

Taylor Davis Landscape Company, Inc. (T.L.C.)

Taylor Davis
Landscape and Construction
EMPLOYEE HANDBOOK



Taylor Davis Landscape Company, Inc. (T.L.C.)

1. Welcome

Welcome to Taylor Davis Landscape Company, Inc. (T.L.C.)! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Taylor Davis Landscape Company, Inc. (T.L.C.)'s goals.

Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, Taylor Davis Landscape Company, Inc. (T.L.C.) will continue to achieve its goals. We sincerely hope you will take pride in being an important part of Taylor Davis Landscape Company, Inc. (T.L.C.) 's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources (HR) department.

Dear Employees:

It is my pleasure to welcome you to Taylor Davis Landscaping Company (T.L.C.). This Employee Handbook is intended to be your own personal copy and reference guide to policies and procedures at T.L.C. Changes to this Handbook may be made from time to time and the revisions distributed to you. Hopefully, through this means, you and your family will constantly be aware of changes that will affect your employment here.

At T.L.C., employees are our biggest asset. We strive to make T.L.C. the best landscape company in the Valley and it is because of you that this goal is possible. We want you to feel that you have the opportunity for growth through a learning environment with the hope that you will choose T.L.C. for long-term, successful employment.

Thank you again for choosing to work at Taylor Davis Landscaping Company. I look forward to a mutually satisfying future together.

*Sincerely yours,
Taylor*

Taylor Davis Landscape Company, Inc. (T.L.C.)

2. Taylor Davis Core Values

Commitment to Excellence

TLC and all employees will continually create better ways of doing the things we do. We will not rest on our accomplishments but will build on them in our personal and professional journey to be the best we can be and set new standards in our industry.

We will expect more from ourselves than our clients do.

We will endeavor to exceed expectations on every project.

Loyalty

A dedication to the company. A person who shows strong support for our common goals. Someone who will support the needs of the company regardless of the request or task.

Kindness

A friendly and generous quality which shows consideration, empathy, and respect to others.

Teamwork

Teamwork is a quality which values being a part of something larger by working collaboratively with a group to achieve a goal. It is a blend of complementary strengths and builds trust. Our team goes the extra mile and helps those around them to improve.

Honesty and Integrity

A trustworthy, truthful person with consistent and uncompromising adherence to strong moral and ethical principles and values.

We believe in these core values and abide by them in our work life. They are part of our evaluation process.

Taylor Davis Landscape Company, Inc. (T.L.C.)

TABLE OF CONTENTS

1. Welcome p.2
2. Core Values p.3
3. What to expect p.6-8
4. Employment at Will p.9
5. Equal Opportunity and Commitment to Diversity
 - a. Equal Opportunity p.10
 - b. Americans with Disabilities Act (ADA) and Reasonable Accommodation p.11
 - c. Commitment to Diversity p.11
 - d. Harassment and Complaint Procedure/ sexual harassment p.11-12
6. Conflicts of Interest and Confidentiality
 - a. Conflicts of Interest p.13-14
 - b. Confidential Information p.14
7. Employment Relationship
 - a. Employee Privacy p.15
 - b. Privacy–Social Security Numbers p.15
 - c. Employment Classification p.16
 - d. Workweek and Hours of Work p.17
 - e. Meal and Rest Breaks p.17
 - f. Time Records p.17
 - g. Overtime p.17
 - h. Deductions from Pay/Safe Harbor p.18
 - i. Paychecks p.18
 - j. Access to Personnel Files p.18
 - k. Employment of Relatives and Domestic Partners p.19
 - l. Separation from Employment p.19
8. Workplace Safety
 - a. Drug-Free and Alcohol-Free Workplace p.20
 - b. Smoke-Free Workplace p.21
 - c. Workplace Violence Prevention p.21
 - d. Commitment to Safety p.22
 - e. Visitors p.22
9. Workplace Guidelines
 - a. Attendance p.23
 - b. Job Performance p.23

Taylor Davis Landscape Company, Inc. (T.L.C.)

- c. Professionalism p.23
- d. Customer Relations p.23-24
- e. Driver's license and record p.24
- f. Disciplinary Procedure -Unsatisfactory work performance p.24
- g. Progressive discipline p.25-27
- h. Immediate discharge p.27
- i. Outside Employment p.28
- j. Dress and Grooming p.29
- k. Social Media Acceptable Use p.29
- l. Bulletin Boards p.31
- m. Solicitation p.31
- n. Computers, Internet, E-Mail, and Other Resources p.31-32
- o. Equipment/Tools/Vehicles/PPE/Uniforms p.33-34
- p. Cell phone policy p.34
- q. Worksite travel policy p.34-35
- r. Purchasing policy p.36

10. Time Off and Leaves of Absence

- a. Holidays p.37
- b. Vacation p.38
- c. Sick Leave p.39
- d. Family and Medical Leave p.40
- e. Military Leave p.44
- f. Bereavement Leave p.44
- g. Jury Duty/Court Appearance p.45
- h. Time Off for Voting p.45

11. Employee Benefits

- a. Medical, Dental, and Vision Insurance p.45
- b. 401(k) Plan p.46
- c. Workers' Compensation p.46
- d. Training p.46

12. Employee Handbook Acknowledgment and Receipt p. 47

13. Employee Acknowledgment and Receipt of Harassment Policy p.48

14. Taylor Davis Landscape Company EEOC statement p.49

15. Taylor Davis Landscape Company Uniform Policy p.50

Taylor Davis Landscape Company, Inc. (T.L.C.)

COMPANY GOAL

To operate a high quality, dependable for-profit construction, and landscape company.

COMPANY OBJECTIVE

To maintain the highest quality work in the most efficient manner possible.

3. What You Can Expect from Us

1. Dedicate ourselves to "Total Customer Satisfaction" and "Constant and Never-Ending Improvement."
2. Operate an economically successful business so that a consistent level of steady work is available.
3. Select people based on skill, training, ability, attitude, and character without discrimination
4. Pay all employees according to their effort and contribution to the success of our business.
5. Promote employees because of their ability and merit. Promote from within when possible.
6. Review wages, employee benefits and working conditions periodically with the objective of providing maximum benefits consistent with sound business practices.
7. Provide eligible employees with paid vacations and holidays, personal/sick time, and health insurance.
8. Develop competent, productive people who understand and meet our objectives, and who accept with open minds the ideas, suggestions, and constructive criticisms of fellow employees.
9. Assure employees opportunity to discuss any problems with supervisors, managers, or the owner of the Company.
10. Maintain mutual respect in our working relationship. Respect individual rights and treat all employees with courtesy and consideration.
11. Keep all employees informed of our business progress as well as our overall aims and objectives.
12. Do all these things in a spirit of friendliness and cooperation so that Taylor Davis Landscape Company will continue to be known as "a great place to work!"

