LANDSCAPE ESCAPADES, INC

EMPLOYEE HANDBOOK
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Agreement and acknowledgement of receipt of employee handbook
Acknowledgement of receipt of dispute resolution policy
Acknowledgment of video surveillance policy
Acknowledgement of at-will employment
LANDSCAPE ESCAPADES

A. INTRODUCTION

Welcome to Landscape Escapades. We are happy to have you aboard.

It is the responsibility of each employee to read and understand this booklet. If anything is not clear to you please ask for an explanation.

The Company retains the sole discretion to modify, delete or add to this handbook, in writing, at any time. When such amendments are made, each employee will be provided with a written statement of the amendment and will be required to acknowledge they have received and read the amendment. None of these policies or procedures can be amended, altered or modified in any way by oral statements, but can only be altered by a written statement issued by the president of Landscape Escapades.

This Handbook replaces and supersedes all previous handbooks and supplements to previous handbooks distributed by the Company and takes precedence over all memoranda or oral descriptions of the terms and conditions of employment. To avoid confusion, please discard any and all handbooks and manuals you may have.

Thank you for joining the Landscape Escapades team.

B. EMPLOYMENT POLICY – AT-WILL EMPLOYMENT

The Company’s employment policy is “at-will”. Under the “at-will” policy, neither you nor the Company is committed to continuing the employment relationship for any specific term. Rather, the employment relationship will continue at will. Either side may terminate the relationship at any time, with or without cause and with or without notice. Also the Company retains the right to demote, transfer, change job duties, and change compensation at any time with or without notice and with or without cause in its sole discretion. In deciding to work for the Company, or continuing to work for the Company, you must understand and accept these terms of employment.

C. EQUAL EMPLOYMENT OPPORTUNITY AND DISCRIMINATION POLICY

Landscape Escapades is an equal opportunity employer and makes employment decisions on the basis of merit, qualifications, potential and competency. We want to have the best available persons in every job. Company policy prohibits unlawful discrimination based on race, religion, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, age, physical or mental disability, genetic information or medical condition, except where physical fitness is a valid occupational qualification or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

The Company is committed to complying with all applicable laws providing equal employment opportunities to individuals regardless of race, religion, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, age, physical or mental disability, genetic information or medical condition, except where physical fitness is a valid occupational qualification. This commitment applies to all persons
involved in the operations of the Company and prohibits unlawful discrimination by any employee of the Company, including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact H.R. Dept. and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Company will then engage in a good faith interactive process with the employee or applicant to determine what, if any, effective accommodations can be made for the employee or applicant. The Company will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The Company will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, provide a written complaint to the H.R. Dept. as soon as possible. If the complaint relates to Human Resources or your immediate supervisor, provide your complaint to the President of the Company. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The Company will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. Whatever action is taken will be made known to you and the Company will take appropriate action to remedy any loss to you as a result of the discrimination. The Company will not retaliate against you for filing a complaint and will not willingly permit retaliation by management employees or your co-workers.

D. PERSONNEL AND MEDICAL RECORDS

The information recorded in your personnel file is extremely important to you and to Landscape Escapades. It is your responsibility to make sure that the personal data in the file is accurate and up-to-date. Please report any change in address, phone number, etc., to the Human Resources Dept., immediately. As an employee of the Company, you have a right to inspect your personnel file, as provided by law, on the premises of the Company at a time mutually convenient to you and the Company. You may add your version of any disputed item to your personnel file.

The Company will restrict disclosure of your personnel file to authorized individuals. Any request for information from personnel files must be directed to the Human Resources Dept. Only a Human Resources representative is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will
be limited; however, the Company will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting investigations.

Health/medical records are not included in your personnel file. These records are confidential. The Company will safeguard them from disclosure and will divulge such information only as follows:

1. As allowed by law;
2. To the employee’s personal physician upon written request or permission of the employee; or
3. As required for workers’ compensation cases.

E. REQUIREMENTS FOR EMPLOYMENT

The following are requirements for employment with Landscape Escapades:

1. Must have a valid Social Security Number;
2. Must complete a W-4 form;
3. Must have completed an employment application;
4. Must assure that you are in physical condition appropriate to perform the job for which you apply;
5. Must have appropriate documentation establishing your right to work in the United States in compliance with state and federal law.
6. Insurability - All employees must remain insurable under Landscape Escapades’ general liability insurance policy. If any employee is declared uninsurable by Landscape Escapades’ insurance company, the employee will immediately be considered ineligible for further employment and will be considered to have voluntarily terminated his/her employment as of the date of notification by the insurance company of uninsurability.
7. Drug and Alcohol Program - Landscape Escapades reserves the right to require drug and/or alcohol testing of any applicant or employee. The testing program supplements other means, such as personal observation, by which the use of drug and alcohol can be detected.
8. Prospective employees who will be required to drive [either their own personal vehicle or Company vehicles] for Company business will provide the Company with current and acceptable motor vehicle driving information. Employment and assignment will be conditional pending the receipt of a satisfactory report from the State of California, Department of Motor Vehicles (DMV). Employees who drive either their own personal vehicle or Company vehicles as a part of their employment will be required to provide periodic updated reports from DMV.
9. Must maintain a valid State of California driver’s license and at least the minimum auto insurance as required by California law if using your personal vehicle for Landscape Escapades business. The Company retains the right to transfer to an alternative position, suspend or terminate an employee whose license is revoked, who fails to maintain personal automobile insurance coverage or who is uninsurable under the Company’s policy.
F. **DRUG AND ALCOHOL POLICY**

The Company is concerned about the use of alcohol and controlled substances in or affecting the work environment. Use, and particularly abuse, of alcohol and/or controlled substances on the job adversely affects an employee’s efficiency, safety and health, and therefore impairs his/her value as an employee. In addition, it constitutes a potential danger to the welfare of other employees, and exposes the Company to risks of property loss/damage, or injury to other persons.

