



LAWN IN ORDER

Employee Handbook

INTRODUCTION

WELCOME

One of the keys to our success as a company is hiring good employees. We have hired you because we believe you have the skills and the potential to help us succeed. We depend upon you and each employee to perform the tasks assigned to you to the best of your abilities. Your hard work and commitment will not only help us succeed, but also give you a sense of pride and accomplishment.

You should keep this handbook as a reference for any questions you may have about your employment. If you have questions as you read through this handbook, please do not hesitate to discuss them with us. We're always more than happy to assist you.

Again, welcome to **Lawn In Order Atlanta, LLC**. We look forward to working with you.

DESCRIPTION OF HANDBOOK

This Employee Handbook contains information about the employment policies and practices of **Lawn In Order Atlanta, LLC** ("the Company"). We expect each employee to read this Employee Handbook carefully as it is a valuable reference for understanding your job and the Company. This handbook is designed to acquaint you with the Company and to give you a ready reference to answer most of your questions regarding your employment with us.

This Employee Handbook supersedes all previously issued Employee Handbooks and inconsistent verbal or written policy statements. We are continuously reviewing our benefits and policies and may make changes from time to time. This handbook is not intended to be and does not constitute a contract of any sort, including with respect to any of the provisions set forth herein, and does not promise, warrant, or guarantee any particular terms and/or conditions of employment. The Company reserves the right to revise, delete, and add to the provisions or policies described in this Employee Handbook as needed and in its sole discretion. All such revisions, deletions, or additions must be in writing and must be signed by the President of the Company. No oral statements or representations can change the provisions of this Employee Handbook. Unless you have a separate written contract for durational employment, or as otherwise provided by state law, your employment at the Company is on an at-will basis and may be terminated at the will of either you or the Company. This means that you have the right to terminate your employment at any time, with or without cause or notice, and the Company has the same right. No Manager or Supervisor has any authority to enter into a contract of employment – express or implied – that changes or alters the at-will employment relationship.

Not all of the Company's policies and procedures are set forth in this Employee Handbook. No handbook can set out all of the policies and procedures of a company in

detail, and we have not tried to do so here. Instead, we have summarized only some of the more important ones. If you have any questions or concerns about this Employee Handbook or any other policy or procedure, please ask the HR Manager.

The rules of appropriate conduct in this handbook apply to all Company personnel. Policies referring to “employees” throughout this handbook should be understood to apply to employees, contractors, and vendors unless such policy is the subject of a separate contract with the Company, in which case such contract will control.



OUR EMPLOYMENT RELATIONSHIP

EMPLOYEE RELATIONS PHILOSOPHY

We strive to maintain excellent employee relations. Our goal is to provide good working conditions, competitive wages and benefits, open communications, and employee involvement.

Let us know if you have a problem. You'll find this Company to be receptive to your concerns.

IF YOU HAVE A PROBLEM

Due to the serious nature of harassment, discrimination and retaliation, you must voice your concerns or complaints about such behavior to the individuals listed in the Policy Against Harassment in this Handbook. We cannot address a perceived problem until we know about it.

If you have a problem, it can usually be resolved by following these steps:

Any concern should first be discussed with your immediate supervisor.

If your supervisor cannot solve the problem, you do not feel comfortable discussing the issue with your supervisor, or if you are not satisfied after Step 1, you should ask to speak to your HR Manager, or President.

In the event you have a problem or concern, and for personal reasons you cannot follow the steps in this procedure, you should go directly to any member of management, who will be available for advice and assistance in solving your problem at any time.

Any time you inform us of your concern or problem, we will always address your concern as soon as possible under the circumstances.

WHAT WE PROVIDE TO YOU

EQUAL EMPLOYMENT OPPORTUNITY

The Company is an equal employment opportunity employer and complies with all applicable laws prohibiting discrimination based on race, color, religion, sex, sexual orientation, gender identity, age, national origin or ancestry, physical or mental disability, veteran status, citizenship status, and any other characteristic protected by federal, state, or local laws. Discrimination or harassment based upon such characteristic violates our policy and may be unlawful. All persons involved in the operations of the Company are prohibited from engaging in such conduct.

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, the Company will attempt to reasonably accommodate such individuals unless doing so would create an undue hardship on the Company. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact the Company to request an accommodation.

INTRODUCTORY PERIOD

You'll learn a lot during the first few months of your employment with the Company. You will learn your job duties and responsibilities, get acquainted with fellow employees, and familiarize yourself with the Company in general. We refer to the first fourteen (14) days of employment as your introductory period.

During your introductory period, you will still be expected to perform satisfactorily. Your job performance, attendance, attitude, and overall interest in your job will be closely observed. Throughout the introductory period, the Company will be assessing your selection as an employee. Employees who fail to demonstrate the commitment, performance, and attitude expected by the Company will not be retained as a regular employee. During this period, you might not be eligible for some Company benefits.

Although we expect everything to go smoothly, the Company may choose to extend your introductory period as necessary to give you a further opportunity to demonstrate your ability to do the job. We will notify you if your introductory period is extended.

Also, please understand that your completion of the introductory period does not guarantee continued employment and does not change the at-will nature of our employment relationship.

POLICY AGAINST HARASSMENT

In accordance with applicable law, the Company prohibits unlawful harassment because of race, color, religion, sex, sexual orientation, gender identity, age, national origin or ancestry, physical or mental disability, veteran status, citizenship status, and any other characteristic protected by federal, state, or local laws.

We do not tolerate unlawful harassment of any of our employees, customers, vendors, suppliers, or independent contractors. For the purpose of this policy, the term “harassment” includes slurs, offensive remarks, jokes, and other verbal, graphic, or physical conduct, and is not limited to “sexual harassment.” Inappropriate conduct based upon any protected characteristic is prohibited.