Taylor Davis Landscape Company, Inc. (T.L.C.)

3. What we expect from you

Your first responsibility is to know your own duties and how to do them safely, promptly, correctly, and pleasantly. You will be provided with a job description detailing your primary responsibilities. Copies of all job descriptions are available in the Main Office. You should, however, be aware that from time to time all of us will be assigned tasks not listed in our job descriptions and we will be expected to complete them provided we can do so safely.

Also, you are expected to cooperate with management and your fellow employees and maintain a positive team attitude.

Attendance- Every employee is expected to report to work on time when they are scheduled. You must call prior to your start time (at least 2 hours, more is better). If you cannot report to work call Eliot Deres at the shop 413-374-7184 to let him know and contact your foreman.

Communication - if you receive a phone call/ email/ text from management, it is professional, and you are required to reply **ASAP** and no longer than 4 hours. If we do not receive a response during normal business hours, we will reach out to you through your foreman.

Social Media- Social media use is not allowed during work hours; TLC does not permit photography at our facilities or jobsites or their distribution on social media without prior approval from management.

Personal Protection Equipment- TLC will provide you with your PPE. (Hardhats, gloves, glasses, shirts etc.) Every employee is responsible for requesting, maintaining, and properly using their Personal Protection Equipment.

Time Reporting - Field employees must digitally punch in and out every day using TSheets. Every employee is responsible for reporting accurate and complete time. Individuals working prevailing wage jobs must put in the notes portion **daily** what role you performed that day. (i.e.. Laborer, operator, mason, driver etc.) All times submitted will be checked against the Foreman's work order.

Taylor Davis Landscape Company, Inc. (T.L.C.)

Seat Belts - Seat belts are mandatory in all trucks and equipment. It is the law, and they must be used. If you do not use them, you will be suspended.

Equipment - All employees are responsible for company equipment in their care. If you are using equipment, you will perform basic maintenance checks every day before and after use. You will employ all safety devices. You will report damages or needed repairs through manager plus the day it occurs. You will secure all equipment during travel. Do not use any equipment without authorization from management.

Morning Start - Every employee should be in at least 10 minutes before their scheduled start time and clock in. Check in with your foreman about your day's duties and goals.

Safety - Once per week the foreman will hold a tailgate safety meeting and turn in an attendance sheet signed by everyone for the meeting by weeks end, either digitally or at the shop.

Evening Close-up - Every employee will clock out at the end of their shift.

Daily:

| | | | |
|---|-------------------------------------|---|------------------------------------|
| 1 | Take pride in what you do | 4 | Conduct yourself as a professional |
| 2 | Exceed your customers' expectations | 5 | Work with safety |
| 3 | Do quality workmanship | 6 | Focus on costs to make a profit |

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making this a place where you can discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of your employment.

Remember, you help to create the pleasant and safe working conditions that we intend for you. Your dignity and that of fellow employees, as well as that of our customers, is important. We need your help in making each working day enjoyable and rewarding.

Taylor Davis Landscape Company, Inc. (T.L.C.)

4. Employment at Will

Employment at Taylor Davis Landscape Company, Inc. (T.L.C.) is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the president of the company.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Taylor Davis Landscape Company, Inc. (T.L.C.) employees have the right to engage in or refrain from such activities.

Taylor Davis Landscape Company, Inc. (T.L.C.)

5. Equal Opportunity and Commitment to Diversity

a. Equal Opportunity

Taylor Davis Landscape Company, Inc. (T.L.C.) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Taylor Davis Landscape Company, Inc. (T.L.C.) expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

Taylor Davis Landscape Company, Inc. (T.L.C.) will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Taylor Davis Landscape Company, Inc. (T.L.C.)'s business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR manager. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR manager.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation.
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- (3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Taylor Davis Landscape Company, Inc. (T.L.C.)

b. Americans with Disabilities Act (ADA) and Reasonable Accommodation

Taylor Davis Landscape Company, Inc. (T.L.C.) is committed to the fair and equal employment of individuals with disabilities under the ADA. It is Taylor Davis Landscape Company, Inc. (T.L.C.)'s policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the company. Taylor Davis Landscape Company, Inc. (T.L.C.) prohibits any harassment of, or discriminatory treatment of, employees based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee with a disability may request an accommodation from the HR department and engage in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of Taylor Davis Landscape Company, Inc. (T.L.C.) to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. Taylor Davis Landscape Company, Inc. (T.L.C.) prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

c. Commitment to Diversity

Taylor Davis Landscape Company, Inc. (T.L.C.) is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Taylor Davis Landscape Company, Inc. (T.L.C.) and is an important principle of sound business management.

d. Harassment and Complaint Procedure

Any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Taylor Davis Landscape Company, Inc. (T.L.C.) will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Taylor Davis Landscape Company, Inc. (T.L.C.)

“Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of “sexual harassment.” While all forms of harassment are prohibited, attention should be paid to sexual harassment. “Sexual harassment” can include all the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, a hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not.
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one’s sex life; comments about an individual’s body; and comments about an individual’s sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, or cartoons.
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments.
- Inquiries into one’s sexual experiences; *and*
- Discussion of one’s sexual activities.

Taylor Davis Landscape Company, Inc. (T.L.C.)

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate Taylor Davis Landscape Company, Inc. (T.L.C.)'s policy.

Complaint procedure. If you believe you have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, you are requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, HR, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, Taylor Davis Landscape Company, Inc. (T.L.C.) will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

6. Conflicts of Interest and Confidentiality

a. Conflicts of Interest

Taylor Davis Landscape Company, Inc. (T.L.C.) expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest, or an unethical business practice is both a moral and a legal question. Taylor Davis Landscape Company, Inc. (T.L.C.) recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the company.

Taylor Davis Landscape Company, Inc. (T.L.C.)

