



**Your Company  
Employee Handbook**

**May 2019**

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## **Section 1 - Introduction**

### **Welcome Statement**

*Included with Comprehensive Handbook*

### **Equal Employment Opportunity**

Your Business is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, creed, gender, sex, color, religion, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Your Business is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability. Consistent with this policy of non-discrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined in the ADA, who has made the Company aware of his or her disability, provided such accommodation does not constitute an undue hardship to the Company.

Any employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against should notify their manager or the Human Resources Manager.

### **Employment At Will**

Employment with Your Business may be terminated for any reason, with or without cause or notice, at any time, by you or the Company. Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate employment at will. Only the President of the Company shall have any authority to enter into an employment agreement with any employee providing for employment other than at-will and any such agreement must be in writing.

This policy of at-will employment is the sole and entire agreement between you and Your Business as to the duration of employment and the circumstances under which your employment may be terminated.

With the exception of employment at will, terms and conditions of employment with Your Business may be modified at the sole discretion of the Company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

This handbook states only general company guidelines. Your Business may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed or made available to employees.

### **Open Door Policy**

The company has an open-door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Every employee is encouraged to speak with his or her immediate supervisor at any time with questions or problems relating to the job while employed. If you are unable to satisfactorily resolve your question or problem with your supervisor, you can request a meeting with a manager or with the Human Resources Manager.

## **Section 2 - Employment Policies**

### **Employee Categories**

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any

specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Clean & Green.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by Your Business management based on the Fair Labor Standards Act guidelines only.

In addition to the above categories, each employee will belong to one of the following employment categories:

**Regular Full-Time:** These are employees who are not in a temporary or probationary status and who are regularly scheduled to work the organization's full-time schedule (30 hours or more per week).

**Regular Part-Time:** A part-time employee is an individual who is hired for an indefinite period, but who works less than a normal workweek. Employees, who work irregular hours, regularly scheduled hours every workday or full work days but less than 5 days per week. A common definition of part-time employment is scheduled work of 30 hours or less per week.

**Short Term Employee:** A "short term employee" shall mean an individual whose employment is limited in duration and is hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-term employees are not eligible for Company benefits.

### **Introductory Period**

During the first 30 days of employment, both the new employee and the Company have the opportunity to decide on the continuation of their employment relationship. This is an opportunity for the Company to evaluate your performance. It also is an opportunity for you to decide whether you are happy being employed by the Company. The Company may extend the probationary period if it desires. If, at the end of the introductory period, the relationship with

the Company is satisfactory to the new employee and the supervisor, the employment relationship will continue.

## **Performance Reviews**

*Included with Comprehensive Handbook*

## **Progressive Discipline Policy**

The Company enforces a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, removal or some other disciplinary action, in no particular order. The course of action will be determined by the company at its sole discretion as it deems appropriate. The discipline imposed under this policy will be determined based on the severity of the violation. The following progressive disciplinary steps may be utilized for breach of policy or violation of rule(s): First offense: Verbal counseling/warning Second offense: Written warning Third offense: Suspension (length to be determined by supervisor/manager) Fourth offense: Termination Note that each offense need not be for violation of the same policy or procedure. First time violations of different policies or procedures may count as second, third or fourth offenses. All violations will be filed in the employee's personnel file. The employee may ask for a copy of the warning at any time. Employees, although they may not necessarily agree with the disciplinary action, are expected to sign the form acknowledging that disciplinary action has been taken against them and add any comments they deem necessary. While the Company provides this policy as a guide for the administration and enforcement of its policies and procedures, the severity and circumstances surrounding a particular violation may warrant imposition of a more serious form of discipline, even in situations where the violation is a first offense. Accordingly, the Company reserves the right to accelerate disciplinary measures to deal with the severity of the infraction. Furthermore, there are some situations which the Company believes are so detrimental to the integrity of its operations and personnel that immediate termination may be required (see Standards of Conduct).



## **Section 3 - Time Away From Work and Other Benefits**

### **Benefits Overview**

This handbook contains descriptions of some of our current employee benefits. Many of the Company's benefit plans are described in more formal plan documents available from the Human Resources Manager. In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

The information presented here is intended to serve only as an overview. The details of specific benefit plans are available from the Human Resources Manager. Although Your Business plans to maintain these employee benefits, it reserves the right to modify, amend or terminate these benefits at any time and for any reason.

