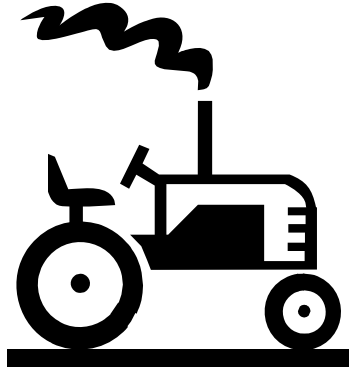


# ***Dixie Lawn Service, Inc.***



## **Employee Handbook for Field Personnel**

*Effective March 10, 2010*

**DIXIE LAWN SERVICE, INC.**  
**EMPLOYEE HANDBOOK – FIELD PERSONNEL**

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**INTRODUCTORY STATEMENT**

Welcome to Dixie Lawn Service, Inc.

This *Employee Handbook – Field* applies to all employees of Dixie Lawn Service, Inc. It is intended to provide guidelines and summary information about the company’s personnel policies, procedures, benefits, and rules of conduct.

It is important that you read, understand, and become familiar with this *Employee Handbook* and comply with the standards that have been established. Please talk with your immediate supervisor if you have any questions or need additional information.

The rules set out in this *Employee Handbook* are as complete as we can reasonably make them. However, they are not necessarily all inclusive because circumstances that we had not anticipated may arise. Some currently unanticipated circumstances may warrant the application of discipline, including termination. In addition, Dixie Lawn Service, Inc. reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

**MISSION STATEMENT**

*The following is our mission statement at Dixie Lawn Service, Inc.*

Dixie Lawn Service, Inc. is committed to achieving the highest possible level of total customer satisfaction. Our goal is to make the environment safer and more attractive.

All of our associates are dedicated, hard working people that have been equipped and trained to perform work in a correct and safe manner.

We are committed to growth, stability, and providing meaningful employment.

At Dixie Lawn Service, we do the job ‘RIGHT.’”

**DIXIE LAWN SERVICE, INC.**  
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**LETTER FROM THE OWNERS**

Welcome to the Dixie Lawn Service, Inc. family!

Dixie Lawn Service, Inc. was incorporated September 28, 1982, in Gaston County, North Carolina. With the help of dedicated employees, we have grown from a small backyard operation to a leader in Lawn Care Service and Right-of-Way Mowing.

This Employee Manual answers some of the important and fundamental questions you may have about your employment with Dixie Lawn Service, Inc. In it, you will find descriptions of Company policies and guidelines related to your employment. Should you have questions about your work here, please do not hesitate to discuss them with your immediate supervisor.

We look forward to a long and mutually beneficial relationship.

DIXIE LAWN SERVICE, INC.

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Danny E. Putman  
President

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James McHenry, Jr.  
Vice President

**DIXIE LAWN SERVICE, INC.**  
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**PURPOSE OF THIS HANDBOOK**

This *Employee Handbook* is intended to be a communications tool to inform employees about the policies, guidelines, benefits, and work practices that affect their employment with Dixie Lawn Service, Inc.. It will help you to understand your responsibilities to Dixie Lawn Service, Inc. and the Company's responsibilities to you. This *Employee Handbook* is not intended to, and should not be interpreted as, creating a contract of employment.

While Dixie Lawn Service, Inc. believes that one of the best ways to develop an employee's trust and confidence in the Company is to perform in a consistent manner, it is important to realize that changes to our daily practices may occasionally be necessary. Therefore, Dixie Lawn Service, Inc. reserves the right to change, modify, delete, or add to any of the policies and practices listed herein, in accordance with management's best judgement.

We require that you read all of this *Employee Handbook* carefully. You are also encouraged to take it home to your family so that they can also become familiar with it.

You should refer to this manual **first** when you have any questions. If you still are not certain, please contact your immediate supervisor.

**NOTICE**

The policies in this *Employee Handbook* are to be considered as guidelines. Dixie Lawn Service, Inc., at its sole option, may change, delete, suspend, and discontinue any part of its policies in this Handbook with or without any 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. No one other than the President of Dixie Lawn Service, Inc. may alter or modify any of the policies in this *Employee Handbook*. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this *Employee Handbook* be found to be unenforceable and/or invalid, such finding does not invalidate the entire *Employee Handbook*, but only the subject provision.

This *Employee Handbook* replaces (supercedes) all other previous handbooks and policies and procedures for Dixie Lawn Service, Inc. as of February 1, 2010.

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## **SUPPLEMENTS/CHANGES**

Supplements or changes to the *Employee Handbook* may be distributed as new policies and/or procedures that are adopted. These new, additional, or replacement sheets should be filed according to the specific special instructions that will accompany each addition and/or replacement sheet. Please note carefully whether the inserts or supplements to the *Employee Handbook* supercede any existing materials.

## **DEFINITIONS**

This *Employee Handbook* deals only with Field personnel. Field personnel include those employees whose work is performed principally in the Field. This includes the following:

- County Supervisors
- Tractor Operators or Crew Members
- Lawn Care Crew Members
- Weedeating Crew Members

This *Employee Handbook* also covers Field personnel who are brought to the Main Office or the Shop on an as needed or temporary basis.

## **EXCEPTIONS**

In some cases exceptions can be made to policies listed in this *Employee Manual*. In most cases exceptions will not be allowed. Only the President can make exceptions to stated Company policies. Exceptions are **NOT** automatically granted, and very few will be granted. If you request an exception, it is your responsibility to provide justification for the President to grant an exception.

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**SECTION I: EMPLOYMENT**

**ORGANIZATION CHART**

Dixie Lawn Service, Inc. has a formal, functional organization chart. You will find this chart posted on the Company Bulletin Board or your supervisor has a copy. If you have any questions, please consult your immediate supervisor.

This organization chart demonstrates the “chain of command” at Dixie Lawn Service, Inc. It is your obligation to know and follow this “chain of command.” According to this chart, you have only one boss. Your boss is the individual who provides you with all work-related instructions. You should ask this individual, and this individual only, about all work related questions. If, after the conclusion of this discussion, you are not satisfied, let your immediate supervisor know that you would like to discuss this matter with their immediate supervisor. That individual will set the time for such a meeting after discussion with their immediate supervisor (See the Section on “*Open Door Policy.*”).

You may discuss personal matters with the President, or any member of management, at your mutual convenience without first discussing these types of issues with your immediate supervisor.

**EMPLOYMENT-AT-WILL**

Employment is with the mutual consent of you and Dixie Lawn Service, Inc.. Consequently, both you and Dixie Lawn Service, Inc. have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment-at-will relationship will remain in effect throughout your employment with Dixie Lawn Service, Inc., unless it is specifically modified by an express written agreement signed by the President of Dixie Lawn Service, Inc. All Field employees will have an Introductory Period of a minimum of 60 days. After the successful completion of this period, they may become considered as permanent employees.