Specifically, however, “sexual harassment” includes the following examples of unacceptable behavior:

- Unwanted sexual advances, propositions, or requests;
- Offering an employment benefit (such as a raise or promotion or assistance with one’s career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee’s failure to engage in sexual activity;
- Visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; or
- Physical conduct, such as touching, assault, impeding or blocking movements.

If you have any questions about what constitutes harassing behavior, ask the HR Manager

Any employee who is determined to have violated our Policy Against Harassment will be subject to disciplinary action, up to and including immediate discharge.

If you feel that another employee is harassing you, you MUST immediately notify your manager. If you do not feel that the matter can be discussed with your manager or if you do not feel you received a prompt or satisfactory response, you should immediately contact the HR Manager or the President to discuss your issue. You will not be penalized in any way for reporting a perceived harassment problem.

All complaints of unlawful harassment that are reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. The Company prohibits employees from hindering our internal investigations and our internal complaint procedure. All complaints of unlawful harassment that are reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation. The Company prohibits retaliation against anyone for making a complaint about perceived harassment or discrimination or participating in the Company’s investigation of such a concern.

Harassment of employees by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to his or her manager or the HR Manager. Appropriate action will be taken.

Harassment of our customers, clients, vendors, or suppliers or their employees is also strictly prohibited. Any such harassment will subject an employee to disciplinary action, up to and including immediate discharge.

Your alerting us to a potential problem is paramount. We cannot help to resolve a potential harassment problem unless we know about it. It is your responsibility to bring any issues to our attention so that we can take whatever steps are necessary to address the matter.

EMPLOYEE CLASSIFICATION

Full-Time Employees are employees who are normally scheduled to work at least 30 hours per week. Full-time employees are generally eligible for all of the benefits set forth in the following pages, except as otherwise noted.

Part-Time Employees are employees who are normally scheduled to work fewer than 30 hours per week. Part-time employees are generally not eligible for most benefits. Part-time employees should consult with the HR Manager to determine those benefits, if any, for which they are eligible.

Temporary Employees are employees who are employed for short-term assignments, or on a “fill-in” basis. Temporary employees are generally not eligible for benefits.

If you have any questions concerning your employee classification or the benefits for which you qualify, please consult the HR Manager.

WORK SCHEDULE

Our normal business hours are as follows: from 7:45 a.m. - 3:45 p.m., Monday through Friday. Work hours will vary widely depending on the season and weather. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis, and all employees are expected to work overtime when asked, even on the weekend. For example, if we are rained out during the week, you will be expected to make up the time on the weekend. If a customer requests last minute work on the weekend and the Company deems the work appropriate, you will be expected to work, even on short notice.

BENEFITS OF EMPLOYMENT

YOUR PAY

We normally distribute paychecks or make direct deposits on a weekly basis. If a regular payday falls on a holiday, employees will be paid on the preceding workday. If your pay includes commissions, bonuses, or incentives, you will be informed of the scheduled time for such payments.

Unless otherwise specifically agreed in writing, your pay reflects compensation for all hours worked in a workweek. If there is an error in your check, please report it immediately to the HR Manager.

BUSINESS EXPENSE REIMBURSEMENT

On rare occasions, employees may be reimbursed for reasonable expenses incurred in the course of business, but only with prior approval of the HR Manager. The HR Manager must approve any expense before it is incurred. All expenses incurred should be submitted to the Company, using the appropriate form and accompanied by original receipts, within 30 days of the date of the expenditure.

REMOTE WORK

Some employees may be eligible to perform their jobs remotely from home upon advance approval by the Company. Approval for remote work will be granted on a case-by-case basis, and not all employees will be eligible to work remotely. Permission to work remotely is a privilege and a responsibility employees must earn through clear demonstration of strong independent work skills and productivity.

Generally, most employees will not be eligible to work remotely until they have successfully completed the introductory period and established a pattern of prompt and consistent attendance and good work habits. Remote work approval will be conditioned upon a remote work agreement, which will include the hours per week approved for remote work, the employee's schedule of work time and breaks while working from home, a communication plan between the employee and his or her supervisor using the Company's communication tools in accordance with this Handbook while the employee is working remotely, and provision or approval of necessary equipment needed to perform remote work.

Employees are not permitted to work remotely or deviate from their agreed-upon remote work schedule without specific approval from their supervisor. Employees are expected to devote their full time and attention to work duties during agreed-upon remote work hours and may not substitute remote work for dependent childcare or leave, including PTO. Remote work approval may be revoked at any time in the Company's sole discretion. If you are interested in working remotely, contact your supervisor to discuss the approval process.

HOLIDAYS

The Company observes the following paid holidays: New Year's Day, Fourth of July, Thanksgiving, and Christmas. If a holiday falls on a weekend, it is usually observed on the preceding Friday or the following Monday. Holiday observances will be announced in advance. After completion of the introductory period, full-time employees will receive these days off with pay any time they fall on a normal workday.

Employees will be given as much advance notice as possible if required to work on a holiday, although advance notice may not always be possible.

PAID TIME OFF

Unless otherwise agreed to in writing in an Employee's Offer Letter, the following paid time off ("PTO") policy applies to all Lawn in Order employees. After 30 days of employment, full-time employees of the Company are eligible to receive paid time off (PTO) to use for vacation, illness or injury, other holidays, charity work, and personal business. Eligible employees are allotted 40 PTO hours annually, on a pro-rata basis, at a rate of .769 hours of PTO per week.

PTO must be taken in increments of at least four (4) hours. PTO may not be taken in increments greater than 3 days unless approved in advance by the HR Manager & employee's Supervisor. Employees may not use PTO until it is accrued. Employees may carry over accrued, unused PTO from one year to the next, with a maximum of 60 hours of PTO accrued at any given time. Once an employee's accrued PTO level reaches 60 hours, no additional PTO will be accumulated until the accrual level drops below 60 hours.