### **Holidays**

The company observes the following holidays: New Year's Day, Memorial Day, Easter, Independence Day (4th of July), Labor Day, Thanksgiving Day, Christmas Day. Holidays are observed on a paid basis for all eligible employees. Full time employees are eligible for paid holiday benefits.

### **Vacation Benefits**

The company provides, as a benefit, paid vacations for its eligible employees. Forward requests for time off in advance to a supervisor, who may approve or deny the request based on company resources. The company is flexible in approving time off when doing so would not interfere with company operations. Vacation days are granted only on a full day or half-day basis. A regular employee is eligible to receive paid time off after 1 months of full-time service. Accrued time off may be taken after 1 months. Employees must earn and accrue vacation benefits before they may be used. Employees should consult the Human Resources Manager regarding the amount of vacation leave they accrue each pay period. Any remaining accrued time off may be accumulated or carried forward into the next year.



## **Sick Leave**

Situations may arise where an employee needs to take time off to address medical or other health concerns. The company requests that employees provide notification to their supervisor as soon as practicable when taking time off. Sick days are granted on a paid basis to regular employees. Employees may use up to 3 paid sick days each year. Sick days may not be carried over into the next year.

## **Insurance Benefits**

The company makes group health benefits available to eligible full-time employees and their family members. Upon becoming eligible to participate in these plans, you will receive additional information about plan benefits and enrollment. If you have questions about our insurance programs, please contact the Human Resources Manager. **COBRA Continuation of Health Benefits.** Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health and dental coverage due to a reduction in work hours may temporarily continue group health and dental coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period of eighteen (18) months from the qualifying date. For more information regarding COBRA health insurance benefits, see the Human Resources Manager.

## **Jury Duty**

*Included with Comprehensive Handbook*

## **Voting Leave**

*Included with Comprehensive Handbook*

## **Military Leave**

*Included with Comprehensive Handbook*

## **Family Medical Leave Act Leave**

*Included with Comprehensive Handbook*

## **Workers' Compensation**

As required by law, the company provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses. Workers' compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every injury or illness to a supervisor, regardless of severity. Additional information regarding workers' compensation is available from the Human Resources Manager.

## **Section 4 - On the Job Practices and Policies**

### **Employment Records**

*Included with Comprehensive Handbook*

### **Pay Day**

All employees of the Company are paid every two weeks. The employer takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

By law, the Company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received. If you believe there is an error in your pay, bring the matter to the attention of the Payroll Manager immediately so the Company can resolve the issue as quickly as possible.

## **Overtime**

*Included with Comprehensive Handbook*

## **Timekeeping**

*Included with Comprehensive Handbook*

## **Working Schedule**

It is the employee's responsibility to accurately report time worked and to conform to work schedules and overtime policies in effect at the time. Work performed outside of authorized work hours may lead to disciplinary action unless approved by a supervisor in writing.

Employees will be provided meal and rest periods as required by law. Your Supervisor will provide further details.

## **Lactation Breaks**

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break time for an employee to express breast milk. If possible, the break time must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

Your Business will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public for the employee's use. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations, subject to applicable law.

Please advise the Human Resources Manager if you need break time and an area for this purpose.

## **Direct Deposit**

Your Business encourages employees to have their pay directly deposited into their bank accounts via direct deposit. Employees will receive an itemized statement of wages when Your Business makes direct deposits.

## **Company Vehicles**

**Operation of Vehicles** All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. A valid driver's license must be in your possession while operating a vehicle off or on Firm property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times. Firm-owned or leased vehicles may be used only as authorized by management. Employees who drive on Company business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones and tablets, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving.

## **Section 5 - Standards of Conduct**

### **Non-Harassment Policy / Non-Discrimination Policy**

*Included with Comprehensive Handbook*

#### **Sexual Harassment**

"Sexual Harassment" is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment. Examples of sexual harassment can include but are not limited to:

asking for sexual favors in exchange for work benefits; the posting of sexually graphic materials; jokes; stories; comments or innuendoes of a sexual nature; making sexual gestures or expressions; unwanted touching of a person's clothing or hair; whistling or "cat calls"; staring at someone; or blocking or impeding a person's path. It is the responsibility of the employee who is subjected to harassment or who witnesses a case of unlawful harassment to report such incident directly to their Supervisor or, if that is not appropriate, to the the Human Resources Manager.

#### Reporting:

Any company employee who feels that he or she has been harassed or discriminated against or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor or the Human Resources Manager. The company will promptly investigate all allegations of discrimination and harassment and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the Company will take appropriate action based on the outcome of the investigation.

