. Voluntary deductions such as group disability insurance will only be made with the written authorization of the employee.

II.3 Timekeeping

Federal and state laws require an employer to keep accurate records of the time worked by all non- exempt employees.

Non-exempt employees should accurately record the time they begin and end their workday, as well as the beginning and ending time of each meal period, or departure from work for personal reasons. A

time sheet via (ON THE JOB PHONE TEXTS OF TIME IN /TIME OUT AND MACHINE HOURS to get the paid the correct amount Report all time to office administrator. Report time “IN” and time “OUT”

Overtime work must always be approved by your supervisor before it is performed.

II.4 Attendance Policy

Employees are responsible for being at their workstation at the beginning of their scheduled shift. If an employee cannot report for work, or cannot be there at the starting time, he/she must notify their supervisor before the beginning of his/her shift. Failure to notify the supervisor for 3 consecutive days will be considered as resignation of employment. GBM reserves the right to require a verification of illness and medical release to return to work from any employee absent for three (3) or more work days. Failure to follow these procedures may result in disciplinary action. Excessive absenteeism or tardiness will result in disciplinary action, up to and including discharge.

II.5 Lunch Period

Employees must take a non-paid 1-hour lunch period to be designated by the supervisor.

II.6 Overtime

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All overtime for non-exempt personnel must be authorized in advance by your supervisor. Overtime for non-exempt personnel will be paid at the rate established by state or federal law, whichever is applicable. Overtime will be paid the week following the week worked. The work week is considered Sunday through Saturday. Only actual hours worked are counted toward overtime eligibility.

II.7 Pay Adjustments

Salary increases or decreases are based on merit, business conditions or other appropriate factors determined by management in its sole discretion. Any pay increase given would be determined by the Chief Financial Office Company.

II.8 Pay Advances

Report all time to office administrator. Report time "IN" and time "OUT" does not provide pay advances on unearned wages to employees.

II.9 Administrative Pay Corrections

GBM 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 the Accounting Supervisor.

II.11 Resignation

As an at-will employee you can resign at any time. However, should you decide to leave GBM, we request that you notify us, in writing, at least two (2) weeks in advance. Your consideration in this regard will enable us to arrange for a replacement. You will also be asked at this time to give us an evaluation of your employment with us. This information will be helpful to us in our continuing program of seeking to improve our Company.

II.12 Final Pay

If the Company terminates an individual's employment, all wages and accrued vacation earned but unpaid will be paid on the termination date. An employee who resigns and provides at least 72 hours notice to the Company will be paid all wages and accrued vacation on the last date of employment. An employee who resigns with less than 72 hours notice will receive their final and vacation pay no later than 72 hours after notice is given..

II.13 Workers' Compensation

Georgia employers are required by law to provide workers' compensation insurance coverage at no cost to employees. This insurance covers injury or illness that requires medical, surgical, or hospital treatment, sustained because of, and during the course of, employment. Injured employees are eligible for applicable benefits as defined/determined under California law.

You are required to report all injuries, no matter how slight, to your supervisor immediately. You will be directed to a designated occupational medical facility for treatment.

After seeing a physician for a work-related injury, you are required to report directly back to your supervisor. If your shift has ended and/or the physician sends you home, contact your supervisor as soon as possible. Employees will be permitted to return to work following an injury only upon presenting appropriate medical clearance.

It is mandatory that you follow these procedures. Failure to report an on-the-job injury immediately may lead to disciplinary action and, could lead to the denial of Workers' Compensation benefits.

Refer to the Workers' Compensation pamphlet provided with the new-hire package for additional information.

Workers Compensation fraud will not be tolerated under any circumstances. Workers Compensation fraud is a felony; and any employee found guilty of such conduct may be subject to fines, imprisonment, and termination of employment. GCC may grant rewards to those employees who provide information leading to the arrest and conviction of a perpetrator. Any such information should be reported in confidence to Senior Management. Because fraudulent claims substantially damage GBM's financial health (thereby threatening the employees' jobs), it is in the employees' best interests to help eradicate all fraud.

II.14 At this time GBM does not offer insurance benefits and/or the insurance carrier is not liable for the payment of benefits for injuries that

occur during an employee's voluntary participation in any off-duty recreational, social, or athletic event, even when sponsored by GBM.