This employment-at-will relationship may not be modified by any oral or implied agreement. This *Employee Handbook* does **not** constitute an employee contract.

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**EQUAL EMPLOYMENT OPPORTUNITY**

Dixie Lawn Service, Inc. is committed to equal employment opportunity for all qualified persons. This is without regard to race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition, family care status, veteran status, citizenship status, marital status, or sexual orientation, to the extent required by law.

This policy applies to all employment practices, including hiring, promotions, training, job classifications/placements, disciplinary action, possible termination, and benefits. Dixie Lawn Service, Inc. also makes reasonable accommodations for disabled employees (See the Section on “*Americans with Disabilities Act.*”).

We expect all employees to show respect and sensitivity toward all other employees, customers, vendors, clients, co-workers, governmental personnel, etc. of Dixie Lawn Service, Inc., and to demonstrate a commitment to the company’s equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your immediate supervisor or the President. Violation of this policy may result in disciplinary action, up to and including, possible termination.

**AFFIRMATIVE ACTION PLAN**

Dixie Lawn Service, Inc. has and shall continue to base decisions on employment so as to further the principles of Equal Employment Opportunity by hiring and employing qualified, reliable, productive employees without regard to race, color, religion, sex, sexual orientation, age, national origin, veteran’s status, and mental and physical disability. In order to implement this policy, the Company has adopted an Affirmative Action Program.

Dixie Lawn Service, Inc. will cooperate with federal, State, or local government agencies that have the responsibility of observing our actual compliance with various laws relating to employment. The Company will furnish such reports, records, and other matters as required and/or requested in order to foster the program of equal opportunity for all persons regardless of race, color, religion, sex, sexual orientation, age, national origin, disabled and/or veteran status, or physical or mental disability.

The Company has designated the Controller as its Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer is responsible for coordinating all aspects of the Equal Employment Opportunity process to assure non-discrimination and compliance with all applicable orders and guidelines. Questions and/or complaints concerning equal employment opportunity should be directed to the Company’s Equal Employment Opportunity Officer.



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**IMMIGRATION REFORM AND CONTROL ACT OF 1986**

Dixie Lawn Service, Inc. is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States. Each new employee must complete an Employment Eligibility Verification Form (Form I-9) and present documents that establish identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed a Form I-9 within the prior three (3) years, or if their previous Form I-9 is no longer valid, and/or has not been retained by the Company.

Employees with questions or seeking more information on immigration law issues are encouraged to contact their immediate supervisor. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

**AMERICANS WITH DISABILITIES ACT (ADA)**

Title I of the Americans with Disabilities Act prohibits discrimination in any terms or conditions of employment for qualified individuals with a disability.

The Americans with Disabilities Act requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations.

Further, it requires management to reasonably accommodate individuals with disabilities when necessary.

To comply with the employment provisions of the Americans with Disabilities Act, Dixie Lawn Service, Inc. will do the following:

- Identify the essential functions of a job;
- Determine whether a person with a disability, with or without accommodation, is qualified to perform the duties; and determine whether a reasonable accommodation can be made for a qualified individual.

These same guidelines, and the letter and spirit of the law, will be included when considering employees of the Company for promotion (See the Section on "*Promotion.*").

All employees are required to treat each other and all Dixie Lawn Service, Inc. clients, subcontractors, vendors, fellow tradesmen, and all other business associates with respect and dignity, without any reference to any actual or potential disabilities.

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**SECTION II: PERSONNEL STATUS**

**EMPLOYMENT CLASSIFICATIONS**

**Introductory Period:** All personnel hired by Dixie Lawn Service, Inc. will start off in a minimum 60-day Introductory Period. While classified in this status you are not eligible for any company benefits, unless required by law. The Introductory Period is a time for the Company to get to know its employees and their capabilities. It is also a time for you to get to know the Company and your job tasks and /or duties. Throughout this period we will be evaluating each other. At any point in time during this Introductory Period, the Company or you may decide to terminate the relationship. At the end of the period, your immediate supervisor will conduct a performance evaluation interview with you and will determine your status with Dixie Lawn Service, Inc. This period may be extended beyond the initial 60-day period discussed above. However, throughout this period you are encouraged to discuss your performance and ask questions of your immediate supervisor regarding all tasks and duties assigned to you.

**Part-Time Employees:** Employees scheduled to work less than 40 hours per week. If the position or job function is to be part-time, you will be notified at the time of your hiring.

**Seasonal Employees:** Employees in non-supervisory, field positions. The length of time that any individual will be needed is dependent on the work volume and specific projects that are performed.

**Temporary Employees:** Employees hired on a temporary basis. This may include the hiring of some individuals during the summer months. It may also include using temporary employment agencies to obtain this additional, short term, help that the Company requires.

**Hourly:** These positions have an hourly wage rate. The individuals in these positions are paid for the actual hours they worked during the pay period. However, under federal law these individuals are paid time-and-a-half for all hours worked above 40 hours in a given pay period.

**Employment of Minors:** The Company will not knowingly hire any individual who is considered to be under age for employment in any job classification as defined by State and federal laws. Generally speaking, this is 18 years of age to operate equipment and/or vehicles and 16 years of age for other positions.

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**TARDINESS AND ABSENCE**

You are part of a team. In most circumstances, the progress and productivity of the job depends on each of its team members acting together. Therefore, it is important that employees work their assigned schedules as consistently as possible. However, Dixie Lawn Service, Inc. understands that because of illness or emergency situations you may be unable to come to work.

If you are unable to report to work for any reason, you must call in to your immediate supervisor **before** your scheduled time of arrival with the following information:

- If you will be late, you must state why and when you expect to be in.
- If you will be absent, you must state why and how long you expect to be out.

If your immediate supervisor has a cell phone, you **must** call that individual directly. It is your responsibility to keep the Company informed on a **daily** basis during a short-term absence.

If you are absent more than three (3) consecutive days, or any three (3) days within a week (seven calendar days), the Company may require you to provide a medical release stating that you are physically able to return to work.

Except in the case of an emergency, employees must have their supervisor's permission to leave work before they are regularly scheduled to do so.

Being late (tardy) or absent is considered "excused" only when you call promptly **and** the tardy or absence is for a compelling reason. The Company reserves the right, at its sole discretion, to determine what constitutes a compelling reason. A tardy or absence for a non-compelling reason, and failing to call in according to company policy, will be considered "unexcused."

Furthermore, the Company recognizes that certain emergency situations would prevent you from giving advance notice. The Company will apply "the rule of reason" to all such situations. Dixie Lawn Service, Inc. considers "unexcused" tardiness and absence to be a serious problem. Consequently, employees who are tardy or absent excessively or show a consistent pattern of absence, whether "excused" or "unexcused," may be subject to disciplinary action, up to and including, possible termination.