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to Taylor Davis Landscape Company, Inc. (T.L.C.).
2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Misusing privileged information or revealing confidential data to outsiders.
4. Using one's position in the company or knowledge of its affairs for personal gains;
5. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

b. Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of Taylor Davis Landscape Company, Inc. (T.L.C.). Confidential information is all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the CHIEF OPERATIONS OFFICER. This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Taylor Davis Landscape Company, Inc. (T.L.C.)

7. Employment Relationship

a. Employee Privacy

It is Taylor Davis Landscape Company, Inc. (T.L.C.)'s goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, you may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the company and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on company premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of company facilities only for the business purposes of the company. Accordingly, materials that appear on company hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the company at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on company property. Taylor Davis Landscape Company, Inc. (T.L.C.) regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

Video surveillance. As part of its security measures and to help ensure a safe workplace, Taylor Davis Landscape Company, Inc. (T.L.C.) has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc. Videotapes do not include an audio component.

b. Privacy–Social Security Numbers

Policy and Procedure Regarding Use and Disclosure of Social Security Numbers

Purpose. This policy and procedure explain Taylor Davis Landscape Company, Inc. (T.L.C.)'s general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

Policy. It is Taylor Davis Landscape Company, Inc. (T.L.C.)'s policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Taylor Davis Landscape Company, Inc. (T.L.C.)

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Procedure. Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the company's employee benefit plans.

Retention and access to Social Security numbers. All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

Unauthorized use/disclosure of Social Security numbers. Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The company will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

c. Employment Classification

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Taylor Davis Landscape Company, Inc. (T.L.C.) classifies its employees as shown below. Taylor Davis Landscape Company, Inc. (T.L.C.) may review or change employee classifications at any time.

Exempt. Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, full time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, part time. Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly and who maintain continuous employment status. Part-time employees are eligible for all benefits prorated for your time worked except health insurance. Health Insurance will not have copay if you work under 20 hours, 25% copay for workers who from 20 - 30 hours and full 50% copay if you work over 30 hours per week. some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

Taylor Davis Landscape Company, Inc. (T.L.C.)

Temporary, full time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, part time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

d. Workweek and Hours of Work

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Office hours are 8:30 a.m. to 5:00 p.m., field hours 7:00 a.m. to 3:30 pm with a 30-minute lunch break. Individual work schedules may vary depending on the needs of each department.

e. Meal and Rest Breaks

Employees are entitled to a 30-minute unpaid meal break each day. Any nonexempt employee who is required to work through a meal break will be paid for the 30-minute period. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be scheduled by the department supervisor or manager.

f. Time Records

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. Shop employees will punch in using the shop clock. Handwritten entries need a supervisor signature to be processed. All other employees will use the TSheets app on their phone. These records are required by governmental regulations and are used to calculate regular, and overtime pay. At the end of each week, you and your supervisor must sign the time sheet attesting to its correctness.

g. Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked more than 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 worked in a single workweek. Paid time off such as holidays, vacation, sick time, bereavement time, and jury duty, does not apply toward work time.

All overtime work must be approved in advance by a supervisor or manager.

Taylor Davis Landscape Company, Inc. (T.L.C.)

h. Deductions from Pay/Safe Harbor Exempt Employees

Taylor Davis Landscape Company, Inc. (T.L.C.) does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes.
- Deductions for employee benefits when authorized by the employee.
- Absence from work for 1 or more full days for personal reasons other than sickness or disability.
- Absence from work for 1 or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness.
- Offset for amounts received as witness or jury fees or for military pay.
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the HR department. The report will be promptly investigated, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

i. Paychecks

Taylor Davis Landscape Company, Inc. (T.L.C.)'s pay period for all employees is weekly on Friday. If payday falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into your checking and/or savings accounts.

j. Access to Personnel Files

Taylor Davis Landscape Company, Inc. (T.L.C.)

Employee files are maintained by the HR department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their file. Inspections by employees must be requested in writing to the HR department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

K. Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

L. Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, HR will conduct an exit meeting on or before the last day of employment to collect all company property and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

Taylor Davis Landscape Company, Inc. (T.L.C.)

8. Workplace Safety

a. Drug-Free and Alcohol-Free Workplace

It is the policy of Taylor Davis Landscape Company, Inc. (T.L.C.) to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on company or client premises or while performing services for the company is strictly prohibited. Taylor Davis Landscape Company, Inc. (T.L.C.) also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Preemployment: as required by the company for all prospective employees who receive a conditional offer of employment

For cause: upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance and safety.

Random: as authorized or required by federal or state law

1. Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination.
2. In the event of a positive drug screen, the employee will be immediately suspended from work. We will provide the employee with literature and written resources to assist them with rehab and/or detox.
3. Depending on the employee's willingness to participate in a recognized program, whether inpatient or outpatient, Taylor Davis Landscape Co. will consider holding their job for a period of thirty days.
4. Provided the employee has a negative screen after thirty days and is able to provide us with documentation that he/she is participating in rehab or a support group, their employment status may be reinstated.
5. Taylor Davis Landscape Co. will consider each employee on a case-by-case basis to determine their employability after considering their work history here, and whether it is likely that the employee will abide by our drug-free workplace.

Taylor Davis Landscape Company, Inc. (T.L.C.)

Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law. Any employee violating this policy is subject to discipline, up to and including termination, for the first offense. A second violation of this policy will result in immediate and permanent employment termination.

b. Smoke-Free Workplace

Smoking is not allowed in company buildings or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

c. Workplace Violence Prevention

Taylor Davis Landscape Company, Inc. (T.L.C.) is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All Taylor Davis Landscape Company, Inc. (T.L.C.) employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or HR department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Taylor Davis Landscape Company, Inc. (T.L.C.) always prohibits the possession of weapons on its property, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any

Taylor Davis Landscape Company, Inc. (T.L.C.)

employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The company reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, Taylor Davis Landscape Company, Inc. (T.L.C.) may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all company property and other items that are in violation of company rules and policies.

d. Commitment to Safety

Protecting the safety of our employees and visitors is an important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel dialing 911 to activate the medical emergency services.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

e. Visitors

To maintain security and safety for our employees, Taylor Davis Landscape Company, Inc. (T.L.C.) has the following policy with respect to visitors:

- All visitors must check in with the receptionist, must wear a mask, and must be escorted by an employee.
- This policy applies to anyone who is not an active employee, including employees on leave, former employees, vendors, and suppliers.
- Generally, friends and family members are not permitted to visit employees at the workplace.
- When employees have any doubt whether a person can visit, they should contact the HR department.