IV. WORK RULES

IV.1 Performance and Professional Conduct

All employees are expected to exhibit professional conduct based on respect, honesty, teamwork, and a commitment to achieving the mission of GBM. We will strive to keep you informed in the event that we feel your work performance is below standard, or your conduct does not meet our policies or rules. Unacceptable employee conduct or performance may result in disciplinary action being taken.

The following conduct is prohibited, and will not be tolerated by GBM. This list of prohibited conduct is illustrative only. Other types of conduct injurious to security, personal safety, employee welfare and the Company's operations may also be prohibited. The inclusion of this list does not change the at-will nature of your employment relations with GBM.

- Failure to comply with Company work, safety, health, and/or security policies, rules and procedures.
- Failure to comply with the Company's non-harassment policy.
- Insubordination, including but not limited to failure or refusal to follow the orders or instructions of any supervisor, or the use of abusive or threatening language toward any supervisor.
- Failing to properly notify the immediate manager or supervisor or other person in charge, before the scheduled start time, when the employee will be late or absent.
- Being absent from work for three (3) consecutive workdays without notifying the immediate manager.
- Failure to observe working schedules, including rest and meal periods.
- Unsatisfactory job performance and/or continued failure to properly carry out assigned tasks.
- Working overtime without authorization, or refusing to work assigned overtime.
- Having excessive tardiness or absenteeism.
- Falsification of employment records (including employment application, employment information, or other GBM employee records)

- Altering, falsifying, or tampering with time sheets/records. This includes recording the work time of another employee, or allowing another employee to record your work time.
- Negligent or careless actions which endanger the life or safety of another person.
- Fighting, threatening of another employee, or engaging in horseplay on Company premises.
- Using language at work that is abusive, threatening or demeaning toward co-workers and clients
- Theft, deliberate or careless damage or destruction of any Company property or the property of any employee or customer
- Removing or transferring property without authorization from the responsible supervisor.
- Failure to comply with the Company Substance Abuse policy.
- Possessing, using, or offering for sale firearms, or explosive materials, while on Company time
- Engaging in criminal conduct, whether or not related to job performance. Causing, creating or participating in disruption of any kind during working hours on company or customer property.
- Sleeping on the job.
- Unauthorized absence from assigned work location, walking off the job or interference with another employee's work.
- Performing any unsafe act on Company or customer premises including parking lots.
- Smoking is not permitted while working. Smoking is permitted only during lunch and is allowed only away from the equipment and off the job site.
- Soliciting employees for any purpose on Company property at any time by persons not employed by the Company is strictly prohibited. Likewise, persons not employed by the Company may not distribute materials of any kind to employees while on Company property without the express permission of the Company.
- Bringing unauthorized persons onto job site premises, without management approval.

Discipline may be administered for poor work performance, violations of standards of conduct, or for other reasons. Depending upon the nature, frequency and severity of conduct, the likelihood of remediation, and other factors GBM believes relevant, GBM may use one or a combination of the

following types of action: Counseling, Verbal Warning, Written Warning, Suspension Without Pay, Decreases in Pay, Reassignment, Termination of Employment, or any other action deemed appropriate. Some or any of these actions may be taken. In an effort to correct unacceptable conduct or avoid its repetition, GBM tries to use progressive disciplinary steps where appropriate. However, no order or progression of discipline is required. This policy does not limit GBM's discretion to take the action it believes appropriate, including the right to terminate employees, at will, with or without notice and with or without prior disciplinary action.

V.2 Media Contacts

All media contacts are to be referred to Senior Management. No other employee is authorized to provide information to the media.

V.3 Customer Relations

We are a service business, and must all remember that the customer always comes first. Employees are expected to be polite, courteous, prompt and attentive to every customer. If a situation arises where you do not feel comfortable or capable of handling a situation with a customer, your supervisor should be contacted immediately.

IV.4 Company Property

Desks, computers and related equipment, vehicles, and all other work-related equipment are Company property and must be maintained according to Company rules and regulations. They must be kept clean, and are generally to be used only for work-related purposes. The Company reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence. Please get authorization from GBM before any personal use of Company property, or before any Company property is removed from the premises. Any loaned property must be kept in good working order.

