



LA Industries, Inc.

Employee Handbook

P.O. Box 35006

Louisville, KY 40232-5006

phone: (502) 493-2240

Fax: (502) 493-2919

Email: employment@divisionone.us

Website: www.divisiononecleaning.com

Welcome

We would like to welcome you to L.A. Industries, Inc.

If you are a new employee, we hope your new job will be rewarding and live up to your expectations. Early in your employment with us, you will realize that we have set very high standards for you.

If you are an existing employee, we want to express our sincere appreciation for your valued contribution that has help build this Company.

This handbook outlines some of the policies and practices in effect here at L.A. Industries, Inc. These policies and practices are necessary to allow each of us to be safe, productive, and, prosperous.

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OVERVIEW

This policy handbook will help introduce you to L.A. Industries, Inc. and applies to all employees of the Company. These policies are presented as a matter of information only and its contents should not be interpreted as a contract between the company and its employees.

This handbook is not the complete policy and procedure manual for the Company. Most of the Company policies and procedures are detailed in the various Company handbooks and are available the Company Web site. If you are uncertain about any policy or procedure, please contact HR in writing by emailing us at employment@divisionone.us or by phone at 502.493.2227.

Definitions

Non-exempt

Positions that do not meet exemption tests of the Fair Labor Standards Act. Employees in non-exempt positions are paid at least one and half times their regular rate for hours worked in excess of forty hours in a week, also known as overtime.

Part Time

Employees who work year-round and are scheduled to work 29 or less hours per week

Special Events/ Project

Occasionally the Company hires temporary staff for short term projects or events. No on-going employment is implied or intended beyond this assignment.

Probation Period

The first 90 days of employment in which all new employees are evaluated.

Relative

Relatives include husband, wife, parent, child, brother, sister, in-laws (brother, sister, father, mother, son, daughter), and any significant other.

Management

Employees designated by corporate officers that provide supervision and make the decisions necessary to meet the objectives of the corporation.

Changes in Policy

The Company expressly reserves the right to change any of its policies at any time. You may not rely on any policies that have been superseded. Changes will become effective on dates determined by the Company. We will notify you of changes by memorandum, posting them on our web site, intranet, bulletin board, or by updating related manuals. It is your responsibility to take note of these changes.

Please read this handbook carefully, it will acquaint you with many of the more important, rules, policies, benefits, and practices that apply to all employees of L.A. Industries, Inc.

EMPLOYMENT RELATIONSHIP

The employment relationship between LA Industries, and its employees is defined by the “employment-at-will” doctrine. This handbook is not a contract guaranteeing employment for any specific duration or specific position or salary and may be ended at-will. This simply means you or the Company have the right to terminate your employment at any time, with or without cause; and with or without notice in accordance with applicable state laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, scheduling, promotion, termination, layoff, recall, transfers, leave of absence, compensation and training.

Additionally, no supervisor, manager or representative of the Company, other than the President, has the authority to enter into any agreement for employment for any specified period or to make any promises or commitments contrary to the foregoing. Any employment agreement entered into by the President shall not be enforceable unless it is in writing and signed by both parties.

Equal Employment Opportunity Policy

The Company provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, national origin, age, tobacco use, gender identification, disability, military status, or status as a Vietnam-era or disabled veteran in accordance with applicable federal and state laws. In addition, the Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, scheduling, layoff, recall, transfer, leaves of absence, compensation and training.

Americans With Disabilities Act as Amended (ADAAA)

LA Industries will provide employees with disabilities reasonable accommodations unless it would cause undue hardship. A reasonable accommodation is any change in the work environment or in the way a job is performed that enables a person with a disability to successfully complete their assigned job duties.

If you require an accommodation you must inform your supervisor that there is a need for an adjustment or change to your working conditions. We will respond promptly and to the best of our ability to accommodate the needs of employees when possible.

Alcohol and Drug Free Workplace

The Company operates as an Alcohol and Drug Free Workplace. This means that the Company prohibits the use or possession at any of its premises, worksites, or jobsites, any of the following:

- Alcoholic Beverages
- Narcotics including marijuana
- Illegal Drugs
- Drug Paraphernalia
- Illegal use of prescription medications

No employee shall report to work, or work, under the influence of any intoxicant or drug (including prescription drugs) that will adversely affect their performance or the safety of others.