Therefore, it is the policy of the Company that no employee will be allowed to work who possesses, distributes, sells, offers to sell or distribute, attempts to purchase, or uses any drug controlled substance or alcohol in his or her body or who misuses prescription drugs. Any employee who violates this policy is subject to immediate discharge.

The Company reserves the right to require drug and/or alcohol testing of any employee. The testing program supplements other means, such as personal observation, by which the use of drugs and alcohol can be detected.

G. **DRESS CODE**

No one has a second chance at the first impression. Our firm has a business dress code policy. Appearance is always important to you and the Company’s image and a professionally dressed individual, we believe helps maintain professional performance. Articles of clothing should be neat, clean, safe, modest, in good taste and provide a professional atmosphere to clients and customers. Interpretation of this provisions rests solely with Landscape Escapades’s management. If your dress is deemed unacceptable, you may expect to be sent home to change on your own time.

H. **HOURS OF WORK**

1. **Normal**

   Work Hours - Each supervisor will determine the hours of work for his or her employees and any change in working hours will be announced as far in advance as possible by the supervisor.

2. **Overtime**

   Overtime will be paid in accordance with applicable state and federal law. To work overtime, you must obtain permission from your supervisor. If you work overtime without permission, you may be disciplined up to and possibly including termination.

3. **Rest Periods**

   Two ten (10) minute breaks, one in the morning and one in the afternoon, will be
given for each full work day. These breaks will be considered time worked. Employees are to take their authorized rest periods each work day.

4. **Make-Up Time Policy**

The Company allows the use of make-up time when employees need time off to tend to personal obligations. The Company retains the discretion to decide whether make-up time will be permitted. When permitted, make-up time worked will not be paid at an overtime rate.

Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Make-up time requests must be submitted in writing to your supervisor, with your signature, on the form provided by the Company. Requests will be considered for approval based on the legitimate business needs of the Company at the time the request is submitted. A separate written request is required for each occasion that the employee requests make-up time.

If you request time off which you will make up later in the week, you must submit your request at least 24 hours in advance of the desired time off. If you request to work make-up time first in order to take time off later in the week, you must submit your request at least one week before working the make-up time. Your make-up time request must be approved in writing before you take the requested time off or work make-up time, whichever is first.

All make-up time must be worked in the same workweek as the time taken off. The Company’s seven day workweek is Sunday through Saturday. Employees may not work more than eleven (11) hours in a day or forty (40) hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work make-up time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee’s use of make-up time is completely voluntary. The Company does not encourage, discourage or solicit the use of make-up time.

5. **Lunch Period**

The length and time of your lunch period will be determined by your supervisor. This lunch period will be on the employee’s time. Employees are to take their authorized lunch periods each work day. Leave work area for lunch. No eating at your desk.
6. Time Card

For those employees that enter time on a time card, you must recognize that in order to provide an orderly system of recording your hours of work, and to ensure that you are paid correctly for your services, employees that are issued time cards must enter time on a time card whenever you enter or leave the Company’s premises unless you are in the process of performing duties during work hours.

Any employee found tampering with the time card, intentionally entering time on another employee’s time card, or deliberately falsifying his own or any other time card will be subject to immediate discharge.

(1) Punching in and out - Employees will be paid for a whole quarter hour when they work a major fraction of a quarter hour. For example, an employee punching in at 7:06 a.m. will be paid from the beginning of the hour. Punching in at 7:07 a.m. or later, the employee work day will begin at 7:15 a.m.

(2) Regardless of the quarter hour rule in item (1) above, employees are expected to report in and out of work on time.

7. Personal Calls

No visitors are allowed in the office without a supervisor’s permission. Persons who want to talk to an employee must do so during the break or lunch period. Only emergency phone calls are to be made or received on Company time. Please have your cell phones on “silent” during work hours. If you must make a personal call, please do so while on your break.

8. Prohibited Use of Company Cell Phone While Driving

In the interest of the safety of our employees and other drivers, Landscape Escapades employees are prohibited from using cell phones while driving on Company business and/or Company time. Personal and/or company provided cell phones are to be turned off any time you are driving on Company business of Company time.

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands free set (a telephone with a feature or attachment that allows you to engage in a call without the use of either hand except for purposes of activation, deactivation, or initiation of a function of the phone).

State law also prohibits drivers from writing, sending, or reading text-based communications using an electronic wireless communications device (i.e. a cell phone) to manually communicate with any person via communications referred to as a text message, instant message or electronic mail.

Please note that any citations an employee receives for improper use of a cell