IV.5 Off-Duty Use of Facilities-or Equipment

Any off-duty use of our facilities must be approved by GBM.

IV.6 Visitors

Visitors to our facilities generally discouraged or job sites are not permitted

IV.7 Leaving the Job-Site or Office

If you are leaving the job site or office for the day at other than your regular quitting time for any reason, be sure to alert your supervisor or management as to the time you are leaving.

If you are leaving the office but expect to return during the day, alert your supervisor or management as to the time you are leaving, destination point, and expected time of return, and note same on your time card before leaving.

IV.8 Personal Appearance Policy

GBM has established guidelines for office employees regarding appropriate dress, grooming and personal hygiene. Employees are expected to maintain an appearance that is appropriate to the work situation.

The personal appearance of office employees is to be governed by the following:

- Clean, Issued GBM properly fitting casual attire is appropriate.
- Good personal hygiene must be maintained.
- Safety apparel of hard hat and safety vests.

The following are some examples of inappropriate dress:

- Tattered clothing
- Items containing obscene, profane, discriminatory, provocative or inflammatory words or pictures
- Items advertising alcoholic beverages, drugs, drug paraphernalia
- Clothing revealing bare backs or midriffs; and any revealing or provocative clothing (see-through garments)
- Pool/beach attire

Senior Management responsible for evaluating the dress and appearance of employees under his or her supervision. If deemed necessary, the employee may be sent home to change into appropriate clothing (time spent in transit will not be considered working time). Further violations may result in disciplinary action, up to and including discharge.

V.9 Accident Prevention

Each employee has a personal responsibility in accident prevention. He or she has a responsibility to his family, to his fellow workers, and to his employer.

Some of the employee's responsibilities are:

- To report all injuries immediately, no matter how slight the injury may be.
- To know and obey safety rules.
- To understand the consequences for violating established company safety rules.
- To caution fellow workers when they perform unsafe acts.
- To discuss questions or concerns with your supervisor when there is any doubt.
- To report all unsafe conditions or equipment to your supervisor or management immediately.
- To refrain from tampering with anything which you do not understand.

I acknowledge that I have received a copy of the ,GEORGIA BRUSH MOWING. EMPLOYEE HANDBOOK. I further acknowledge that it is my responsibility to read this information, to ask questions of my immediate supervisor if I do not understand any of the information in this handbook, and to abide by and observe all of the information and rules, policies and procedures explained therein, including future changes or additions to the Employee Handbook. I further understand that the company may change, rescind, or add to any policies, benefits, or practices described in the Handbook from time to time in its sole and absolute discretion, but that I will be notified in writing in advance of any such changes. I also understand that this handbook supercedes all previous handbooks and all other rules or policy statements on subjects contained herein.

I acknowledge that I have received, read, and understand E-mail & Internet Use Policy and agree to abide by established guidelines. I understand that GCC has the right to monitor any and all aspects of its computer system, including, but not limited to, monitoring employee activity while logged in from remote sites, monitoring sites employees visit on the Internet, reviewing material downloaded or uploaded by employees, and reviewing email sent and received by employees.

I acknowledge that I have received a copy of the GEORGIA BRUSH MOWING Drug and Alcohol Policy. I further understand that GEORGIA BRUSH MOWING maintains a drug free workplace under the meaning of the Federal Drug Free Workplace Act of 1988 and the California Drug Free Workplace Act. I agree to abide by and observe all of the information and rules, policies and procedures set forth herein. I also give the Company the right to inspect all Company areas as specified in the Drug and Alcohol Policy.

It is expressly understood that employment at the Company shall continue only so long as it is mutually agreeable to an employee and the Company. Either an employee or the Company may terminate employment for any reason whatsoever, with or without cause, and at any time. No section of this handbook is meant to be construed, nor should be construed as establishing anything other than an employment-at-will relationship, nor does it limit management's discretion to make personnel decisions. This employment-at-will relationship can only be changed in a writing signed by both the President of the Company and the employee in question.

Employee Signature

Employee Print Name

Date

(Sign and return to Payroll Administrator)