Taylor Davis Landscape Company, Inc. (T.L.C.)

9. Workplace Guidelines

a. Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voicemail, text, and e-mail messages are not acceptable except in certain emergency circumstances. Excessive absenteeism or tardiness will result in discipline. Failure to show up or call in for a scheduled shift without prior approval also may result in discipline up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 2 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

b. Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

c. Professionalism

Employees shall, always conduct themselves according to the highest standards of professionalism, within the workplace, the customer base, and our community. Always be polite and respectful to our customers and to each other. Playing radios, CD players or similar is not permitted on our customer's property.

d. Customer Relations

The success of Taylor Davis Landscape Company business depends upon the quality of the relationships between Taylor Davis Landscape Company, our employees, our customers, our suppliers, and the general public. Our customers' impression is our business, and their interest and willingness to trust us is greatly formed by the people who serve them. In a sense, regardless of your position, you are Taylor Davis Landscape Company's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you and Taylor Davis Landscape Company. Here are some things you can do to help give clients a good impression:

Taylor Davis Landscape Company, Inc. (T.L.C.)

- Act competently and deal with customers in a courteous and respectful manner.
- Always communicate pleasantly and respectfully with other employees.
- Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your best.

e. Driver's License and Driving Records

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record from time to time. Any changes in your driving record must be reported to the Owner immediately.

f. Disciplinary Procedure, Unsatisfactory Work Performance

Taylor Davis's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. The PRIMARY goal of Performance Management is to improve employee job performance.

Outlined below are the steps of the company's progressive discipline policy and procedures. Taylor Davis Landscape Company Inc. reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Taylor Davis Landscape Company Inc. and its employees.

Offenses

Zero Tolerance:

1. Drugs/alcohol used on the job
2. Firearms brought to work
3. Theft of money or property
4. Violence or threat of violence
5. Threats or threatening behavior to colleagues or customers

Taylor Davis Landscape Company, Inc. (T.L.C.)

Less Egregious Acts for Disciplinary Action:

Acts including but not limited to: Repeated Tardiness or Absenteeism, Insubordination, Incompetence, Unsafe work habits, Anger issues, Lack of productivity or poor quality of work.

Important note: It is everyone's responsibility to report the items listed above or anything that threatens our mission or core values, like company safety. If anyone in the company sees anyone practicing the actions above, please report the behavior to the owner or operations manager. It will be kept confidential, and an investigation will be made into the matter.

g. Progressive discipline procedure:

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

Within five business days, the supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action. This will become a part of the employee's file.

Step 2: Written warning

The Step 2 written warning involves more-formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and a manager will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken. This will become a part of the employee's file.

Step 3: Suspension and/or final written warning

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When

Taylor Davis Landscape Company, Inc. (T.L.C.)

immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from a next-level manager and HR. The immediate supervisor should contact Taylor or Sherry prior to suspension unless the employee is an immediate safety concern on the site.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full day increments consistent with federal, state and local wage and hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status. The incident above will be documented and signed by the employee within five days of the occurrence. This will become a part of the employee's file.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, Taylor Davis Landscape Company Inc. will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning, or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, Taylor Davis Landscape Company Inc. reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by members of the leadership team. Final approval may also be required from the owner. If the employee is terminated or allowed to stay, a written explanation must be made and will become a part of the employee's file.

Appeals Process

Employees will have the opportunity to present information to dispute information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

Taylor Davis Landscape Company, Inc. (T.L.C.)

If the employee does not present this information during any of the step meetings, he or she will have five business days after each of those meetings to present such information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

h. Immediate Discharge

An employee will be immediately discharged for violating the Company rules and regulations, such as, but not limited to, the following:

- Theft of Company property, or the property of another employee or individual on Company property or while working on a Company job site.
- Falsification of records.
- Fighting or other serious misconduct, including the use of profane or abusive language on Company property or on a job site.
- Willful destruction of Company property or the property of others while on Company property or a job site.
- Conviction of a crime related to or affecting employment.
- Reporting to work under the influence of alcohol or drugs; possessing, using, or selling alcohol or drugs on Company property. (In the case of use of prescribed medications, the Company may request a statement from the physician giving the reason, duration,

Taylor Davis Landscape Company, Inc. (T.L.C.)

and possible side effects and any dangers involved in the treatment, especially those that affect your ability to do your job properly.)

- Violation of our "Drug-Free" Workplace.
- Disregard for the company's Safety Guidelines as provided to you in our Safety Resource Manual.

i. Disciplinary Action Situations

An employee will receive disciplinary action up to and including discharge for violating Company rules such as, but not limited to, the following:

- Excessive absenteeism
- Absence without the proper notification as outlined above, will be considered a voluntary resignation
- Violation of the Company Dress Code as outlined above
- Leaving work without permission of the employee's immediate supervisor
- Failure to use the proper safety practices with equipment and/or tools, thereby endangering themselves and/or others, as outlined above
- Negligence or unsatisfactory performance of job duties
- Refusal to obey reasonable instructions given by a supervisor
- Failure to promptly report personal or property accidents and/or injuries
- Suspended, revoked, loss of, or improper license including wrong license class, wrong state, or falsified license
- Loss of driver's license for any reason
- Sexual harassment or discrimination of any kind and for any reason
- Creating or contributing to unsafe or unsanitary conditions or failure to follow housekeeping rules
- Conduct which would bring serious discredit to Taylor Davis Landscape Company, its employees, customers, or vendors
- Horseplay or interfering with the work of others

Taylor Davis Landscape Company, Inc. (T.L.C.)

- Soliciting, canvassing, or distributing material for any purpose (not related to the Taylor Davis Landscape Company) during working hours, on Company property or on the job site, without the prior authorization of Management.

j. Outside Employment

Employees generally are permitted to work a second job if it does not interfere with their job performance or create a conflict of interest with Taylor Davis Landscape Company, Inc. (T.L.C.). Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued.

k. Dress and Grooming

Taylor Davis Landscape Company, Inc. (T.L.C.) provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Construction employees are required to meet special dress and grooming, such as wearing high viz clothing or safety equipment, depending on the nature of their job. All employees whether at the shop or an jobsites must wear high viz clothing which is provided to all employees. Any questions or complaints regarding the appropriateness of attire should be directed to the HR department. Decisions regarding attire will be made by the HR department and not by individual departments or managers.

l. social media Acceptable Use

Taylor Davis Landscape Company, Inc. (T.L.C.) encourages employees to share information with coworkers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the company has established the following guidelines for employee participation in social media.