If you are late for work, or you are absent without an acceptable excuse, more than three (3) times within a year's period (based on the date of the first occurrence), you will be subject to disciplinary action, up to and including, possible termination.

If you do not call in and do not report to work for three (3) consecutive workdays, the Company will consider this to be a voluntarily resignation.

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**PERSONNEL RECORDS**

The task of handling personnel records and related personnel administrative functions at Dixie Lawn Service, Inc. has been assigned to the Accounting Department. For questions regarding such items as insurance, wages, payroll deductions, and requests for time off, etc., you should first review this *Employee Handbook*. The next step is to ask your immediate supervisor. Then, if further information is required, your immediate supervisor will arrange for you to talk directly with someone in the Accounting Department.

There is a Personnel File for each employee. It is critical that this file be maintained current with regard to pay, payroll deductions, benefits, Health Insurance, and other matters. If you have a change in any of the following items, please be certain to notify your immediate supervisor, who will then notify the Accounting Department:

1. Legal Name;
2. Home Address;
3. Home telephone number and/or cell phone number, if you have one;
4. Emergency contact person and telephone numbers;
5. Number of dependents;
6. Marital status;
7. Driving record or status of driver's license, if you are classified in a position that requires a valid driver's license (See the Section on "*Driving Records.*");
8. Exemptions on your W-4 tax forms;
9. Changes in alien/residency status – including the Form I – 9 (See the Section on "*The Immigration Reform and Control Act of 1986.*").

If for any reason you need to change your legal name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

Upon request, you will be allowed to review any personnel records that have been used to determine your qualifications for employment, promotion, compensation, termination, or other disciplinary action. All requests to view your personnel file must be made in writing and at least 72 hours in advance. This time period allows for the Accounting Department to prepare copies and mail them to your County Supervisor or to have the Area Supervisor bring the file to you. Someone from management will be with you while you examine your file. Please contact your immediate supervisor for more information.

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**WORK RULES AND PERFORMANCE STANDARDS**

It is not possible to provide a complete listing of every work rule or performance standard. As a result, the following are presented only as examples. You are responsible for understanding and following these standards and work rules. Employees who do not comply may be subject to disciplinary action, up to and including, possible termination.

**Job Performance** – employees may be disciplined, up to and including, possible termination, for poor job performance, as determined by Dixie Lawn Service, Inc.. Some examples of poor job performance are as follows:

- Below average or what the Company defines as acceptable level of work quality or quantity;
- Failure to follow safety requirements and regulations, including the utilization of required safety equipment, clothing, gear, etc.;
- Failure to attain established goals;
- Poor attitude, including rudeness, or lack of cooperation – this includes dealings with representatives of customers, vendors, co-workers, representatives of local, State or federal governments, etc.;
- Excessive absenteeism, tardiness, or abuse of meal or break time privileges;
- Failure to properly use and care for all Company owned or rented equipment and vehicles;
- Failure to follow instructions or Company policies and procedures;
- Failure to perform all job duties, tasks and responsibilities.

**Misconduct** – employees may also be disciplined, up to and including, possible termination, for misconduct. Some examples of misconduct are as follows:

- Insubordination;
- “Badmouthing,” the spreading of rumors, half truths, untruths, etc. of customers, co-workers, vendors, outside professionals, governmental representatives, Dixie Lawn Service, Inc. personnel, etc.;
- Abuse, misuse, theft, or the unauthorized possession or removal of Company property or the personal property of others;
- Falsifying or making a material omission on Company records, reports, or other documents, including payroll, personnel, expense reports, and employment records;
- Being rude, disrespectful, using abusive and/or foul language with any client/customer – actual or potential – vendor, co-worker, outside professionals, governmental representatives, competitor of the Company, etc.;
- Divulging confidential Company information to unauthorized persons;

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- Disorderly conduct on Company property – including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon;
- Misconduct in company furnished motel rooms;
- Violation of any law adversely affecting Dixie Lawn Service, Inc., or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment;
- Violation of Dixie Lawn Service, Inc.’s alcohol, drugs, and controlled substances policies;
- Violation of Dixie Lawn Service, Inc.’s harassment policies;
- Violation of safety rules, as may be established by Dixie Lawn Service, Inc.;
- Marking or signing the time card or sheet of another employee or knowingly allowing someone else to mark or sign your time card or sheet;
- Bring a weapon of any kind onto Company property or Company job site without management’s approval in advance of such action. When making such a request, and when appropriate, you must present management with the proper registration forms showing that you are authorized for owning, carrying, and/or concealment of such weapon;
- Any unauthorized statement to the media or any other individual or organization;
- Continuous misuse and/or unauthorized use of any company equipment or property.

**Attitude** – Dixie Lawn Service, Inc. strives to be a positive company and to create a positive working environment for its employees and clients. We expect that you will at all times and with all employees, customers, co-workers, vendors, representatives of governmental agencies, outside professionals, etc. **only** make positive remarks about Dixie Lawn Service, Inc. If you have any complaints they should be handled discreetly with your immediate supervisor.

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**LEAVES OF ABSENCE**

In general, a Leave of Absence is an official authorization to be absent from work *without pay* for a specified period of time. Dixie Lawn Service, Inc. makes Leaves of Absence available to employees on the following basis:

**Family and Medical Leave Act of 1993** – eligible employees may be entitled to job-protected family or medical Leaves of Absence if they have a serious health condition that makes them unable to perform the basic functions of their position, as defined in the Job Description for that position. Or, they are unable to come to work as a result of family or medical concerns/issues as described under the law.

This policy shall be administered in accordance with all applicable federal, State, and local laws.

1. To be eligible for family or medical leave benefits, you must (a.) have worked for the Company for a total of at least 12 months; and (b.) have worked at least 1,250 hours over the previous 12 months.
2. Each eligible employee shall have up to a total of 12 weeks of leave during any one-year period – based upon the end date of any previous Leave of Absence.
3. A Family and Medical Leave shall be granted for the birth or adoption of a child of the employee, or upon a serious illness of the employee, the employee’s spouse, child, or parent.
4. Whenever possible, all such leaves must be requested in advance. Failure to provide advance notice may delay your right to this type of Leave of Absence.
5. All requests for leave must be documented, in advance whenever possible. In an emergency, the Leave of Absence may be granted on a “conditional” basis pending the necessary documentation. Should the Company have reason to doubt the validity of the documentation, it will require that the employee obtain a second opinion from a Health Care Provider approved or designated by the Company. In the event of conflicting opinions, the Company may require a third opinion. The Health Care Provider to supply the third opinion must be jointly approved by the Company and the employee. The opinion of this third opinion will be considered as final and binding.
6. When medically necessary, a medical leave may be taken intermittently or as a reduced work schedule. In such cases, the Company may require the employee to temporarily transfer to an available alternative position, which better accommodates recurring periods of absence or on a part-time schedule. In this case, you will continue to receive your regular rate of compensation.
7. In the event of a serious illness to the employee, you will be required to provide medical documentation that you are able to return to work and resume your tasks and duties. If possible, the Company will consider a “limited” return in terms of both hours worked and duties assigned.
8. Upon completion of the Leave of Absence, you will be reinstated to either your

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original position or an equivalent position at the same rate of compensation.