Employees at work and suspected to be under the influence of an intoxicating substance, may be requested to provide a breath, blood, or urine sample for testing. Employees are subject to unannounced random testing for controlled substances.

Legally prescribed drugs are permitted on company property and worksites provided they are legally prescribed to the patient in possession of the drug and are in the originally prescribed container.

Harassment Free Workplace

The Company prohibits and will not tolerate any form of harassment, including but not limited to harassment based on sex, race, disability or religion, or any other protected class. Harassment can be in the form of words or actions and can be done via physically, passively or cyber.

Unwelcomed or inappropriate touching, grouping or gesturing will not be tolerated.

Unwelcomed or inappropriate language, comments, notes, pictures, emails, signs or postings will not be tolerated.

Unwelcomed or inappropriate social media postings or pictures will not be tolerate. Cyber bullying, and others type of bullying will not be tolerated.

Unwelcomed and unlawful touching, including fighting, pushing, shoving and hitting will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment also include, but are not limited to:

- Sexually suggestive comments or jokes
- Verbal, graphic or physical conduct relating to sex

Any of the following may be true in sexual harassment:

- The victim can be either a woman or a man.
- The victim does not have to be of the opposite sex.
- The harasser can be a supervisor, coworker, or a non-employee.
- The victim can be anyone affected by the by the offensive conduct.
- The victim does not need to be discharged or suffer economic injury.

It is helpful for the victim of sexual harassment to directly inform the harasser that the conduct is unwelcome and must stop.

Any employee that has a complaint of sexual harassment should immediately bring the complaint to the attention of HR by phone or in writing to employment@divisionone.us, 502.493.2227. All complaints will be free from retaliation or reprisal. All complaints will confidential and be promptly and thoroughly investigated. Management's investigation will include interviews with the complainant(s), accused, and any witnesses.

Management will review its findings with the complainant when the investigation is finished. If the complaint appears valid, immediate and appropriate corrective action will be taken to stop the harassment and prevent its reoccurrence; this may include termination of the accused. If the complaint cannot be validated all parties to the complaint will be reacquainted with this policy to prevent sexual harassment from occurring in the future.

No Weapons Policy

It is the intent of the Company to provide a safe and secure workplace for employees, clients, and others with whom we do business. The Company expressly forbids the

possession of firearms on company property or at customer's facilities. The Company has "zero tolerance" for possession of any type of weapon, firearm, explosive, or ammunition on Company or Client property. Company property includes, but is not limited to, all company facilities, vehicles, and equipment, whether leased, rented or owned by the Company or its client.

The possession of firearms on company property may be cause for discipline including immediate termination of employment. In enforcing this guideline, the Company reserves the right to request inspections of any employee and their personal effects, including personal vehicles while on company premises. Any employee who refuses to allow inspection will be subject to the same disciplinary action as being found in possession of a weapon or firearm.

Employees within the company share the responsibility of identifying violators of this guideline. An employee who witnesses or suspects another individual of violating this guideline should immediately report this information to their on-site supervisor.

Under no circumstances shall firearms, fireworks, explosives, or weapons be brought to any company office, jobsite, or function. For the purpose of this policy tools used in the normal course of business are excluded.

Conflict of Interest

No employee shall be, potentially be, or appear to be, engaged in any activity that is not in the best interest of the Company, including but not limited to engaging in competing business activities.

Employees also may not receive any income or material gain from individuals outside the Company for same or similar services rendered while performing their job with the Company.

EMPLOYMENT OVERVIEW

Probation Period

The first ninety (90) days of your employment is your orientation period where you will be trained and evaluated on your performance. During this period, as during your regular employment, you and the company each have the right to terminate your employment with or without cause or notice. Upon satisfactory completion of your orientation period you will become a regular employee. Completing your probation and or receiving performance reviews does not constitute a raise in salary.

Hours of Work

L.A. Industries provides services to our clients 24 hours a day, 7 days per week; therefore, employee's schedules vary to accommodate client needs. Your supervisor will provide your schedule.