PTO must be scheduled and approved at least two weeks in advance by the HR Manager and employee's supervisor. The Company has the right to refuse an employee's application for PTO if, in the Company's sole judgment, scheduling the PTO at the time sought would be inconsistent with the smooth operation of business. If an employee has an unforeseeable need for PTO, then the employee must notify the HR Manager & employee's supervisor as soon as practicable. The Company has a PTO blackout period from March 15 to July 15 during the calendar year. An employee who requires PTO during this blackout period must speak with the HR Manager and employee's supervisor to determine whether such need for PTO may be accommodated. Any accumulated, but unused, PTO will be eligible for pay out upon termination of your employment if the following conditions are met:

- You must have been continuously employed with the Company for the two years prior to the termination of your employment;
- You must provide two weeks' notice; and
- You must return all Company property, including uniforms.

No PTO time will be earned while an employee is on an unpaid leave of absence.

SOCIAL SECURITY WITHHOLDING

The Federal Insurance Contributions Act, also referred to as the Social Security Act, requires us to deduct a percentage of your pay, match it with an equal amount from the Company, and send it to the government on your behalf. If you are not familiar with the retirement and disability benefits provided under Social Security, you should contact the local Social Security office for a more information.

WORKERS' COMPENSATION

The Company pays the entire amount of the Workers' Compensation insurance premium that provides benefits to employees who experience injury or illness connected with employment. Benefit entitlements are governed by law, but it is essential that you report all work-related accidents, injuries, and illnesses immediately.

Abuse of the Workers' Compensation system can cause a severe negative economic effect to this Company and, in turn, your co-workers. We will pursue all available legal action against any employee found to have engaged in fraudulent conduct. Filing a false or fraudulent workers' compensation claim is also a violation of Company policy, and will result in disciplinary action, up to and including immediate termination.

CIVIC DUTIES

Jury Duty – If you receive a call to jury duty, please notify the Company immediately. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call as soon as possible and report to work if requested.

Witness Duty – If you receive a subpoena to appear in court or as a witness, please notify us immediately. You are expected to return to work as soon as your service as a witness is completed.

Voting – Employees are encouraged to vote during non-working hours whenever possible. If, however, circumstances make it difficult for you to do so, please let us know so that we can make arrangements for you to have the necessary time off to vote.

PERSONAL LEAVES OF ABSENCE

The Company may grant an unpaid personal leave of absence in certain circumstances. You should notify the HR Manager in writing as soon as you become aware that you may need a leave of absence. The Company will consider your request in accordance with applicable law and the Company's leave policies. You will be notified whether your leave request is granted or denied. Personal leaves of absence will be granted in the sole discretion of management, absent any applicable legal entitlement. If you are granted leave, you must comply with the terms and conditions of the leave, including keeping in touch with us during your leave, and giving us prompt notice if there is any change in your return date.

Unless you obtain written authorization from the HR Manager, you must not accept other employment (whether or not for compensation) or apply for unemployment insurance while you are on a leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment at the Company. Some benefits, such as paid time off, seniority, vacation, and holidays, may not accrue while you are on a leave of absence.

Failure to comply with Company policy may substantially affect your ability to return to work under this policy.

LACTATION BREAK POLICY

The Company will provide nursing mothers reasonable break time to express milk. Lactation breaks under this policy are paid. You are encouraged to discuss the length and frequency of your lactation breaks with your immediate supervisor.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public. Break time should, if possible, be taken concurrently with any other break time already provided. Expressed milk can be stored in company refrigerators, refrigerators provided in the lactation room or other location, in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

No provision of this policy applies, or will be enforced, if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law, or regulation.

MILITARY LEAVE ABSENCE

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify the Company of upcoming military duty by providing the HR Manager with a copy of your orders as soon as possible. We appreciate your service and will work hard to help you meet your obligations.

WHAT WE EXPECT OF YOU

Your employment with the Company carries with it certain responsibilities, as well. You should familiarize yourself with the policies set forth below and apply them in your work.

RULES TO PROTECT US ALL

We have certain policies and rules for the conduct of our business. The following portions of this handbook focus on basic rules that should not be violated under any circumstances. Violation of any of these basic rules, the policies in this handbook, or any other policy of the Company may lead to discipline, up to and including immediate termination. This list, however, is not all-inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate termination. Please remember that unless you have a separate written contract for durational employment, you have the right to terminate your employment at any time, with or without cause or notice, and the Company has the same right, irrespective of whether a particular policy is violated.

ABSENTEEISM AND TARDINESS

Each employee is expected to be at his or her workstation on time each day and to remain there throughout his or her scheduled hours. Absenteeism or tardiness, even for good reasons, is disruptive of our operations. Excessive absenteeism or tardiness, excused or unexcused, will not be tolerated.

If you are going to be late or absent from work for any reason, you must personally notify your manager and call in to the Company's main phone number to either speak with someone or leave a message as far in advance as possible so that proper arrangements can be made to handle your work during your absence. You may also notify your supervisor or the HR Manager via text message, but the text message will only be considered sufficient notification if the text message is acknowledged with a return text message. Of course, some situations may arise in which prior notice cannot be given. In those circumstances, you are expected to notify your manager and call in to the Company's main phone number as soon as possible. You must personally contact your manager or speak with someone at the Company's main number.

When absence is due to illness, the Company may require you to submit appropriate medical documentation.

ALCOHOL & DRUG POLICY

We maintain zero tolerance for drug and alcohol abuse by employees. Use of illicit drugs and indiscriminate alcohol consumption puts everyone at risk. Consistent with our efforts to promote health and safety and protect the interests of our employees, customers, and the Company, we do not allow anyone to use or consume, possess, distribute, sell, manufacture, or purchase alcohol or illegal drugs, intoxicants, or controlled substances on Company property, or to work with them in their system at any time. This includes

lawful controlled substances that have been illegally or improperly obtained, as well as abuse of lawful substances.