However, if the employee on the medical leave is a salaried employee who is among the highest paid 10% of Company employees within a 75 mile radius of the Main Office, and keeping the job/position open for the employee would result in substantial economic injury to the Company, re-instatement may be denied in accordance with the Family and Medical Leave Act of 1993.

9. If, because of medical concerns, you are no longer able to perform your original job function, the Company will make every effort to assign you to a position that you can perform. However, this is not guaranteed.
10. While on a Leave of Absence of this nature, the Company will continue to pay the employer's share of premiums for your health insurance. If you would like to continue your health insurance during your leave, you must continue to pay the employee's share of the premiums. The coverage will remain in effect for the duration of your Family and Medical Leave or until such a time as you are 30 days delinquent in payment of your share of the premium cost. If you are delinquent in paying your premiums, the Company will send you a notice of delinquency at least 15 days before your benefits are terminated. During your Family and Medical Leave, you will be billed for all amounts which are normally deducted from your paycheck for any benefits plans you would like to maintain during your leave.

**Parental Leave**

North Carolina has adopted a state "School Leave Law" pertaining to all North Carolina employers.

Employers shall grant four (4) hours per year leave to any employee who is a parent, guardian, or person standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved at that child's school. However, any leave under this section is subject to the following conditions:

1. The leave shall be at a mutually agreed upon time between the employer and the employee.
2. The employer may require an employee to provide the employer with a written request for the leave at least 48 hours before the time desired for the leave.

The employer may require that the employee furnish written verification from the child's school that the employee attended or was otherwise involved at that school during the time of the leave.



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**SECTION III: BENEFITS**

**REQUESTS FOR TIME OFF**

The Company will consider all requests for time off by employees on an individual, or case-by-case, basis. These will be granted based under the following conditions:

- **Length of Service Requirements.** Except for those situations mandated by governmental rules, regulations, and laws, you must have completed your 60-Day Introductory Period before the company will consider any such requests.
- **Workload requirements.** In some cases, the Company may need all of its employees on projects or at their jobs during any given period of time.
- **Blackout periods.** During the course of the year they may be certain periods when no requests for time off will be granted. These may vary by department. The company will announce these times in advance. These “blackout” times will also be posted on the Company Bulletin Board.
- **Limits on the number of requests granted.** Because of the Company’s workload/requirements, at certain points in time only a limited number of employees in a given position or in a department may be granted these requests at one time. Therefore, these requests for time off will be granted on a “first come, first served” basis.

**NOTE:** In all of the above cases, only emergency situations will be considered as an exception. Dixie Lawn Service, Inc. retains the right to determine what is an “emergency situation.”

All cases of time off granted under these guidelines are without pay.

Except for emergency situations, all requests for time off must be submitted to your immediate supervisor for approval at least two (2) weeks in advance.

Requests for time off **cannot** be made “after the fact.” In other words, they must be approved in advance. If you are absent from work without a request being approved, it will be considered as an unexcused absence and subject to disciplinary action that are detailed later in this *Employee Handbook* (See the Section on “*Tardiness and Absence.*”).

See your immediate supervisor to obtain a copy of Dixie Lawn Service’s “Request for Time Off” Form. This form must be completed and processed through the Company’s chain of command in order to be approved or denied.

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**HOLIDAYS**

Dixie Lawn Service, Inc. recognizes certain Holidays, meaning that no work will be scheduled. Only emergency work will be performed on these days.

In order to receive Holiday pay, Field personnel must meet the following requirements:

1. Successfully completed 60-day introductory period.  
**OR**  
Worked the previous season until the last day in their county or department AND worked since the first day of the current season in that county or department.
2. Worked the last scheduled day before the Holiday, unless received prior approval for that day off.
3. Worked the first scheduled day after the Holiday, unless received prior approval for that day off.

For Field employees who meet the above requirements, the following are considered paid Holidays:

1. Memorial Day
2. Independence Day (Fourth of July)
3. Labor Day
4. Thanksgiving Day
5. Christmas Day

Pay for Holidays is calculated as follows:

1. For Hourly employees, you will receive eight (8) hours at your normal hourly wage rate. The hours for a paid Holiday **DO NOT** count towards the 40 work hours required before your start receiving your premium, or overtime pay.
2. For employees paid by the mile/acre, you will receive eight (8) hours at the current minimum wage.

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**BEREAVEMENT POLICY (Funeral Leave)**

For all Field personnel, the company will grant up to three (3) days of unpaid time off for bereavement in the event of a death in your immediate family. Immediate family consists of the following:

- Parents
- Parents-in-Law
- Spouse
- Grandparents
- Children
- Children-in-Law
- Grandchildren
- Brothers or Sisters
- Brothers- or Sisters-in-Law
- Step Parents
- Step Children
- Step Brothers- or Sisters

For other family members listed below, the Company will grant one (1) day off, unpaid:

- Aunts and Uncles
- Grandparents-in-law
- Nieces and Nephews

All other requests for additional time off, above and beyond those listed above, will be handled as normal requests for time off.

When requesting this type of time off, you must inform your immediate supervisor of the day you intend to return to work. It is your responsibility to return to work on that date, or to obtain approval, in advance, to return at a specified later date.

The Company may request proof, in the form of an obituary notice or copy of the death certificate. Should the Company obtain proof that your request for Bereavement Leave was false, you will be subject to disciplinary action, up to and including, possible termination.

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**WORKERS' COMPENSATION INSURANCE**

All employees are automatically covered by Workers' Compensation Insurance at the time they are hired. Dixie Lawn Service, Inc. pays 100% of the premiums for this important coverage. The following benefits are provided to employees who sustain a work-related injury or illness:

- Partial wage replacement for periods of disability;
- Medical care, including medicine, hospital, doctor, X-rays, crutches, etc.;
- Rehabilitation services, if necessary.

It is important that you ***IMMEDIATELY*** report any work-related injury or illness to your immediate supervisor as soon as it happens, regardless of how minor it may appear to be at the time. It is even more important that you get proper first aid and/or medical attention immediately (See the Section on “*Injuries/Accidents.*”). Failure to appropriately report an accident or injury may affect claims and benefits. Our Workers’ Compensation Insurance Carrier requires a drug screen to be completed for all injuries requiring medical attention.