Compensation Overview

The Company attempts to pay competitive wages and salaries with those businesses in our community and industry. Wages and salaries are classified by position based on experience, responsibility, and physical and mental demands. Raises, when given, are based on merit.

Pay

The Company's pay period or payroll week begins on Sunday and ends on Saturday. If you turn in time cards late you, will be delayed in receiving your paycheck.

Employees are paid semi-monthly on the 15th and 30th of each month by mail.

Lunch and Rest Periods

Lunch and rest period time will vary for work site to work site. A 10 minute rest period will be given every 4 hours with a 30 minute lunch break after 6 consecutive hours of work. Employees may not leave their assigned work site when taking their 10 minute rest break. Please see your supervisor for your lunch break schedule and the area or location where it should be taken.

Time Records

Each day all non-exempt employees are required to properly fill in their time card with all required information including start and end times rounded to the nearest ¼ hour (15 minute increments: 0, 15, 30, 45). Your time card is the property of the Company and the legal record of the hours you work.

Payroll Deductions

Payroll deductions are made from each paycheck to comply with federal, state, and local laws and certain benefits. Deductions will be made for: Federal, State, and Local Income Tax; FICA (Social Security); and other items designated by the employee or court ordered, like garnishments, wage assignments or levies.

Garnishments, Wage Assignments are Levies are required by law or court order and must be applied to wages regardless of employee objection. Employee will be notified in advance of an order and will be provided a copy upon request.

Court order wage assignments can only be lifted by the court, or completion of the order. Not the employee or a lawyer.

At the beginning of each year you will be supplied with a W-2 which summarizes your income and deductions for the previous year.

Overtime Pay

All overtime must be authorized in advanced or be directed by a supervisor. Non-exempt hourly employees are paid time and one half for authorized hours in excess of 40 hours in one week. Failure to obtain approval for overtime may result in disciplinary action, up to and including termination.

Reimbursements

The Company does not require employees to make purchases with personal funds on behalf of the Company nor its clients. In the very rare case you have made a purchase on behalf of the Company or a client please contact HR for reimbursements within 24 hours at 502.493.2227 for instructions on how to request a reimbursement.

Pay Advances and Loans

Pay advances and Loans are not given by the Company.

Personnel and Medical Records

Your personnel file contains information regarding your employment. Information in this file may include your employment application, resume, commendations, change of status records, corrective action warnings, performance reviews, etc.

This file also contains information you must provide. You are required to notify HR at 502.493.2227 or employment@divisionone.us of changes in telephone numbers, address, tax status and family status that may impact your pay or benefits.

Personal records, files, and documents are the property of the Company. Upon written request of at least 7 working days employees are permitted to review their file in the presence of a member of management. Copies of entire files will not be provided; however, requests for copies individual documents may be honored and are subject to a .10 per page copying fee.

Employment of Relatives

The President or Vice President will evaluate any case involving employment of relatives. The Company does not allow the employment of relatives when:

1. There is an actual or apparent conflict of interest.
2. Where one relative would exercise direct or indirect supervisory authority over another.
3. If a relative would have access to sensitive information regarding another that may be inappropriate.

All employees are required to inform the payroll administrator of any relatives working for the company and of any changes in relatedness of an employee.

Employment of Minors

Employees must be 18 years of age or older. Per the provisions of individual client contracts employees may have to be at least 21 or 25 years of age to be assigned to that location or account.

Promotions

We recruit, hire, and promote the most qualified individual for any particular job opening. At the same time, the Company attempts to promote individuals from within whenever practicable.

Dress Code and Uniforms

Our Company image is important. Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image the Company presents to customers and visitors. Therefore, while performing duties for the Company, employees are expected to dress in attire appropriate to the business environment and to behave in a professional and businesslike manner at all times to best represent the business. Because the Company wants to project a consistent and professional image uniform shirts will be provided as follows: one (1) uniform shirt must be purchased through payroll deduction when hired, cost varies based on size; after 90 days of employment one (1) shirt will be provided free of charge every six (6) months. Additional uniform shirts may be purchased at cost through payroll deduction.

EMPLOYMENT BENEFITS OVERVIEW

At this time the Company does not offer Health, Dental, Vision or any supplementary benefits. No retirement or savings plan is offered.

The company does make contributions to Unemployment and Social Security Insurance Funds, and has a Workers Compensation Insurance policy.