This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription but does prohibit employees working while impaired by even a lawful medication. It is your responsibility to determine whether a prescribed drug may impair job performance, and if so, you must inform us.

Prohibited Acts

The following rules and standards of conduct apply to all employees. The Company strictly prohibits:

Possession, use, or having alcohol or an illegal drug, intoxicant, or controlled substance (without a prescription) in your system while on the job;

Driving a vehicle on Company business while having alcohol or an illegal drug, intoxicant, or controlled substance in your system;

Distributing, selling, manufacturing, or purchasing-or attempting to distribute, sell, manufacture, or purchase-an illegal drug, intoxicant, or controlled substance during working hours or while on Company-owned or occupied premises;

Testing positive on a required or requested drug or alcohol test or screen;

Refusing to take a drug or alcohol test or to release information regarding a required or requested drug or alcohol test or screen or otherwise refusing to cooperate with the Company in any test, search or investigation; and

Violating any Company rule or policy regarding alcohol and drug use.

Testing Program

We each have a responsibility to keep our workplace free from illegal drug use or substance abuse. If you observe or have knowledge of another employee in a condition which impairs the employee from performing job duties, presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, promptly report that fact to the HR Manager.

The Company may require drug and/or alcohol testing in the following circumstances:

After an initial offer of employment, but before the applicant commences employment;

When a reasonable suspicion exists that any employee has alcohol or any illegal drug, intoxicant, or controlled substance in his or her system while

on the job, or is otherwise in violation of this policy;

As applicable when fitness-for-duty medical examinations are routinely required for all members of an employment classification or group;

When any employee is found in possession of alcohol or any illegal drug, intoxicant, or controlled substance in violation of Company policy, or when any of those items are found in an area controlled or used by the employee;

When an accident, near-miss, or incident occurs in which safety precautions are violated or careless acts are performed;

After any employee has participated in a rehabilitation program or medical leave of absence but before returning to work; and

When required by a state or federal law or regulation.

The Company may also test randomly at its discretion. The testing required by the Company will involve an initial screening test. If that test result is positive, the positive result will be confirmed using a different testing methodology. The test results will be kept as confidential as possible.

Employees suspected of possessing alcohol, illegal drugs, intoxicants, or controlled substances are subject to inspection and search, with or without notice. Employees' personal belongings, including any bags, purses, briefcases, and clothing, and all Company property, are also subject to inspection and search, with or without notice. Employees who violate the Company's drug and alcohol abuse policy will be removed from the workplace immediately. The Company may also bring the matter to the attention of appropriate law enforcement authorities. Employees will be subject to discipline up to and including immediate discharge for refusing to cooperate with searches or investigations, refusing to submit to screening, or for failing to execute consent forms when required.

Any conviction for criminal conduct involving illegal drugs, intoxicants, or controlled substances, whether on or off duty, or any violation of the Company's drug and alcohol abuse policy, including having a positive drug-test result, may lead to disciplinary action, up to and including termination.

NOTE: On occasion, certain employees may entertain customers during work hours or after work hours as representatives of the Company. These occasions may include lunches, dinners, and business conferences. On these occasions, only the moderate and limited use of alcoholic beverages is acceptable. Employees are expected to remain responsible, professional, and sober at all times.

Also, please remember that, unless you have a separate written contract for durational employment, your employment with the Company is at-will. Nothing in this Drug and Alcohol Policy, including the testing provisions herein, shall or is intended to modify this at-will relationship. The Company reserves its rights to terminate an employee's

employment at any time for any reason, irrespective of a confirmed violation of this or any other Company rule or policy.

BULLETIN BOARDS

The Company maintains bulletin boards as an important source of information. Bulletin boards are to be used solely to post information approved by the Company regarding Company policies, governmental regulations, and other matters of concern to all employees and related to the employees' employment by the Company. No information may be placed on bulletin boards without the approval of management.

CHANGES IN PERSONNEL RECORDS

To keep your personnel records up to date, to ensure that the Company has the ability to contact you, and to ensure that the appropriate benefits are available to you, please notify the Company promptly of any change of name, address, phone number, number of dependents, or other applicable information.

DIGITAL AND ELECTRONIC RESOURCES

The following policy governs the use of all Company digital and electronic resources, which include Company-owned or approved computers, mobile devices, and other equipment; email and voicemail, and other messaging systems, software, applications, networks, Internet access and related accounts via Company computers and/or data lines, and all data created, stored, or transmitted using any digital or electronic Company resource.

Company Property

All Company computers, mobile devices, email and voice mail facilities, and Internet access accounts are the Company's property to be used primarily to facilitate the business of the Company. All phone numbers assigned to Company mobile devices remain at all times the property of the Company. All software that has been installed on Company computers or devices, and any data collected, downloaded, and/or created on Company computers or devices is the exclusive property of the Company and may not be copied or transmitted to any outside party or used for any purpose not directly related to the business of the Company. Upon termination of employment, no employee shall remove any software or data from Company-owned computers or devices.

Proper Use

Employees are strictly prohibited from using Company computers, mobile devices, email and voice mail systems, and Internet access accounts for any improper purpose. Some specific examples of prohibited uses include but are not limited to:

Transmitting, retrieving, downloading, or storing messages or images that are offensive, derogatory, defamatory, off-color, sexual in content, or otherwise inappropriate in a business environment, including messages or

images relating to race, religion, color, sex, national origin, citizenship status, age, handicap, disability, sexual orientation, or any other characteristic protected under federal, state and local laws;

Making threatening or harassing statements to another employee, or to a vendor, customer, or other outside party;

Sending or receiving confidential or copyrighted materials without prior authorization;

Soliciting personal business opportunities, or personal advertising;

Gambling of any kind, monitoring sports scores, or playing electronic games; and

Day trading, or otherwise purchasing or selling stocks, bonds, or other securities or transmitting, retrieving, downloading, or storing messages or images related to the purchase or sale of stocks, bonds, or other securities.