Dixie Lawn Service, Inc. is **NOT** responsible for Workers' Compensation Insurance claims for any injury or illness which arises out of an employee's voluntary participation in an off-duty recreational, social, or athletic activity which is not part of the employee's work-related duties.

**SOCIAL SECURITY**

All employees are automatically covered under the provisions of the federal Social Security law at the time that they are hired. Social Security benefits are intended as part of your and your family's retirement income and they also provide for disability and survivor’s benefits. Dixie Lawn Service, Inc. matches the amount of the deduction from your wages (paycheck) for Social Security taxes. The amount deducted from your weekly pay is clearly stated on your pay stub. The total by your deductions and Dixie Lawn Service, Inc.’s contribution is credited to your Social Security account. Detailed information about your Social Security benefits can be obtained from the Social Security Administration.

**UNEMPLOYMENT INSURANCE**

All employees are automatically covered under the provisions of State and federal unemployment insurance laws at the time that they are hired. Dixie Lawn Service, Inc. pays unemployment insurance taxes on your behalf to both the State and Federal governments. These taxes fund the payment of unemployment insurance benefits to you should you become eligible to receive them. To determine your eligibility for collecting unemployment and for additional information about unemployment insurance benefits, contact your state’s Unemployment Department.

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**401(k) SAVINGS PLAN**

Your eligibility for participating in the 401(k) Savings plan is determined by the requirements of the plan. These requirements may be amended from time to time. Please contact your supervisor or the Payroll Department for further information.

**MEAL PERIODS**

All hourly employees who work more than six (6) hours in a given workday will receive an unpaid meal period of 30 minutes. In the field, it is up to you to determine the exact time of this break. You should consider your current location and the time it would take to get to a convenient spot for taking your meal break. Consequently, there is no exact time for taking your meal break on a daily basis. 30 minutes per day will be subtracted from your time sheet.

Employees who do not work more than six (6) hours in a workday may not take a meal break without the expressed approval of their immediate supervisor.

You are expected to be back at work within 30 minutes after you left for the start of your meal period. Leaving early and/or returning late is considered a serious offense and will lead to disciplinary action, up to and including, possible termination.

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**SECTION IV: COMPENSATION**

**WAGE and SALARY REVIEWS**

Wage and Salary increases are based upon **performance** only. Your length of service with the company has nothing to do with being granted a wage or salary increase.

Dixie Lawn Service, Inc. considers your pay rate, salary, and/or your total compensation package to be highly confidential information. Under no circumstances should any part of your compensation package be discussed with anyone but your immediate supervisor, the Payroll Clerk, the Office Manager, the Controller, and the President. Violation of this policy is considered to be a very serious matter and may subject you to disciplinary action, up to and including, possible termination.

**WAGE ASSIGNMENTS or GARNISHMENTS**

On occasion, employees may have Wage Assignments or Garnishments filed against them. These are legal documents and **require** that Dixie Lawn Service, Inc. deduct a certain amount from your weekly paychecks.

The Company will inform you regarding any such Garnishments against your wages as soon as possible after they have been received and processed in the Accounting Department. You will be provided with copies of any documentation that is given to the Company.

If you disagree with the Garnishment, then it is your responsibility to handle this matter with the appropriate court and/or institution. The Company has no say whatsoever on these issues. They are strictly legal requirements with which the Company **must** comply by law.

For each assignment or garnishment, the employee will be assessed an Administrative Fee of \$3.00 per transaction.

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**PAY DAY and PAY PERIODS**

Pay Days for all salaried and hourly personnel are Fridays. In the event that Friday is a Holiday, you will receive your paycheck on Thursday.

The Pay Period runs from Sunday through Saturday for the previous week. This means that if the Saturday that marks the end of the pay period is the 10<sup>th</sup> of the month, then you will receive your pay check on the following Friday, which would be the 16<sup>th</sup> of the month.

No paychecks will be provided to an employee prior to that Friday.

For Right-of-Way mowing employees, all paychecks are mailed (via US Postal Service) to your home address and will be postmarked by Wednesday. This will allow time for you to receive your paycheck on Friday. However, once the Company places your check in the mail, it cannot guarantee the exact delivery date. If you do not receive your paycheck by Monday, contact the Accounting Department.

For Lawn Service employees, paychecks may be picked up at the Main Office at the end of the workday. Or, the manager of Lawn Service may bring paychecks to the job site. If you are not at work for any reason on Pay Day, the Company will mail your check to you, postmarked on Friday. Only if you specifically request it will the Company hold your paycheck until the next business day. If you desire to have someone pick up your paycheck for you, then it is your responsibility to inform the Accounting Department **NO LATER** than 5 p.m. on the day prior to the checks being issued. In addition, you must inform the office of the name of the individual you are authorizing to receive your paycheck. Before the Accounting Department can release your check to the authorized individual, the authorized individual must provide proof of his/her identity and sign a document accepting the check. If you do not inform the office in advance, your check will **NOT** be given to anyone else.

**PAYROLL DEDUCTIONS**

You are probably familiar with the various payroll deductions that are required by law, such as federal income tax, state income tax, and social security taxes, etc. Other than court ordered Garnishments (See Section on “*Wage Assignment and Garnishments.*”), you must authorize the Accounting Department about any other deductions that should be taken from your paycheck, in writing.

Each one of your paycheck stubs will itemize the amounts that have been withheld or deducted. It is important that you keep this information for tax purposes. If you have any questions about your deductions, please talk to your immediate supervisor.

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**OVERTIME**

From time to time, you may be asked to work beyond your normally scheduled hours or on a regularly scheduled day off. You are expected to be available to work a reasonable amount of overtime, according to the needs of Dixie Lawn Service, Inc.

When hourly personnel are required to work overtime, they will receive premium pay (time and one-half for hours over 40 in the pay period), if applicable, in accordance with State and federal laws.

Hourly employees must obtain permission from their immediate supervisor before working more than eight (8) hours in any day or forty (40) hours in any give pay period. Employees who work overtime that has not been authorized in advance by their immediate supervisor may be subject to disciplinary action, up to and including, possible termination.

(See also the Section on “*Moonlighting.*”)

**DISCIPLINARY FORM**

This document is used to record infractions or violations of all company policies and procedures. You may obtain a copy of the “Disciplinary Form” from your supervisor.

If you commit an infraction or violation of any Company policy and procedure that requires a “Disciplinary Form” to be completed, it will be reviewed with you. You will have an opportunity to discuss it and make comments. You will be required to sign it and you will be provided with a copy of the signed “Disciplinary Form.” The original will be placed in your Personnel File for the appropriate amount of time.