The Company provides the following benefits to employees who have successfully completed their 90 day probation period and as mandated by law.

Holiday pay

Holiday pay is available to those who have successfully completed their 90 day probationary period.

Observed holidays are established by the assigned client. Employee must work their assigned shift before and after the observed holiday to be eligible for paid time off.

Holiday work schedules may vary based on client needs and observed holidays.

Unpaid Leave of Absence

The Company allows employees in good standing to take unpaid leave in the event of certain personal circumstances. Approval is not guaranteed, applications for leave are reviewed on a case by case basis. During this time your job with the Company will be protected. Based on your position and length of leave, upon your return to work, your specific position or job duties may not be available, but you will be returned to a similar position. Requests for Unpaid Leave of Absence should be made at least 14 days before scheduled leave, approval of requests submitted with less than 14 days' notice cannot be guaranteed. In addition to the application employee must have been employed for 12 months and in good standing without any active disciplinary actions.

Employees on an authorized personal leave of absence may not perform work for any other employer that is considered by the Company to be an actual or potential conflict of interest.

At the conclusion of an approved Unpaid Leave of Absence the employee must notify HR of their intent to return, their return to work day at least five (5) days before their first working day. A physician's release may be required if leave was medical related.

Civic Duties

L.A. Industries, Inc prides itself on being a good corporate citizen and as such we respect our employee's desire to exercise their civic rights by participating in civic and community activities. We have outlined the following guidelines to assist employees as they plan their activities. Please see a HR for details related to your specific type of leave requested.

- **Jury Duty and Witness Leave**

All employees will be given time off without pay while serving jury duty. All employees are also allowed unpaid time off if summoned to appear in court as a witness. To qualify for jury or witness duty leave, an employee must submit to HR a copy of the summons as soon as it is received. In addition, proof of service must be submitted to HR when the

period of jury or witness duty is completed. If you are released from duty prior to 12pm you are required to report to work for the remainder of your shift. Employees are not required to notify the Company of jury pay or per diems.

- **Voting**

It is the policy of the Company to permit employees to be absent from work to vote in local, state or national elections. Generally employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the Company will grant up to three (3) hours of unpaid time off to vote. Employees should request time off to vote from their supervisor prior to the day of the election. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule. Evidence of voter registration and voting may be required.

- **Military Leave Policy**

An employee who enlists as a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves, Public Health Service, or any other category of persons designated by the President in time of war or national emergency will be granted a leave of absence for military service, training or related obligations in accordance with applicable law. The employee will be on an unpaid Leave. At the conclusion of the Leave and upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the Leave, or a similar position with like seniority, status and pay. Deployed employees are required to notify HR as soon as orders are received. Returning employees must notify HR at least one (1) week prior to their expected return to work date.

Return to Work

Employees are expected to return to work, with or without accommodations, promptly at the conclusion of their leave. If you are on an approved Medical Unpaid Leave of Absence, you must return to work when your or a Company appointed physician determines you are able to resume normal duties. The Company may require a physician's or fit-for-duty release prior to your reinstatement on the active payroll.

Failure to make appropriate work accommodations with the Company or failure to report to work after an approved Unpaid Leave of Absence will be considered a resignation.

CODES OF CONDUCT and CORRECTIVE ACTION OVERVIEW

This section identifies standards of conduct expected of all employees and explains corrective action measures that may be taken by the Company. The section is not

intended to be comprehensive and does not alter the employment at will relationship between the employee and the Company. The Company reserves the right to terminate any employee for any reason, at any time, and with or without cause or notice.

Violation of Company standards will result in one of the following corrective actions, in no particular order:

- Termination of Employment
- Suspension
- Training
- Demotion
- Oral Warning
- Written Warning

The following may be considered in arriving at a decision for corrective action:

- The seriousness of the violation
- The employees' past record
- The circumstances surrounding the violation

A partial list of violations, not to be considered comprehensive, includes:

Theft, Fraud, or Embezzlement

No employee shall be involved in theft, fraud, or embezzlement. If you know or suspect an employee is involved in theft, fraud, or embezzlement it is your duty to report the wrongdoing to HR. Theft is the unlawful taking of another's property with intent of depriving the lawful owner of its use. Fraud is the intentional deception of another. Elements of fraud include material misrepresentation, concealment, no-disclosure of material facts, and omissions. Embezzlement is the misappropriation of property legally in one's possession.