There will be no reprisal or retaliation against anyone who reports such an incident as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of a harassment complaint. However, no disciplinary action will be taken without a thorough investigation of the facts which shall include gathering statements from all parties and witnesses involved.

#### Responsibilities

Employees, contractors, and temporary workers are responsible for complying with this policy by reporting all instances of alleged harassment and cooperating in any investigation of the alleged harassment.

Supervisors and managers are responsible for implementing this policy in their departments, keeping the workplace free from any form of harassment, ensuring that all associates, contractors and temporary workers understand this policy,

taking complaints about harassment seriously and notifying Human Resources immediately about any complaints of sexual or other forms of harassment.

## **Workplace Violence**

It is Clean & Green's policy that any threats, threatening language or any other acts of aggression or violence made toward or by any Company employee will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to warn their supervisors, security personnel, or human resources representatives of any suspicious behavior, situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, suppliers, visitors or other parties. These situations include, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or similar behavior. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The company will not permit any form of retaliation against any employee for making a report under this policy.

Your Business will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

## **Employee Conduct and Work Rules**

*Included with Comprehensive Handbook*



## Use of Communication and Computer Systems

*Included with Comprehensive Handbook*

### Punctuality and Attendance

Scheduled hours may vary depending on work location and job responsibilities. Supervisors will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the supervisor. The company does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

Employees are expected to arrive on time and ready for work. An employee who arrives after their scheduled arrival time is considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

Failure to report to work and not calling to report the absence is a no call/no show and is a serious matter. Any unreported absences are considered job abandonment and will be considered a voluntary resignation of your employment.

We do recognize that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor as early as possible, but no later than the start of your work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call, stating the nature of your illness and its expected duration, every day that you are absent.

The Company reserves the right to require reasonable proof of illness or temporary disability. Excessive absences or tardiness will result in disciplinary action up to and including termination.



## Personal and Company Owned Communication Devices

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate business uses for connecting a personally-owned mobile device to the Company's corporate network. This mobile device policy applies, but is not limited, to all devices and accompanying media that fit the following classifications:

- Smart phones
- Other mobile/cellular phones
- Tablet computers
- Portable media devices
- PDAs
- Portable gaming devices
- Laptop/notebook computers
- Any mobile device capable of storing corporate data and connecting to a network

The policy applies to any hardware and related software that is not corporately owned or supplied but could be used to access corporate resources. That is, devices that employees have purchased for personal use but also wish to use in the business environment. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within The Company's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it could potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, loss of revenue, and damage to the Company's public image. Therefore, all users employing a mobile device connected to The Company's corporate network, and/or capable of backing up, storing, or otherwise accessing corporate data of any type, must adhere to company-defined processes for doing so. For approval and further information, contact your supervisor.

Company-Provided Portable Communication Devices (PCDs), including cell phones, tablets and computers, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary. Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

### **Personal Visitors and Telephone Calls**

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time. For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.

The company requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief.

### **Inspections**

Your Business wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Your Business prohibits the control, possession, transfer, sale, or use of such materials on its premises and may require employees while on Company or client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Company or client property, and work areas including lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal email sent to the Company or its clients. The cooperation of all employees is required to successfully administer this policy. Desks, lockers, and other storage devices may be provided for the conveniences of employees but remain the sole property of the employer. Accordingly, any authorized agent

or representative of the employer can inspect them, as well as any articles found within them, at any time, either with or without prior notice. Employees are expected to cooperate in the conduct of any search or inspection.

## **Smoking**

The Company is in compliance with the Clean Air Act and has made all our office buildings designated non-smoking areas. Smoking will not be allowed within any office buildings. To those who smoke, we respectfully request your understanding and cooperation and ask that if you need to smoke please do so outside the buildings. This includes “Vaping” or using e-cigarettes. Smoking is prohibited in all company vehicles.

## **Confidential Company Information**

*Included with Comprehensive Handbook*

## **No Solicitation / No Distribution**

The Company is enthused to maintain a pleasant and cooperative relationship with employees in all matters. However, no business relationship can operate efficiently if there are frequent work interruptions. As such, employees may not solicit for any cause, or distribute literature of any kind (for themselves or another employee) for any purpose during working time.

Non-employees are not permitted to solicit employees or distribute materials for any purpose on Company property at any time.