Limited use of Company computers, email, mobile devices, and telephones for personal use is permitted as long as the use does not, in the opinion of management, interfere with your work duties. The Company may limit personal use of Company email during working hours if necessary to prevent system overload or otherwise maintain effective business operations and discipline as determined in its sole discretion.

Monitoring

Employees are advised that any information created, transmitted, downloaded, received, or stored in Company computers, electronic devices, or email accounts, including personal information, may be accessed by the Company at any time without prior notice. Employees should not assume that they have any privacy or confidentiality interests in such messages or information (whether or not such messages or information may be password-protected), or that deleted messages are necessarily removed from the system.

Employees must provide all passwords and access codes for Company computers and devices to management. Changing passwords or creating new passwords without notifying management is strictly prohibited.

System Integrity

Because external sources of data may contain viruses, employees are not permitted to use personal disks or copies of software or data in any form (including data downloaded from the Internet) on any Company computer or device without first (1) obtaining specific authorization from management, and (2) scanning the data for viruses. Any employee who introduces a virus into the Company's system via use of personal software or data will be held responsible for the consequences, including cost of repair and lost productivity.

Company-Provided Mobile Devices

The Company may provide employees with mobile devices for use in Company business. Provision of a mobile device may be long- or short-term, according to the Company's business needs. Employees provided mobile devices on a short-term basis will be informed of the duration of their permitted use and must promptly return the device to their supervisor upon completion, fully charged and in good working order. Company-provided mobile devices should be primarily used for Company purposes.

Employees are expected to take reasonable precautions to prevent theft, damage, or corruption of Company-provided devices and data and may be responsible for the consequences of preventable loss or damage, including appropriate discipline. Lost, stolen, or damaged Company devices may or may not be replaced in the discretion of the Company.

Employees are responsible for minimizing unnecessary costs of device use and not exceeding Company-allotted data or service plans. Employees may be subject to appropriate discipline for incurring excessive costs on the Company's behalf. Employees should familiarize themselves with the limitations of their Company-allotted data and service plans and should inquire with the Company to ensure their usage is within plan limits. For usage inquiries and details about your Company-allotted data and service plan, contact the HR Manager.

Use of Employee-Provided Mobile Devices

The Company may also permit employees to use personal mobile devices for Company purposes under certain circumstances, subject to management approval. Because of important data security concerns, employees should not use their personal mobile device for Company business without the advance approval of their supervisor. Authorization of use of a personal mobile device for Company purposes and receipt of the monthly mobile-device benefit is conditioned upon the employee agreeing to the following:

Employees must submit their personal device to the Company for reasonable inspection and installation of mobile security protocols, as applicable, and

If an employee provides his or her personal cell phone number to a customer, vendor, or other person or entity for purposes of doing business with the Company, the employee's cell phone number will become the property of the Company, which the employee must surrender upon separation.

Employment Relationship and Overtime

Provision of a Company mobile device or use of a personal mobile device for Company business does not alter the employee's at-will relationship with the Company, or the employee's existing work schedule or hours. Employees are responsible for adhering to their work schedules and accurately recording their work time; and may face discipline for

not keeping accurate time records. Employees are prohibited from working unauthorized overtime hours and may be subject to discipline for failure to request authorization. In order for overtime-eligible employees to receive compensation for hours worked, including overtime, while using mobile devices for Company business, employees must accurately record their hours in the Company's timekeeping system, regardless of whether they are in the office or working remotely (before, during, or after normal working hours).

Security Protocols and Risk of Loss

The Company reserves the right to implement mobile security for use on approved employee mobile devices as necessary to meet business needs, which may change from time to time. Employees using personal mobile devices for Company purposes must permit the Company to install security protocols on their personal mobile device, which may include but are not limited to:

 Password protection, malware protection, encryption, automatic inactivity time-outs, remote-wiping capabilities;

 mobile-device management, i.e., a secure tether to the office from which employees access resources remotely using an application on the device;
 or

 virtual-desktop infrastructure.

Employees using approved personal devices are responsible for adhering to Company-installed security protocols at all times and bypassing or overriding security protocols is a violation of Company policy. Where Company-installed security protocols require authentication, employees must not share their credentials with any unauthorized individuals, including family members.

Employees who elect to use personal mobile devices for Company business may lose ownership of their personal cell phone number if they use or distribute it for Company purposes. Employees may take steps to preserve ownership of their personal phone number by forwarding their Company-provided phone number to their mobile device or using a virtual phone number provided by the Company in lieu of their personal cell phone number. Contact the HR Manager for additional information on how to implement these measures.

If an employee's personal mobile device is lost, stolen, or corrupted, or the employee separates from the Company, the Company reserves the right to remotely "wipe" the mobile device to protect confidential or proprietary Company data. An employee may lose personal information or data in the event his or her personal device is "wiped." The Company bears no responsibility for lost personal information or data or damage to the employee's personal device if such security measures are necessary. Separating employees can reduce the risk of loss of personal information or data by providing their personal mobile device to the Company for reasonable inspection in advance of their departure so that confidential or proprietary data can be safely removed from their device.

Questions regarding the Company's Mobile Device Policy should be directed to the HR Manager.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who damage the Company property, computer systems, or networks through their unauthorized use may additionally be liable for the costs resulting from such damage. Employees who misappropriate copyrighted or confidential and proprietary information, or who distribute harassing messages or information, may also be subject to criminal prosecution and/or substantial civil money damages.