Falsifying Company Documents or Records

Behaviors including forgery, inaccurate employment documents, inaccurate time cards, and inaccurate expense reports are considered falsifying documents or records.

Fighting or Abusive Behavior

These behaviors include horseplay, practical jokes, abusive and foul or vulgar language, damaging property, threatening or intimidating behavior.

Insubordination

The refusal or failure to perform reasonable instructions or assigned duties is considered insubordination.

Unauthorized use of Company Property or Equipment

Unauthorized use includes using equipment without performing the Daily Check, using equipment for other than its designed use, and using equipment for which you have not been trained.

Violation of Company Policies and Procedures

The Company has established policies and procedures to assist in the achievement of its objectives, safeguard its assets, protect its employees, and ensure the orderly operation of its business.

Harassment or Workplace Intimidation

All words or actions that may constitute illegal harassment including sexual, racial, gender or other legally prohibited harassment shall not be tolerated. In addition, workplace assault and physical intimidation, including physical bullying, cyber bullying and verbal intimidation, will not be tolerated.

Company Telephone Policy

Company telephones, including company cellular phones and client phones, are provided for business purposes only. Personal cell phones are not to be used during work hours. Occasionally, personal calls may be necessary, but should only be made while on approved breaks, including calls for rides or pickups. Only members of management are allowed to use cell phones during their shift for business purposes.

Use of client phones is strictly prohibited.

Use of personal cell phones for taking pictures, selfies, or making videos while on Company or client property is strictly prohibited. Violations may lead to disciplinary action, including termination.

Attendance

All employees are expected to arrive as scheduled and prior to their assigned starting time. No employee will be allowed clock in earlier than 5 minutes before the start of their shift nor start their shift early or work over their shift time without express permission from management. Employees are given a five (5) minute grace clock-in –out period before being considered clocking in too early or tardy. On the rare occasion when employees must be more than five (5) minutes tardy they should notify their Supervisor as soon as possible. When there is a need for an expectant absence employees should notify their Supervisor at least one (1) hour before the start of their shift.

Absence without Notice

Absence without notice includes no call no shows for scheduled work shifts and leaving work without prior notice and or approval. If you fail to notify your supervisor after one day or one shift of absence, except in extenuating circumstances, the Company will consider you to have abandon your job.

Job Abandonment

If you fail to notify your supervisor after one day of consecutive absence, except in extenuating circumstances, the Company will consider you to have abandon your job.

Personal Appearance and Hygiene

Employee appearance during work portrays an image of the Company to the public. Employees are to maintain an appearance that is safe, neat, clean, and non-offensive to others.

In general, apparel should not be torn, tattered, revealing, or provocative.

Certain protective clothing is required and certain un-protective clothing (shorts, sandals, short sleeves, etc.) is prohibited by government regulation.

Good personal hygiene habits must be maintained.

Safety requirements may prohibit long hair and facial hair.

EMPLOYEE COMMUNICATION POLICY OVERVIEW

The Company communicates with its employees through supervisory channels and notes with or on your paycheck. It is your responsibility to read and take note of these communications.

Solicitations and Distributions of Literature

It is the intent of the Company to maintain a proper business environment and prevent interference with work and inconvenience to others from solicitations and/or distribution of literature.

Group meetings for solicitation purposes, distributing literature, circulating petitions in work or sales areas not related to work is prohibited unless it is approved by the on-site

Supervisor as a Company-sponsored event. The following guidelines will apply throughout the Company:

- Employees will not engage in any solicitation of other employees for any purpose whatsoever during working hours or in work areas.
- The Company's facilities may not be used as a meeting place that involves solicitation and/or distribution of literature.
- In order to maintain good customer relations and preserve the professional work environment, employees may not wear any insignia, badge, or button on their person, nor display any insignia, badge, or button on their desk or in their work area, excluding professional designation awards and Company logoed apparel.
- Trespassing, soliciting or distributing literature by non-employees is prohibited on Company premises, and customers.