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**PERFORMANCE EVALUATIONS**

All Field employees will receive a written performance evaluation annually, based on their anniversary dates. They may be provided more frequently. New employees will receive a written performance evaluation at the conclusion of their 60-day Introductory Period.

The purpose of the performance evaluation is to let you know how well you are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

You will have the opportunity to discuss your performance evaluation with your immediate supervisor. This is a good time to ask questions and to clarify important points. Performance evaluations help Dixie Lawn Service, Inc. make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does **not** guarantee a salary increase nor does it alter, modify, or amend the at-will employment relationship between you and Dixie Lawn Service, Inc.

**JOB DESCRIPTIONS**

All Company employees will be provided with either a copy of the *Job Description* or *Task and Duty List* whichever is applicable to their position or job title. The *Job Description* or the *Task and Duty List* summarize your duties and responsibilities and gives you important information about your new job. Please read and study your *Job Description* or *Task and Duty List* carefully and discuss it with your immediate supervisor if you have any questions. You will be required to sign the *Job Description* or *Task and Duty List* as part of your consideration for continued employment.

Current employees will also be provided a copy, which they are required to read and sign, as a condition of continued employment. The original will be maintained in your personnel file. Dixie Lawn Service, Inc. reserves the right to revise and update any and all *Job Descriptions* and/or *Task and Duty Lists* for all positions in the Company from time to time, as it alone deems necessary and appropriate.

See your immediate supervisor for a copy of your *Job Description* or *Task and Duty List*.

If a position is listed as being “open,” you can have access to that *Job Description* to help determine whether or not you are qualified to apply for that opening or position.

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**SECTION V: GENERAL INFORMATION**

**OPEN DOOR POLICY**

If you have a question of your immediate supervisor, or do not agree with the interpretation of a policy, or with a disciplinary action taken, you may request to speak with that individual's immediate supervisor. It is up to that supervisor or manager to determine whether that situation warrants a meeting or discussion. This process can be repeated until you reach the President, who has the final say on all such matters and in the interpretation of this *Employee Handbook*.

**INJURIES/ACCIDENTS**

All injuries while on company time must be reported as soon as possible to your immediate supervisor. **PLEASE**, ensure that medical attention is sought first in an emergency. Your supervisor will have a listing of emergency telephone numbers.

For Right-of-Way mowing employees, the County Supervisor is responsible for taking the Tractor Operator to the hospital to receive medical attention if the injury does not require an ambulance.

If you witness or are present when an injury occurs, and the situation so calls, please call for help **IMMEDIATELY**. Your and your co-workers' health and well-being are of prime importance. In addition, you are expected to immediately report any and all unsafe situations to your immediate supervisor.

Whether you are a witness to, cause of, or victim of any injury or accident while on the job site and/or company time, you are to discuss these issues **ONLY** with official representatives of Dixie Lawn Service, Inc. or law enforcement officials. Stick strictly to the facts and what you witnessed or heard. Do **NOT** give opinions.

Under **NO** circumstances are you to blame or accuse someone.

Under **NO** circumstances are you to state that you, the Company, or anyone else was at fault in this occurrence.

Under **NO** circumstances are you to discuss the event with anyone representing the media. Only the Owners, or someone officially designated, are allowed to have any contact or dealings with members of the media. Refer all questions to the Main Office, or your immediate supervisor. These guidelines are for your legal protection, as well as for that of Dixie Lawn Service, Inc.. (See also the Sections on "*Workers' Compensation Insurance*," "*Customer Relations*," and "*Media Relations*.")

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**SEXUAL HARASSMENT**

Dixie Lawn Service, Inc. are committed to providing a work environment that is free of discrimination and harassment. In keeping with this commitment, Dixie Lawn Service, Inc. maintains a strict policy prohibiting harassment, including sexual harassment.

Sexual harassment of employees by supervisors, co-workers, customers, representatives of governmental agencies, outside professionals, vendors, etc. is prohibited. Individuals who have been determined to have violated this policy will be disciplined, up to and including, possible termination. Dixie Lawn Service, Inc. makes the following commitments to all employees:

1. All reports of sexual harassment will be investigated.
2. The individual who made the report will be notified of the results of the investigation.
3. The Company will take no retaliatory action of any kind against individuals who honestly report a suspected violation.
4. While every effort will be made to maintain the confidentiality of the individual making the report, this may not always be possible while conducting an investigation. In addition, the Company will make every effort within its control to ensure that this information is not provided to someone without a compelling legal need for this disclosure.
5. All members of supervision who are notified by anyone in the Company, or by a client, customer, co-worker, governmental representatives, vendor, outside professionals, etc. **MUST** bring this complaint up the chain of command. Or you may bring this issue up to the President directly.
6. If, in the judgment of the President, it is necessary to use any outside individuals to properly investigate any such reports, the Company will do so.

Sexual Harassment consists of any unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature when the following occur:

- Submission to such conduct is made a term or condition of employment;
- An employment decision (such as a promotion or a job assignment) is based upon acceptance or rejection of such conduct; and/or
- The conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, offensive, or uncomfortable work environment.

It is important for you to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others.

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

- Unwelcome sexual flirtations, advances, or propositions;
- Verbal abuse of a sexual nature;
- Using explicit or derogatory sexual terms in reference to any employee;
- Subtle pressure or requests for sexual activities;
- Unnecessary touching of an individual;
- Graphic comments about an individual's body;
- A display in the workplace of sexually suggestive objects or pictures, including, but not limited to, magazines, posters, calendars, photographs, and drawings;
- Sexually explicit or offensive jokes;
- Physical assault;
- Retaliating in **ANY** way against an employee who has complained of, or reported, sexual harassment or who has participated in the investigation of such conduct.

If you believe that you are being, or have been, harassed in any way, you **MUST** report the facts of the incident or incidents to your supervisor immediately, without fear of reprisal. If for **ANY** reason you are uncomfortable talking with this person, or this person is the one whom you believe is guilty of sexual harassment, you should immediately talk with the President. **Do not wait to see if the behavior stops.**

To properly protect all of our employees, customers, vendors, business associates, Dixie Lawn Service, Inc. must be notified at the first opportunity. Any accusation brought to the attention of supervision and/or management **MUST** be brought up the chain of command of the organization or directly to President for investigation.

The investigation will be conducted by the President. There is the possibility that such an investigation will need to be conducted by someone outside of the Company, although the Company would prefer not to have to take this action. Any individual questioned concerning any sexual harassment questions must answer all questions freely, completely, and truthfully. Refusal to cooperate or answer questions will make that employee subject to dismissal.

Questions of sexual harassment of Dixie Lawn Service, Inc. employees or affiliated companies (i.e., CPA firm, banking institution, insurance carriers, etc.) will also be thoroughly investigated. If the facts so warrant, the findings will be brought to the attention of that individual and/or their superiors.