USE OF SOCIAL MEDIA

Social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media, which apply to all Company employees.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, video channel or site, web bulletin board, or chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

The same principles and guidelines found in this handbook apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects customers, suppliers, people who work on behalf of the Company or the Company's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines and review other relevant portion of the handbook, including the sections on confidentiality and conflicts of interest, equal employment opportunity, and the policy against harassment, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, customers, suppliers or people who work on behalf of the Company. Also, keep in mind that you are more likely to resolve

work-related complaints by speaking directly with your co-workers or by using the problem-reporting procedures in this handbook than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Company, coworkers, customers, suppliers, people working on behalf of the Company, or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of Company trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a Company website without identifying yourself as a Company employee.
- Do not advertise or sell Company products or services via personal blogs without explicit authorization from management.
- Express only your personal opinions. Never represent yourself as a spokesperson for the Company without explicit authorization. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Company, fellow employees, customers, suppliers or people working on behalf of the Company. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of the Company. It is best to include a disclaimer such as "the postings on this site are my own and do not necessarily reflect the views of the Company."

Responding to negative content

Tactless, insensitive, and unwanted messages are an occasional, unfortunate side effect of the connectivity social media enables. If you receive a negative message or post about

the Company to your personal social media account, we encourage you to consult these guidelines before formulating a response. If you feel threatened, concerned, or would like guidance on whether and how to address negative content, please feel free to contact the HR Manager for assistance.

Use of social media at work

Refrain from using social media while on work time or using company property, unless it is work-related as authorized by your manager or consistent with the Company policy on computers, mobile devices, email, voicemail, and the internet. Do not use Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employer monitoring

The Company reserves the right to use software and blog-search tools to monitor comments or discussions about the Company, its business, representatives, employees, products, customers, vendors, or competitors anywhere on the internet, including in blogs and other types of openly accessible personal journals, diaries, and personal and business discussion platforms.

The Company cautions that employees should have no expectation of privacy while using Company equipment and facilities for any purpose, including use of social media. The Company reserves the right to use content-management tools to monitor, review, and block-ban content on Company blogs or social media accounts that violate the Company's social media rules and guidelines.

Retaliation is prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on the Company's behalf without contacting the HR Manager. All media inquiries should be directed to them.

For more information

If you have questions or need further guidance, please contact your supervisor.

This policy is not intended and should not be understood to discourage or prohibit employees' discussion of wages or other terms or conditions of employment with each other or third parties, or to otherwise engage in protected, concerted activity pursuant to Section 7 of the National Labor Relations Act.

CONDUCT & EMPLOYMENT OUTSIDE WORK

The Company does not generally seek to interfere with employees' off-duty activities. It is important, however, that such outside interests do not interfere in any way with an employee's primary job with the Company. If you elect to pursue outside employment, you should be careful that extra hours of work do not affect the safe operation of your regular job by leaving you tired and slow to react. If your second job could create a potential conflict of interest (for example, by working for a competitor), you are required to obtain written approval, in advance, from management. Employees are not allowed to use Company equipment for outside employment. The Company will not tolerate off-duty conduct that impacts negatively on the Company, either in terms of an employee's individual work performance or the business interests of the Company, including our reputation.

CONFIDENTIALITY AND CONFLICTS OF INTERESTS

All records and files of the Company are property of the Company and considered confidential. No employee is authorized to copy or disclose any file or record. Confidential information includes all letters, emails, and any other information concerning transactions with customers, customer lists, financial records of the Company, all records pertaining to purchases from vendors or suppliers, correspondence and agreements with manufacturers or distributors, and documents concerning policies, operating procedures, and forecasts of the Company. All telephone calls, letters, or other requests for information about current or former employees should be immediately directed to management.

Notwithstanding any other provision in this handbook, pursuant to the Defend Trade Secrets Act of 2016, 18 USC § 1833(b), employees will not be held criminally or civilly liable under any federal or state trade secret law for any disclosure of a trade secret that: (a) is made: (1) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (2) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document that is filed under seal, in a lawsuit or other proceeding. If an employee files a lawsuit for retaliation by the Company for reporting a suspected violation of law, the employee may disclose the Company's Trade Secrets to the employee's attorney and use the Trade Secret information in the court proceeding if the employee: (a) files any document containing the Trade Secret under seal; and (b) does not disclose the Trade Secret, except pursuant to court order.

The Company forbids employees from engaging in any other business that competes with the Company. Also, Company policy forbids a financial interest in an outside concern that does business with or is a competitor of the Company (except where such ownership consists of securities of a publicly owned corporation regularly traded on a public stock exchange). Rendering of directive, managerial, or consulting services to any outside concern that does business with or is a competitor of the Company, except with the knowledge and written consent of management, is also prohibited. If you think that there

is a possibility that you may have a conflict, it is your responsibility to notify management and obtain approval in writing.

Certain employees may be required to execute confidentiality, non-competition and/or non-solicitation agreements with the Company as a condition of their employment. In the event there is any inconsistency or contradiction between this policy and the individual agreement, the terms of the individual agreement will control.

CREW MANAGEMENT AND RESPONSIBILITIES

The crew leader is in charge of the crew and is responsible for giving work-related instructions, including whether to stop working if conditions are not suitable. All safety concerns should be reported to the crew leader immediately. If a crew member does not believe the safety issue has been adequately addressed, the crew member should contact the operations manager, the Office Manager, or the President as soon as possible. If a crew member has any other problem with the crew leader, the crew member can bring it to the attention of the HR Manager at the next available opportunity.