Taylor Davis Landscape Company, Inc. (T.L.C.)

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with Taylor Davis Landscape Company, Inc. (T.L.C.) equipment or property.

On-duty use of social media. Social media use is not allowed during work hours, TLC does not permit photography at our facilities or jobsites or their distribution on social media without prior approval from management. The company monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Taylor Davis Landscape Company, Inc. (T.L.C.) confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the company’s policies.

Post disclaimers. Employees who identify themselves as company employees or discuss matters related to the company on a social media site must include a disclaimer on the front page stating that it does not express the views of the company and that the employees are expressing only personal views—for example: “The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company’s business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use social media to criticize the company’s competition and should not use it to compete with the company.

Confidentiality. Do not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any

Taylor Davis Landscape Company, Inc. (T.L.C.)

confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

m. Bulletin Boards

All required governmental postings are posted on the boards located in the break room. These boards may also contain general announcements.

n. Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. To protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, always, in "working areas," which include all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

o. Computers, Internet, E-Mail, and Other Resources

The company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices, or any other company-provided technology, use should be reserved for business-related matters during working

Taylor Davis Landscape Company, Inc. (T.L.C.)

hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computer, phone, portable electronic devices, or other communication tools. All communications made using company-provided equipment or services, including e-mail and Internet activity, are subject to inspection by the company. Employees should keep in mind that even if they delete an e-mail, a voicemail, or another communication, a copy may be archived on the company's systems.

Employee use of company-provided communication systems, including personal e-mail and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the Internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the company's systems, as well as the reputation and/or competitiveness of the company. To protect against possible problems, delete any e-mail messages before opening that are received from unknown senders and advertisers. It also is against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

Employees should pay particular care to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing company information may cause breaches of security that result in the loss of company confidential commercial data, the loss of vital research data, the unauthorized disclosure of sensitive employee data, lawsuits against the individual, and lawsuits against the company. Employees should use appropriate password protections for such devices and physically secure them as recommended by IT department administrators.

Office telephones are for business purposes. While the company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the company's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

The company reserves the right to monitor customer calls to ensure employees abide by company quality guidelines and provide appropriate levels of customer service. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and

Taylor Davis Landscape Company, Inc. (T.L.C.)

conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

p. Equipment/ tools/ vehicles/ PPE/Uniforms

Trucks

Basic requirements for operating any vehicle are:

- Current Massachusetts Driver's License
- Be at least 18 years of age
- Have a good driving record
- Complete safety training
- Must be deemed competent and responsible by employer

It is the employee's responsibility to report any vehicle problems or breakdowns with supervisor or employer as soon as possible. If a breakdown renders the vehicle unsafe to operate, do not use it.

Example: If the brakes fail, do not attempt to drive it back to the shop. Notify employer immediately, and if necessary, have it towed back to the shop.

Additionally, all trucks are to be cleared of debris and trash daily and placed in the appropriate designated parking place in the yard. Wash the outside of the truck cabs and bodies at the end of the day every Thursday, regardless of the weather.

Issuing of equipment

Certain equipment such as safety glasses, ear protection, tape measures, etc. may be assigned for individual use by employees. A maximum of two of these types of items will be issued per employee per year due to loss or abuse. If any individual requires more than the allotted two items, additional items will be charged to the individual. In the case of normal wear and tear (i.e., safety glasses cracked by a rock flying up from under the mower deck), employee shall return damaged item to the Operations Manager and will be issued a new item.

Power Equipment

Employees are not allowed to use any power equipment until he/she has been instructed and certified by a company certified trainer in the proper safety, operation, and maintenance necessary for that machine. Only experienced and properly certified employees with proper training and seasoning with a particular piece of equipment are authorized and allowed to use specified equipment.

Chain Saws

No employee is to use a chain saw for anything without having taken a chain saw safety course. In addition, employees must be authorized by employer to use a company chain saw.

Tractors/Bucket Loaders

Taylor Davis Landscape Company, Inc. (T.L.C.)

Employer must approve all employees before operating any tractor. Basic requirements include having read and understand safety and operation manual/video; employee must have received the proper instruction and must have been instructed on any machine peculiarities.

Use of Company Equipment

Equipment may be available to rent to employees at Management's discretion. Any equipment can only be rented during a time when it is not otherwise needed by Taylor Davis Landscape Company and must be returned promptly and in the same condition as when it was taken. All rented equipment must be logged on the sign-out sheet prior to leaving Taylor Davis Landscape Company property. Equipment taken without permission or being logged out will be considered stolen. *NOTE: We do not rent out trucks or chain saws.*

Uniform Policy

All field crew members must always wear safety vest or work shirts with reflective striping. We provide 5 tee shirts per year for full-time crew members. The TLC shirts are not mandatory but if you wear your own shirts, they must be appropriate and not advertising other companies. They must have short or long sleeves but nothing sleeveless is allowed. If your shirt does not have reflective striping, vests with reflective striping must be worn at all times.

All field crew members will also be given PPE when onboarded. This includes eye protection, ear protection and a hard hat. These PPEs must be available to you when you are on any job site. If you need replacement eye protection or ear protection, please speak to your foreman. They should have extra in case you need them. If you need a hard hat, to replace the one given to you earlier. There will be a charge of \$15 each to replace lost or missing hard hats.

Only composite or steel-toed work boots shall be worn.

Long pants, in dark or neutral colors and free of holes should be worn. Please. Refrain from pants that have excessively loose pockets or loops that can get caught for safety purposes

No loose clothing such as scarves or jewelry may be worn as they are a safety hazard.

Long hair must be tied back.

q. Cell Phone Use Policy

Purpose: The purpose of this cell phone policy is to create a safe, applicable, and productive work environment. This policy applies to both incoming and outgoing cell phone calls as well as other usages.

Scope: This policy applies to all Taylor Davis Landscape and Construction employees.