Complaints of sexual harassment will be thoroughly investigated. They will be handled confidentially to every extent possible with such an investigation. If an investigation confirms the charge(s), prompt corrective action will be taken against all offenders. No employee will be subject to any form of retaliation for reporting or participating in an investigation of sexual harassment. However, incidents of malicious false accusations or allegations will not be tolerated and are subject to further investigation and disciplinary action, up to and including, possible termination.

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It is a condition of employment at Dixie Lawn Service, Inc. that if it is deemed necessary to use an outside arbitrator to resolve any sexual harassment disputes, you hereby accept this condition and agree to abide by the judgement and determinations of this arbitrator.

**ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES**

Dixie Lawn Service, Inc. has adopted a policy on drugs, alcohol, and other prohibited items in order to help insure a safe, healthy, and productive drug-free environment for our employees and others on Company property, to protect Company property and assets, to maintain a favorable public image, and to assure efficient operations.

It is the policy of Dixie Lawn Service, Inc. to maintain its property and to provide a drug-free working environment that is both safe for our employees, including others having business with the Company, or on Company property, or at work sites where Dixie Lawn Service, Inc. is performing work, and conducive to efficient and productive work standards. This policy restricts certain items and substances from being brought to work, being used while working or being present on Company property and/or Company work sites, and prohibits Company employees and all others from, reporting to work, working or being present on Company property and/or Company job sites, **whether or not on duty**, from having detectable levels or identifiable trace quantities of certain drugs and other substances, and prohibits the unauthorized possession, by employees or others, of property, equipment, materials, supplies, or proprietary information belonging to Dixie Lawn Service, Inc. or others.

**PROHIBITED ITEMS**

The use, possession, sale, manufacture, distribution, dispensation, concealment, receipt, transportation, or being under the influence of the following items or substances on Company time, Company property and/or at Company work sites, (including the presence of detectable levels or identifiable trace quantities) by employees and all others, is **prohibited**:

- Illegal drugs; controlled substances; marijuana; mood or mind altering substances, legal or illegal; “look alike” substances; designed, counterfeit, or synthetic drugs; inhalants; and any other drugs or substances which will in any affect safety, workability, alertness, coordination, judgement, response, or affect the safety of others on the job. This includes over-the-counter drugs and medications, as well as prescribed medications that can result in the same situations as mentioned above.

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- Alcoholic beverages. Consuming alcoholic beverages while driving any vehicle for Company business is prohibited. The consumption of alcohol on Company time, or on Company property/and/or Company work sites.
- Firearms, ammunition, explosives, and weapons.
- Drug paraphernalia.
- Theft, conversion, misappropriation or unauthorized removal, possession or use of property or equipment belonging to Dixie Lawn Service, Inc. or others, including, but not limited to, materials, tools, supplies, documents and proprietary information.
- Prescription drugs and over-the-counter medications, except under the following conditions:
  - a) The drugs have been prescribed by an authorized medical practitioner for current use (within the past 12 months) for the person in possession of the drugs.
  - b) The drugs/medications, both prescribed and other-the-counter, are limited to a one (1) day's supply, or must be kept in their original container and must be taken in accordance with the dosage recommendations and usage cautions and must not affect the person's ability to perform work in a safe and productive manner.
  - c) Dixie Lawn Service, Inc. reserves the right to consult with a medical doctor to determine if a drug or medication, whether prescribed or not, produces hazardous or non-safe effects and may restrict the use of any such drug or medication accordingly on Company property and/or Company work-sites. This may also include restricting the individual's work activity or presence at the work sites.

**NOTE:** If you are using any prescribed or over-the-counter drugs and/or medications that could produce results or situations discussed above, it is your responsibility to so inform your immediate supervisor at the time that you first start taking/using the drugs and/or medication. Failure to do so can result in disciplinary action, up to and including, possible termination.

## **DRUG TESTING**

Dixie Lawn Service, Inc. reserves the right to implement pre-employment drug testing at any time that it so desires. The Company also retains the right to implement a random drug-testing program, at any time it so desires.

The Company retains the right to require a drug and alcohol test under the following circumstances:

Whenever you are involved in an accident that results in bodily harm to any person or if there is significant damage to Company, employee, client, vendor, government, general public, etc. property.

1. If a person is injured on the job, then it is a Workers' Compensation **requirement** that you be drug tested.

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2. Employees with a CDL operating under rules and regulations of federal or State DOT's are **required** to submit to drug and alcohol tests periodically, as well as whenever they are involved in an accident.
3. To comply with any contractual agreements with clients or customers, vendors, etc.
4. When an employee's immediate supervisor and/or any of the managers in the chain-of-command have a reasonable suspicion (including, but not limited to, the failure of a Rapid Eye Check) that an employee or other person on Company property or Company work sites, is using or under the influence of drugs/alcohol/controlled substances, then there has been a violation of this policy.

If you refuse to submit to a drug and/or alcohol test under the above stated circumstances, then you will be **immediately** terminated.

Any employee who, as a result of drug testing and screening, is found to have detectable levels or identifiable trace quantities of a prohibited drug or substance in their system, regardless of when or where the drug or substance entered that person's system, without an explanation satisfactory to Dixie Lawn Service, Inc., will be considered to be in violation of this policy, and will be removed from Company property and/or Company work site and will be subject to disciplinary action, up to and including, possible termination. Preliminary findings of a policy violation may require that the employee be suspended, without pay, pending the results of a Company investigation. If the investigation clears the employee of any policy violation, then the employee will be fully reinstated to their position at their same rate of pay prior to the suspension.

Abuse of alcohol and drugs – whether they are legal or illegal – is recognized as a pervasive problem that affects Dixie Lawn Service, Inc., as well as society, and creates a need for guidelines regarding assistance.

If an employee has a drug or alcohol problem and needs outside help, and that employee voluntarily comes forward, they will be given a Leave of Absence without pay for a period not to exceed six (6) weeks. No disciplinary action will be taken against this individual. Nor will any such records remain in their personnel files. Drug and alcohol hotline or help line numbers are posted on the Bulletin Board in the Shop or may be obtained from any member of management of Dixie Lawn Service, Inc.

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**MOONLIGHTING (OUTSIDE ACTIVITIES) or CONFLICT of INTEREST**

Because of the possibility of a conflict of interest, employees are prohibited from holding a position with any competitor, governmental agency, customer, outside professional entity, or vendor or any business entity working with Dixie Lawn Service, Inc. Therefore, you are required to inform your immediate supervisor if you have any outside employment – with any company or any self-employment venture. Dixie Lawn Service, Inc. will be the sole judge as to whether that company or business venture falls into any of these categories.