The entire crew is responsible for acting in the best interests of Lawn In Order Atlanta, LLC at all times by performing their jobs with the proper attention to detail so that customers are satisfied. Each crew member is responsible for looking for anything out of the ordinary on the client's property and, if so, reporting it to the crew leader. The crew leader can call the office with any questions or take a picture of the issue and send it to the office. All crew members are responsible for making sure the customer's gates are closed behind them while working on the customer's property.

Each crew is responsible for the basic upkeep of their equipment, including checking the oil, checking filters, and making sure the proper gas is used. Any equipment taken for use by the crew, that is not regularly used by the crew (e.g., chainsaws or pole saws), must be returned to where it is properly stored on the same day that it was taken out. The Company reserves the right to charge an employee for equipment replacement and/or repair caused by an employee's misuse or carelessness.

FIGHTING, THREATS, OR WEAPONS

Obviously, we cannot allow fighting, threatening words, or conduct. Nor do we allow the possession of weapons of any kind on Company premises, subject to the limitations of state law. Please respect the safety of others and report to us any facts or circumstances that may lead to workplace violence.

FRAUD, DISHONESTY, OR FALSE STATEMENTS

No employee or applicant may falsify any application, medical history record, invoice, paperwork, time sheet, timecard, receipt or any other document. Any employee found to have engaged in resume fraud or to have made material misrepresentations or omissions on an employment application will be subject to immediate termination of employment. If you observe or become aware of any such violations, please report them to management immediately.

GIFTS AND GRATUITIES

Employees may not request or accept any gift or gratuity of any kind from a customer or supplier without the express written authorization of management.

INSUBORDINATION

It is a violation of our policy for an employee to refuse to follow the lawful directions of a supervisor or management official or to treat a supervisor or management official in an insubordinate manner in any respect. Employees must fully cooperate with Company investigations into potential misconduct. Refusal to fully disclose information in the course of a Company investigation is insubordination and will not be tolerated.

OPERATION OF VEHICLES

Employees driving on Company business - whether in a Company-owned or leased vehicle, a rented vehicle, an employee's own vehicle, or any other vehicle - are not permitted to engage in unauthorized activity or travel. The use of Company-owned or leased vehicles and rental of vehicles for Company business are limited to authorized employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of management.

All employees authorized to drive Company-owned or Company-leased vehicles or to rent vehicles for use in conducting Company business, must possess a current, valid driver's license (for the class of vehicle you are driving), and an acceptable driving record. Employees must obtain any specific, state-required permits or licenses necessary to operate Company-owned or Company-leased vehicles. Any change in license status or driving record must be reported to management immediately and employees must have those documents in their possession while operating a vehicle. From time to time, the Company or its insurance carrier may request reports from the relevant government agencies regarding the license status and driving record of employees whose job responsibilities include driving. In the event that the license status or driving record of any employee whose job responsibilities include driving becomes unacceptable to management or the Company's insurance carrier, that employee may be restricted from driving, reassigned, suspended, or terminated, at management's discretion.

All people in Company vehicles are required to use seatbelts. Only people authorized by management can be passengers in Company vehicles. Cell phones and other mobile devices are not to be used by employees while operating Company-owned, Company-leased, or Company-related vehicles.

Employees are advised that Company vehicles may be equipped with global positioning satellite monitors and/or dash cams/interior cameras that enable the Company to track, monitor, and record the vehicles' activities, movement, and time at each location. The Company utilizes this tracking, monitoring, and recording ability from time to time.

Employees have no expectation of privacy with respect to their activities in Company vehicles.

Certain employees may drive personal vehicles while conducting Company business. These employees must maintain adequate personal automobile liability insurance. Employees doing so should promptly submit an expense report detailing the number of miles driven on Company business. The Company will pay mileage reimbursement in accordance with applicable reimbursement rates. Employees are expected to observe these policies while driving on Company business, even if operating their own vehicles or other vehicles not owned, leased, or rented by the Company.

OUTSIDE INQUIRIES CONCERNING EMPLOYEES

All inquiries concerning employees from outside sources should be directed to management. No information should be given regarding any employee by any other employee or manager to an outside source.

OVERTIME

When business needs cannot be met during regular working hours, you may be scheduled to work overtime. We will attempt to give as much advance notice as possible, and we expect that all employees who are asked to work overtime will be at work, unless excused by The HR Manager. All overtime work must be authorized in advance by The HR Manager. Working overtime without prior authorization may result in disciplinary action.

Nevertheless, the Company requires that you accurately record **all** hours worked and will ensure that you receive proper compensation for all hours worked. Failure to accurately record all hours worked may lead to disciplinary action. If you believe that your pay does not reflect all hours worked, you must immediately notify The HR Manager. Please see Timekeeping Procedures below.

PERSONAL APPEARANCE AND BEHAVIOR

We do not have a formal dress code for our non-uniformed employees but expect our employees to dress appropriately and professionally for a business such as ours and the job he or she is performing. Please avoid extremes in dress and appearance. Flashy, skimpy or revealing outfits and other non-business-like clothing are unacceptable, as are extremes in hairstyle, make-up and other personal appearance issues. Employees who fail to observe these standards will be subject to disciplinary action, up to and including termination.

The Company requires employees who regularly visit clients' locations to wear the Company uniform, consisting of clean and in good repair: 1) Company T-shirt or sweatshirt; 2) pants; and 3) close-toed shoes, while on duty. Loose fitting clothing is not allowed for safety reasons related to working around Company equipment.

Employees are expected to observe the Company's personal appearance and behavior policy at all times while at work. Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. Such time off from work will generally be without pay.

PERSONAL MAIL

Company postage meters and letterhead may not be used for personal correspondence.

RELATIONSHIPS AT WORK

It is not Company policy to prohibit family or personal relationships in the workplace. Regardless of your personal relationships to your coworkers, however, all employees are expected to uphold high standards of business ethics and professionalism in the workplace, as well as to abide by this Company's anti-discrimination and anti-harassment policies. If, in the discretion of the Company, your personal relationships create an actual or perceived conflict of interest or violate another provision of this Handbook, the Company may take action to correct the conflict or violation, including but not limited to transfer or termination.