Policy and Procedure:

Taylor Davis Landscape Company, Inc. (T.L.C.)

1. Cellular phones shall be used throughout the work day for work communication via Tenna or with Foreman/Managers. General use for any work applicable apps may also be required.
2. Management, foremen or crew leaders may leave their phones on to allow correspondence from management.
3. Non-business-related cell phone usage is not permitted during work hours except in case of emergencies.
4. Employees can use personal cellular phones while at work on a temporary basis during breaks or lunches. If the employee's personal cell phone use causes any unsafe conditions, disruptions, or loss in productivity the employee might become subject to a disciplinary action per company policy.
5. If an employee is operating a company vehicle and receives a call on a cellular phone, the employee can answer, but must use a hands-free device or will ask the caller to hold and put the cellular phone down and pull over to the side of the road or into a parking lot or any other safe location to respond to the call.

Important: Failure to follow this policy could result in disciplinary action up to and including termination.

r. Jobsite Travel Policy

This jobsite travel policy below has been put in writing, so all employees know our travel policy at the Taylor Davis Landscape and Construction Company. It is intended to be fair to all our employees. This policy does not apply to plowing or winter services. It will take effect as of the date the policy was created below. No exceptions to this policy will be made unless it is allowed in writing by a member of the leadership team. All requests for exceptions will be considered on a case-by-case basis. The owner has the final decision.

The policy below has been created using the standards for hours worked under the federal fair labor standards act (FLSA) and Massachusetts labor laws.

DOES MY MASSACHUSETTS EMPLOYER HAVE TO PAY ME FOR TIME SPENT COMMUTING OR TRAVELING TO AND FROM WORK?

Generally speaking, "No," employers do not need to compensate employees for time spent traveling to work in the morning and home from work at night. According to Massachusetts regulation 454 CMR 27.04(4)(a): "Ordinary travel time between home and work is not compensable working time." There are, however, two situations where your employer may be required to pay you for your commute and/or travel.

Taylor Davis Landscape Company, Inc. (T.L.C.)

Home to Work Travel: An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time. (FLSA)

The policy above pertains to all work to a prevailing wage project location.

The Taylor Davis Landscape and Construction Company has created an internal policy pertaining to travel to any project which pays standard wages. If any travel to a job site is over 30 miles from our shop location, the employee shall be compensated for their travel time both ways.

ACCORDING TO MASSACHUSETTS LAW, DOES MY EMPLOYER HAVE TO PAY ME FOR TIME SPENT TRAVELING TO A WORK SITE IF THEY REQUIRE ME TO REPORT TO THE SHOP OR OFFICE FIRST?

Yes, Massachusetts employers are required to compensate employees for time spent traveling during the day if they are required to report to a certain location first. As stated in the regulations: "If an employer requires an employee to report to a location other than the work site or to report to a specified location to take transportation, compensable work time begins at the reporting time and includes subsequent travel to and from the work site." 454 CMR 27.04(4)(c).

DOES MY EMPLOYER HAVE TO PAY ME FOR TIME SPENT TRAVELING OR DRIVING DURING THE WORKDAY UNDER MASSACHUSETTS LAW?

Yes, Massachusetts employers must pay their employees for time spent traveling during the workday. As stated in the regulations, "an employee required or directed to travel from one place to another after the beginning of or before the close of the work day shall be compensated for all travel time." 454 CMR 27.04(4)(c).

s. Purchasing Policy

Purpose

The Taylor Davis Landscaping Company Inc. recognizes the necessity of employees' having the ability to purchase materials for their project on occasion. The rules below dictate the process each employee must follow to keep purchases accountable and authorized.

Fuel cards

1. Fuel cards can be used to fuel **TLC vehicles and equipment only**. Permission must be received prior to any other use of the fuel card by an operations manager.

Procedures for eligible purchases

2. For any purchases not deemed ineligible below, and under the \$200 limit below, the employee may purchase the items needed. After the purchase, the employee must submit the invoice or receipt to the office for the purchase, with the job name listed

Taylor Davis Landscape Company, Inc. (T.L.C.)

and the method of payment either digitally or as a hard copy **by the same days' end** for recording and processing.

3. For any purchases not deemed ineligible below, and over the \$200 limit, the employee must submit an itemized requisition to one of the operations managers prior to the purchase for authorization. Depending upon the complexity of the purchase, the operations manager may authorize a verbal requisition or for more complex purchases they may request a written requisition prior to authorization. Any request over \$500 must come with a written itemized requisition for consideration by the COO, CFO or owner. As with any purchase, you must submit the invoice or receipt to the office for the purchase, with the job name listed and the method of payment either digitally or as a hard copy **by the same days end** for recording and processing.

Ineligible purchases

1. Any purchases for personal protective equipment are prohibited unless authorized by the operations manager. TLC keeps all necessary PPE in stock and will be glad to provide the PPE needed to do your job. Individual purchases of this type are not allowed without prior approval.
2. Any purchases for work gear such as gloves, boots, raingear etc. are prohibited unless authorized prior to the purchase by one of the operations managers. Individual purchases of this type are not allowed without prior approval.
3. Any purchases for tools are prohibited unless authorized prior to the purchase by one of the operations managers. We stock and provide tools to do your job. Individual purchases of this type are not allowed without prior approval.
4. Any purchases for materials over \$200 are prohibited unless authorized prior to the purchase by one of the operations managers. This request must come with an itemized list of items to be purchased. Any purchases over \$500, the operations manager must get authorization from the COO, CFO or the owner before allowing the purchase.

Purchasing method

If cash is paid for an eligible purchase, a receipt for reimbursement must be turned in by the days end to be eligible. If a check or credit card is needed, you may contact one of the operations managers to obtain the necessary payment method.

Penalties for ineligible or unauthorized purchases

Any ineligible or unauthorized purchases made by an employee shall be written up and put into the employees' permanent record and information such as this will be considered during the employees next evaluation. Repeated abuse of this policy could lead to a suspension or termination.

10. Time Off and Leaves of Absence

a. Holidays

The company observes and allows time off with pay for fulltime employees after 90 days for the following holidays:

Taylor Davis Landscape Company, Inc. (T.L.C.)

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas

Any additional holidays will be designated by the company at the start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the company will select either the following Monday or the preceding Friday as a substitute holiday. The company reserves the right to pay eligible employees in lieu of time off if the holiday falls on Saturday.