## **Conflict of Interest and Business Ethics**

All active employees must notify the Company before they take outside employment so that the Company will have reasonable notice to make a determination as to whether it sees, at that time, any conflict of interest. An employee may hold a job with another organization as long as he/she satisfactorily performs his/her job responsibilities with the Company including scheduling requirements and that the position is approved in advance. Employees should consider the impact that outside employment may have on their health and physical endurance and safety. All employees will be judged by

the same performance standards and will be subject to the employer's scheduling demands, regardless of any existing outside work requirements. The company retains the right to prohibit second jobs if it considers it to be a safety exposure or if it interferes with current job responsibilities.

The purpose of this policy is to ensure that the Company's reputation is not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Employees can seek further clarification on issues related to the subject of acceptable standards of operation. Situations that would constitute a conflict in most cases include but are not limited to:

- Transactions with outside firms not conducted within a framework established or controlled by the executive level of the organization.
- Bribes, bonuses, fringe benefits, unusual price breaks or excess volumes designed to benefit another company, an employee, relative or acquaintance.
- Holding an interest in, or being employed by, any company that competes with Your Company.

No "presumption of guilt" is created by the mere existence of a relationship with outside personnel. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he/she disclose to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above. This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value. It is your

responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Company.

### **Equipment and Property Including Intellectual Property**

Employees are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Equipment essential in accomplishing job duties is often expensive and difficult to replace. Improper or unsafe use of equipment can result in discipline, up to and including discharge. Employees are expected to follow safety standards and guidelines and to follow all operating instructions. Employees must notify a Supervisor if equipment, machines or company property appears to be damaged or in need of repair.

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

### **Health and Safety**

*Included with Comprehensive Handbook*

### **Hiring Relatives**

It is well accepted that employment of relatives and personal friends in the same area of an organization can cause serious conflicts and problems. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions.

Clean & Green's policy is that relatives or friends or individuals who live with but are not legally related to persons currently employed by the Company may be hired ONLY if they will not be working directly for or supervising a relative or personal friend or will not be working directly above the relative's immediate superior or directly for the relative's immediate subordinate. If already employed, they cannot be transferred into such a reporting relationship. If the relative

relationship is established after employment, the individuals concerned will decide who is to be transferred if there is a position opening that the individual is qualified to satisfy. If that decision is not made within 30 days, management will decide. This policy takes effect as of the date this manual was originally distributed. Anyone currently working in a position contrary to this policy will be grandfathered in.

## **Employee Relationships**

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Your Business may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists. In other cases, the parties may be separated by reassignment or terminated from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

## **Business Expense Reimbursement**

Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. Contact your Supervisor in advance if you have any questions about whether an expense will be reimbursed.

## **References**

Your Business will respond to reference requests through Human Resources.

## **Recording Policy**

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, no employee may use a camera phone function on any phone on company property or while performing work for the Company. The use of tape recorders, Dictaphones or other types of voice recording devices anywhere on Company property, including to record conversations or activities of other employees or management, or while performing work for the Company, is



also strictly prohibited, unless the device was provided to you by the Company and is used solely for legitimate business purposes.

## **Social Media Policy**

Use of Social Media Information published on any social networking site should not reveal any information designated by the company as confidential and must not disclose any trade secret, such as client information or marketing efforts. This also applies to comments posted on other blogs, forums, and social networking sites. The Company respects the right of any employee to maintain a blog, web page or to participate in a social networking site. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules: Employees may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with Company equipment or property. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site. Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. You should not post content about the Company, management, co-workers or customers that is discriminatory, defamatory, libelous or threatening or a violation of the Company's policies against discrimination on account of race, age, religion, sex, ethnicity, nationality disability or other protected class, status or characteristic. The Company encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Published information should not reveal confidential information, nor may it disclose any trade secret. Company logos and trademarks may not be used without written consent of an officer of the company.

## **Employee Dress Policy**

An employee's personal appearance and hygiene is a reflection on the company's character. Employees are expected to dress in a manner appropriate with their work environment and exercise good hygiene. Appropriate safety attire



and dress is required at all times, including the proper Personal Protective Equipment. When a situation arises regarding the appropriateness of attire, the manager or supervisor will be responsible to counsel the employee using best judgment as the determining factor. Employees dressed inappropriately or who exercise poor hygiene may be prevented from working until he or she is well-groomed or wearing proper attire.

## **Section 6 - Acknowledgements**

### **General Handbook Acknowledgment**

*Included with Comprehensive Handbook*

### **Receipt of Non-Harassment Policy**

*Included with Comprehensive Handbook*

### **Receipt of Sexual Harassment Policy**

*Included with Comprehensive Handbook*

Upgrade to a Comprehensive Handbook with additional content and sections  
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