Suggestion Method

Employees may communicate suggestions by notifying your Supervisor verbally, in written note or by sending an email.

Termination of Employment

The Company terminates employment because either the employee or the Company no longer wishes to continue the employment relationship. When possible we ask employees to provide a two (2) week notice when resigning.

Return of Company Property after Separation of Employment

Any Company property issued to you, including, but not limited to, uniforms, tools, cell phones, vehicles, keys, client lists, or company fuel, maintenance and other credit cards must be returned at the time of your termination. You will be responsible for any lost or damaged items. The replacement cost of any property issued and not returned will be deducted from your final paycheck.

EMPLOYEE SAFETY and HEALTH OVERVIEW

Safety is the responsibility of all employees and all employees are expected to keep the Company a safe place to work. The Company observes all applicable safety laws and no one will knowingly be required to work in any unsafe manner. Employees are expected to report unsafe work conditions and hazards to their Supervisor or Management as soon as discovered. **Employees are also required to report to their supervisor any medications or supplements being consumed that may interfere**

with them performing the duties of their job in a safe manner. Failure to report workplace hazards or conditions may be grounds for disciplinary action, up to and including immediate termination.

Workplace Accidents, Injuries and Illnesses

All accidents and injuries must be reported to your supervisor or another member of management immediately, but no later than 24 hours after the time of occurrence.

Failure to notify a member of management of a workplace accident or injury may result in disciplinary action, up to and including immediate termination based on the severity of the incident.

Tobacco Free Environment

L.A. Industries is a tobacco free workplace; therefore, no tobacco products may be used on company or client premises, this includes but not limited to:

- Chew/Snuff
- Cigarettes
- Vapors
- Cigars
- Smokeless and Electronic Cigarettes

Housekeeping

All work locations shall be kept orderly and clean.

Use of a Company Vehicle

Some positions with the Company includes the use of a company vehicle. This vehicle is for the sole purpose company business while on duty. Company vehicles may not be used to transport family members, friends, or hitch hikers. Employees are not allowed to smoke or consume alcohol while driving or riding in a Company vehicle. Company vehicles shall never be parked at drinking (alcohol) establishments. Drivers are required to maintain a valid driver's license and adhere to all traffic laws. Drivers prohibited from talking on a cell phone or texting while driving. Drivers and passengers must wear their seatbelts at all times.

Employees may not operate company vehicles while using prescription drugs that may cause any impairment or those that say no operating motor vehicles.

Accidents and traffic violations should be reported immediately to a member of management, but no less than 24 hours from occurrence; reports must be made within four (4) hours if there is an injury that requires medical attention.

Seat Belts

All employees shall use seat belts when operating or riding in machines or vehicles while on Company business or in Company owned vehicles.

Safety Equipment

All employees shall utilize safety equipment as specified in the safety information reviewed during orientation; and utilize chemicals as prescribed by manufacturing labels and contained in the respective Safety Data Sheets (SDS). Safety equipment will be issued based on job duties and safety guidelines or best practices. Equipment that does not fit properly or has been compromised or broken should not be worn and must be reported and returned to Management as soon as possible.

Items must be returned upon separation of employment or a change in job duties or position. Failure to return issued equipment will result in the replacement cost of each item being deducted from the employee's final pay check.

Employee Handbook Acknowledgement of Receipt

I acknowledge that I have received a copy of the LA Industries, Inc. Employee Handbook.

I understand this handbook is a general guide.

I understand that the provisions of this handbook do not constitute an employment agreement, contract, or guarantee of my continued employment.

I understand the Company may change the provisions of this handbook at any time and without prior notice.

I understand that it is my responsibility to keep informed and obtain the most current handbook, policies, and procedures.

I understand that I have an Employment-at-Will relationship with the Company and that either the Company or I may terminate my employment at any time, with or without cause or notice.

I understand that, contrary to the foregoing; only the Company President by written instrument may make any agreements for employment for any specified period of time.

I acknowledge that I have received a copy of this document and provided with an opportunity to ask questions related to this handbook and my employment.

RECEIVED BY: _____
Print Employee Name

Date of Hire: _____

Employee Signature: _____ Date: _____

Witness: _____ Date: _____

Place in employee's personnel file

Revised January 2018