Holiday pay. Full-time regular employees are eligible for holiday pay. Hourly nonexempt employees become eligible after they have been actively with the company for 90 days. Exempt salaried employees may receive holiday pay immediately upon joining the company. Part-time and temporary employees, including summer employees, are not eligible for holiday pay.

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, times the employee's regularly scheduled hours (not to exceed 8 hours).

To receive holiday pay, an eligible nonexempt employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid vacation or paid sick leave. If an employee is absent on 1 or both days because of an illness or injury, the company may require verification of the reason for the absence before approving holiday pay.

Holiday Pay

Who is eligible for Holiday Pay? Regular, full-time employees are eligible for Holiday Pay after completing their Introductory Period. You must work both the regular workday before and the regular workday after the holiday to be paid for the holiday unless you have requested the day off in advance and it has been approved by your manager.

How many hours will I get paid for the holiday? You will be paid eight hours. If you are called into work that day for an emergency, you will be paid at 1.5 times your regular hourly rate in addition to eight hours of holiday pay.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take vacation time, or take off unpaid days. The company will seek to reasonably accommodate individuals' religious observances.

Taylor Davis Landscape Company, Inc. (T.L.C.)

b. Vacations

The Taylor Davis Landscaping Company Inc. recognizes the importance of employees' having the opportunity to have leisure time and attend to nonwork matters. Therefore, the company will attempt to grant all exempt employees vacation leave at the time they desire to take it. However, the company must always maintain adequate staffing. Therefore, vacations must be scheduled in advance and with prior written approval of the employee's supervisor.

Eligibility

All regular, full-time employees are eligible for a 40 hours of vacation time after one year.

Procedures

40 hours Vacation is earned by the eligible employee at the 1-year anniversary of hire.

- The operations manager will take requests, schedule employees, and keep a calendar with no more than 3 employees on vacation at the same period. (First com first serve)

Vacation scheduling conflicts

When conflicts develop, they will be resolved fairly, but as deemed appropriate by management. All other factors being equal, preference will generally be given to the employee who makes the earliest request, but other legitimate factors may be considered, including seniority and the amount of vacation time already taken by the employees involved.

Minimum vacation time increments

Vacation may be taken by eligible employees, with prior supervisory approval, at times that best meet the needs of the company. Employees must take vacation time in increments of at least one hour. It is each supervisor's responsibility to monitor such absences and to ensure that they do not become excessive in relation to the hours worked by the employee.

Notice of absence

Generally, requests for vacation days must be submitted to the supervisor at least two weeks in advance. Employees may have the right in certain circumstances to make leave requests under the Family and Medical Leave Act (FMLA) or other laws on shorter notice. If the employee is requesting vacation leave for family or medical purpose, the employee should make sure that this purpose is made clear to management. The supervisor must approve any exceptions to this provision or any conflicts in scheduling. A department may impose additional guidelines as necessary to ensure efficiency and adequate staffing levels.

Unused vacation time

An employee may not carry forward unused vacation time. All hours remaining from the previous year will expire the first day of the new year.

Taylor Davis Landscape Company, Inc. (T.L.C.)

Termination of employment

Upon termination of employment, all accrued but unused vacation time will be paid at the rate of pay applicable at the time of termination of employment.

Pay in lieu of vacation

The company will allow employees to be paid for unused vacation time upon request. This is not retroactive but only for current hours.

c. Sick Leave

Taylor Davis Landscape Company, Inc. (T.L.C.) provides regular, full-time employees with paid sick days. Employees become eligible for sick days on day one of employment. For every hour worked you will earn .034 hours of sick time (excluding vacation, sick, bereavement, jury hours, non-working hours) with a max of 40 hours for the year. For every 30 hours worked you earn 1 hour of sick time as per the state. You may carry over up to 40 hours into the next year, but you will only have a max of 40 hours for each year

Sick days are not intended to be used as a substitute for vacation days, but sick days may be used if an employee needs to provide care for a family member who is ill. Sick days may also be used if an employee needs time off for scheduled medical procedures.

If the need for sick leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses 2 or more consecutive days because of illness, Taylor Davis Landscape Company, Inc. (T.L.C.) may require the employee to provide a physician's written permission to return to work.

Except as required by state law, unused sick days are forfeited when an employee's employment ends for any reason.

Who is eligible? You will begin accruing sick time at the commencement of your employment but cannot access the bank of hours until 90 days have passed. Employees are not allowed to use more than the number of hours in their bank.

How do I know what my Sick/Personal Time balance is? A line will appear on your paycheck stub indicating how much Sick/Personal Time you have in your bank.

How do I get paid for Sick/Personal Time? If you are sick, mark it on the FRONT of your timecard indicating "Sick Hours".

Taylor Davis Landscape Company, Inc. (T.L.C.)

Covid

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation. TLC encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline.

d. Family and Medical Leave

Taylor Davis Landscape Company, Inc. (T.L.C.) complies with the federal FMLA, which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The company also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the HR department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools) to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.

Basic leave entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements. Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to 7 days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal

Taylor Davis Landscape Company, Inc. (T.L.C.)

arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to 5 days of leave); (7) attending post deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and protections during FMLA leave. During FMLA leave, the company will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the company's operations. A "key" employee is an eligible salaried employee who is among the highest-paid 10 percent of the company's employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee's leave.

Employee eligibility. The FMLA defines eligible employees as employees who (1) have worked for the company for at least 12 months; (2) have worked for the company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of company worksites that, taken together, have a total of 50 or more employees.

Definition of "serious health condition." A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Taylor Davis Landscape Company, Inc. (T.L.C.)

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a healthcare provider or 1 visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of "continuing treatment."

Use of leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

Substitution of paid leave for unpaid leave. Employees may choose or employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, the company requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employees' own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, employees must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active duty status in support of a contingency operation. To use paid leave for FMLA leave, employees must comply with the company's normal paid leave procedures found in its Vacation and Sick Leave policies.

Employee responsibilities. Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide notice as soon as practicable and generally must comply with the company's normal call-in procedures. The company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The company also may require a second and, if necessary, a third opinion (at the company's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The company also may delay or deny approval of leave for lack of proper medical certification.

Taylor Davis Landscape Company, Inc. (T.L.C.)