SALARY ADVANCES/LOANS

It is our policy to not provide pay advances or loans to employees and we discourage requests by employees for an advance payment of wages not yet earned or other loan requests. However, we recognize there may be circumstances when an employee has an exceptional personal need for immediate funds. We will consider requests for pay advances or loans from eligible, current employees on these rare occasions. All requests must be submitted to the Company President or HR Manager in writing, and they have the sole discretion to grant or deny the request, determine the amount, and/or determine the terms of the advance or loan repayment. The pay advance or loan must be acknowledged in writing and the Employee must execute a promissory note or loan agreement, which will include a repayment schedule.

SEARCHES AND INSPECTIONS

In order to protect everyone's safety and property, the Company reserves the right to inspect employees' lockers, desks, cabinets, briefcases, toolboxes, purses, personal computers, and any other personal belongings brought onto Company property. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action up to and including termination of employment.

SMOKING POLICY

Smoking is not allowed in our facilities (except in specifically designated areas) or in company vehicles while on or in view of client's properties.

SOLICITATION AND DISTRIBUTION OF LITERATURE

The Company has established rules, applicable to all employees, to govern solicitation and distribution of written material during working time and while employees are entering or leaving our premises and work areas. All employees are expected to comply strictly with these rules. Our main job at the Company is to give our customers and clients the best service possible. The Company expects all employees to comply strictly with the following rules applicable to communications transmitted by any means, whether orally, via hard copy paper material, or electronically in any format.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom the activity is directed;

No employee shall distribute or circulate any written or printed material in work areas at any time, during his or her working time, or during the working time of the employee or employees at whom the activity is directed; and

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.

As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for the Company; it does not include break periods, meal periods, or periods in which an employee is not, and is not scheduled to be, performing services or work for the Company.

TIMEKEEPING PROCEDURES

Unless otherwise notified, each employee is required to record his or her hours of work for the Company, including the time work begins and ends, as well as the beginning and end of each meal period. Accurately recording all of your time is required in order to be sure that you are paid for all hours worked as required by law. You will be informed your first day on the job about the method you are required to use to keep your time. Whatever your method of timekeeping, you are expected to follow the established procedures in keeping an accurate record of your hours worked.

You and your manager must initial any changes or corrections to your timecard or time record. Under no circumstances may any employee punch another employee's timecard, or otherwise alter, tamper, or falsify time records. Failure to accurately record your hours worked, including clocking in and out at the beginning and end of your workday and/or meal periods, and to otherwise follow the Company's timekeeping procedures may result in disciplinary action up to and including termination.

UNAUTHORIZED INTERVIEWS

As a means of protecting yourself and the Company, no unauthorized interviews are permitted to be conducted of Company employees by individuals representing themselves as attorneys, peace officers, inspectors, investigators, reporters, or someone who wants

to "ask a few questions." If someone asks questions about the Company or its current or former employees, you are to refer that individual(s) to the HR Manager .

VISITORS

For safety and insurance reasons, friends, relatives, and customers are not permitted in the Company's facility or vehicles at any time, unless specifically authorized by management.

WORKPLACE VIOLENCE

The Company has zero tolerance for violent acts or threats of violence against our employees, applicants, customers, or vendors. Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect the Company or that occur on Company property or in the conduct of Company business off Company property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in Company operations, including, but not limited to, employees, contract workers, temporary employees, and anyone else on our property or conducting Company business off Company property. Violations of this policy, by any individual, may lead to disciplinary and/or legal action as appropriate.

If you are subjected to or threatened with violence by a co-worker, customer, or vendor, or if you are aware of another individual who has been subjected to or threatened with violence, please report this information to the HR Manager as soon as possible. If you cannot address your issue with the HR Manager, you should contact the President. You should also, at any time you feel threatened, feel free to notify law enforcement authorities. Any person who engages in a threat or violent action on Company property may be removed from the premises as quickly as safety permits and may be required, at the Company's discretion, to remain off Company premises pending the outcome of an investigation of the incident.

Please do not assume that any threat is not serious. Please bring all threats to our attention so that we can deal with them appropriately. All threats will be thoroughly investigated, and all complaints that are reported to management will be treated with as much confidentiality as possible.

NOTICE OF RESIGNATION

In the event you choose to resign from your position, we ask that you give us at least two weeks advance notice. You are responsible for returning Company property in your possession or for which you are responsible.

EXIT INTERVIEW

Any departing employee may be required to attend an exit interview. The purpose of the interview is to resolve any questions of compensation, Company property, or other matters related to the end of the employment relationship.

EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT

This will acknowledge that I have received my copy of the **Lawn In Order Atlanta, LLC** Employee Handbook and that I understand that it is my duty and obligation to familiarize myself with its contents.

I understand that this handbook represents the current policies, regulations, and benefits and that any and all policies or the Company can change practices at any time. The Company retains the right to add, change, or delete wages, benefits, policies, and all other working conditions at any time (except the policy of "at-will employment," which may not be changed, altered, revised, or modified without a writing signed by the President of the Company). This Handbook is not and does not create a contract of any kind.

I further understand that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment and that unless I have a separate written contract for durational employment signed by the President, my employment, position, and compensation at the Company are "at-will" and may be changed or terminated at the will of the Company. I understand that unless I have a separate written contract for durational employment signed by the President, I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has a similar right. I further understand that my status as an "at-will" employee may not be changed except in writing signed by the President of the Company.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

EMPLOYEE SIGNATURE

DATE

PRINT FULL NAME

[RETAIN IN EMPLOYEE PERSONNEL FILE]