While you are free to have outside employment (a second job), it must not interfere with your ability to perform your duties and responsibilities for Dixie Lawn Service, Inc. in a productive and safe manner. In addition, it must not limit your ability – on a regular basis – to be available for required overtime and/or weekend work (See the Section on “*Overtime.*”).

In addition, all employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with, Dixie Lawn Service, Inc. and the type of work that the Company performs.

**PERSONAL CREDIT REFERENCES**

The Company will gladly provide information regarding your employment status and pay rates for authorized credit checks. The Company will accept signed releases from credit agencies. There are two stipulations, however:

- You must inform the Accounting Department in writing about which company will be calling and what information they are requesting. To prevent confusion, you should provide the Accounting Department with a copy of all information related to your employment with Dixie Lawn Service, Inc. that you gave the agency or company that will be calling in for verification.
- You must inform the Credit Company that Dixie Lawn Service, Inc. will only answer such calls during normal business hours – between the hours of 8 a.m. and 5 p.m.

Under **NO** circumstances will the Company provide or confirm any information unless you so authorize the release, or unless the Company is required to do so by law.

Under **NO** circumstances will the Company provide or confirm any information that is false or misleading.



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**DRIVING RECORDS**

Employees, whose job/position **requires** the ability to operate 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 to Dixie Lawn Service, Inc. from time to time. Any changes in your driving record must be reported immediately. Failure to do so may result in disciplinary action, up to and including, possible termination.

If you are authorized to operate a Company vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered completely responsible for any accidents, fines, or traffic violations incurred – other than those imposed on a Company vehicle for being overweight, unsafe, etc. Your immediate supervisor will advise you on what to say and do (and what not to say and do) in the event of a vehicular accident (See also the Sections on “*Injuries/Accidents*,” “*Customer Relations*,” and “*Media Relations*”).

All drivers will be subject to investigation annually by the insurance carrier to verify the status of their driving record and to determine their insurability. Dixie Lawn Service, Inc. is not liable for any employee that is turned down for coverage. However, if our insurance carrier will not insure you, then you **cannot** hold a position that has a requirement for driving a vehicle.

**ONLY Dixie Lawn Service, Inc. employees may operate any vehicle or piece of equipment owned or rented by the Company.**

**PERSONAL LOANS and PAY ADVANCES**

It is the policy of Dixie Lawn Service, Inc. **NOT** to enter into any type of loans for any employee.

Generally, it is the policy of Dixie Lawn Service, Inc. **NOT** to provide a pay advance to any employee. However, under emergency conditions, an exception can be made to this policy. If such an exception is granted, the following conditions apply:

1. For salaried personnel, no pay advance can be made for a sum greater than 50% of salaried employee's regular or base weekly salary.
2. For hourly employees, no advance can be made for sum greater than 20 hours pay (20 hours times the employee's hourly wage rate.).
3. There is a \$3.00 processing fee, per transaction, per week to cover the administrative time and effort involved in this process.
4. All advances granted **must** be paid back to the Company by the end of the last business paycheck of the year.
5. Employees are eligible for a pay advance only once within each calendar year.
6. **ONLY** the Vice President, the Controller, or the President may grant exceptions.

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7. Before being granted this exception, you will be required to sign a document stating the amount of the advance, the payback period, the payback amount per period, and authorization for the Company to deduct the payback advance amount and processing fee from your paycheck. In addition, this agreement will state that if you are separated from the Company – for any reason – the full balance remaining on what you owe the Company will be deducted from your final paycheck.

**MEDIA RELATIONS**

Only Company officers are designated to be spokespersons for Dixie Lawn Service, Inc. Under no circumstances is any employee of Dixie Lawn Service, Inc. to make any comments to any member of any media organization without the contents of such discussion being presented in writing first to the Owners and obtaining from all Owners written authorization to make such contact and answer such questions.

The same restrictions apply to speaking with insurance company and regulatory agency personnel. If a member of such organization approaches you, you must immediately report this contact to the President. Once again, you are not to talk with them without written approval from the President, and the Company may require that a member of management be present.

(See also the Sections on “*Injuries/Accidents*” and “*Customer Relations*”)

**USE of COMPANY VEHICLES, PROPERTY, EQUIPMENT, ETC.**

Some Dixie Lawn Service, Inc. Field personnel are assigned Company vehicles. These are intended for conducting official business **ONLY**. You should **NEVER** allow anyone other than a current Company employee, with a valid Driver’s License, to operate a Company vehicle. Also, you should not allow anyone to ride in the vehicle that is not a current Company employee.

Violation of this policy may result in disciplinary action, up to and including, termination.

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All information available at [www.dixielawn.com](http://www.dixielawn.com)

**EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT**

This is to acknowledge that I have been given information on accessing the website to read and review the Dixie Lawn Service, Inc. "Employee Handbook" and the "Safety Manual".

It is the employee's responsibility to read and be aware of Dixie Lawn Service, Inc. policy and procedures that are kept up to date on this website.

Printed copies may be available upon request.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**SUBSTANCE ABUSE TESTING CONSENT AND RELEASE**

I have read or been informed of, and understand the contents of the Dixie Lawn Service, Inc. Substance Abuse Policy. I agree to be bound by the terms outlined in the handbook as a condition of employment or for the purpose of applying for, accepting or continuing employment with Dixie Lawn Service, Inc. I understand and consent freely and voluntarily to submit a blood, urine or other specimen sample for controlled substances and/or alcohol testing as required by Dixie Lawn Service, Inc.

I release and hold Dixie Lawn Service, Inc., the laboratory, their employees, and other program contractors, harmless from any liability arising from Dixie Lawn Service, Inc. requirements to furnish such specimens or samples, the testing of such specimens or samples, and any decisions made concerning my application for employment or my continued employment based upon the results of any such test. I consent to allow any physician, laboratory, hospital, medical professional, breath alcohol technician, Dixie Lawn Service, Inc. to perform testing for the presence of alcohol, drugs, or other controlled substances and to release any such test results-including any medical records, documents or test results released to any fitness for duty medical examinations or post-accident hospital or medical treatment which could indicate whether I had any controlled substances or alcohol in my system to Dixie Lawn Service, Inc., its Medical Review Officer/Third Party Administrator, Workers Compensation Insurance Carrier and to any other person who has a lawful right or need to be informed of such results. I release any such authorized and designated person or entity from any liability whatsoever arising from such release in accordance with this authorization.

I understand if I refuse to submit to testing, having a positive test results, fail to comply with drug testing procedures and requirements or engage in any activity to circumvent the testing process, I will be violating Dixie Lawn Service, Inc. policy and will be subject to disciplinary action up to and/or including discharge.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**DIXIE LAWN SERVICE, INC.**  
***EMPLOYEE HANDBOOK – FIELD PERSONNEL***

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