Company responsibilities. The company will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, the company will provide a reason for the ineligibility.

The company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the company determines that the leave is not FMLA-protected, the company will notify the employees.

Other provisions. Under an exception to the FLSA in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the company has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

Unlawful acts by employers. The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

e. Military Leave

Taylor Davis Landscape Company, Inc. (T.L.C.) supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the HR department and the employee's supervisor, who will provide details regarding the leave. If an

Taylor Davis Landscape Company, Inc. (T.L.C.)

employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

f. Bereavement Leave

Employees with more than 90 days service may take up to 3 days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. All regular, full-time employees may take up to 1 day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins).

The company may require verification of the need for the leave. The employee's supervisor and HR will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime. [NOTE: CHECK STATE AND LOCAL LAWS FOR ANY ADDITIONAL REQUIREMENTS.]

g. Jury Duty/Court Appearance

The company supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Nonexempt employees will be paid for up to 2 days of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Exempt employees are subject to the same 2-day limitation except that they will also receive pay for any days they serve as a juror or witness in a workweek in which they actually perform work. All employees may use any accrued time off if required to serve more than 2 weeks on a jury.

If an employee is released from jury duty after 4 hours or less of service, the employee must report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

Taylor Davis Landscape Company, Inc. (T.L.C.)

h. Time Off for Voting

Taylor Davis Landscape Company, Inc. (T.L.C.) recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

11. Employee Benefits

Taylor Davis Landscape Company, Inc. (T.L.C.) recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please see HR.

a. Medical, Dental, and Vision Insurance

Full-time employees working 30 hours or more per week are eligible for insurance on the first of the month following 90 days of service. To keep coverage in force, every insured employee must work a minimum of 30 hours per week. Taylor Davis Landscape Company, Inc. (T.L.C.) will pay 50% of your health insurance charges. If temporarily laid off we will continue to pay your Health Insurance Premium through this period only if an agreement is signed stating you will repay your 50% share of the premium upon rehiring.

b. 401(k) Plan

Taylor Davis Landscape Company, Inc. (T.L.C.) recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.

Eligibility, vesting, and all other matters relating to these plans are explained from HR.

c. Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Taylor Davis Landscape Company, Inc. (T.L.C.) pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and HR immediately. The supervisor will complete an injury report with input from the employee and return the form to the HR department. HR will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Taylor Davis Landscape Company, Inc. (T.L.C.)

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employees' salary as allowed by state law.

d. Training benefits

Taylor Davis Landscape Company, Inc. (T.L.C.) recognizes the importance of training to improve your skills or to obtain new licenses and certifications. We have programs available to help you pay the costs of such work-related training. Please speak to HR for information on programs to get your CDL, Hoisters, Pesticide License, or other pertinent training

IMPORTANT NOTICE

This Handbook is not a contract and the policies described herein are to be considered only as guidelines. At our option, we may change, delete, suspend or discontinue any part or parts of the policies in this Handbook at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and the employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Owner of this Company may alter or modify any of the policies in this Handbook. Any statement or promise by a supervisor or manager should not be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Taylor Davis Landscape Company, Inc. (T.L.C.)

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of **Taylor Davis Landscape Company, Inc. (T.L.C.)**. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, company practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the owner of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the owner of the company.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Taylor Davis Landscape Company, Inc. (T.L.C.)

EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF HARASSMENT POLICY

I have read and understand the company's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Taylor Davis Landscape Company, Inc. (T.L.C.)

Taylor Davis Landscape Company EEOC statement

Taylor Davis Landscaping Company, Inc. is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to creating a diverse and inclusive workplace and will do so by actively seeking to hire and promote diverse individuals throughout the company.

Providing equal employment opportunities to all employees and applicants for employment is critical to our identity and we do not discriminate on the basis of race, color, religion, religious creed, national origin, ancestry, sex, age, handicap (disability), sexual orientation, gender identity/ or expression, genetics, veteran status, marital status, pregnancy or pregnancy-related condition, military status or obligation, or other protected status, in accordance with applicable federal, state and local laws.

A landmark [decision by the U.S. Supreme Court](#) on June 15, 2020, held that an employer that "fires an individual merely for being gay or transgender violates Title VII of the Civil Rights Act of 1964."

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Taylor Davis Landscape Company, Inc. (T.L.C.)

Receipt and Acknowledgment of Taylor Davis Landscape Company

Uniform Policy

- All field crew members must always wear safety vest or work shirts with reflective striping. We provide 5 tee shirts per year for full-time crew members. The TLC shirts are not mandatory but if you wear your own shirts, they must be appropriate and not advertising other companies. They must have short or long sleeves but nothing sleeveless is allowed. If your shirt does not have reflective striping, vests with reflective striping must be worn at all times.
- All field crew members will also be given PPE when onboarded. This includes eye protection, ear protection and a hard hat. These PPEs must be available to you when you are on any job site. If you need replacement eye protection or ear protection, please speak to your foreman. They should have extra in case you need them. If you need a hard hat, to replace the one given to you earlier. There will be a charge of \$15 each to replace lost or missing hard hats.
- Only composite or steel-toed work boots shall be worn.
- Long pants, in dark or neutral colors and free of holes should be worn. Please. Refrain from pants that have excessively loose pockets or loops that can get caught for safety purposes
- No loose clothing such as scarves or jewelry may be worn as they are a safety hazard.
- Long hair must be tied back.
- Taylor Davis Landscape Co. has uniform rental available for all interested employees. The current charge is \$8.00 per week. This cost is split evenly by you and Taylor Davis Landscape Co. making your weekly cost \$4.00. You will be provided with eleven pairs of pants and eleven shirts. They will be laundered, repaired and/or replaced as needed at no additional cost to you. If you would like to take advantage of uniform rental, please see our Operations Manager.
- **NOTE: All uniforms to be sent out for laundering need to at the shop in the designated area by no later than Tuesday at 8:00 a.m.**
- Upon employment termination, Employee is responsible for the return of all company issued uniforms. If an employee fails to return the same number of pants or shirts that were originally given to them, an amount equal to that which the Company will be charged by the Uniform Company will be withheld from the Employee's last paycheck. The Employee's final check will be held until all uniforms are accounted for, either by their return or by payment of missing articles.

I acknowledge that I have read and understand the above policy.

Employee Signature