



EMPLOYEE HANDBOOK

Effective January 1, 2020

Welcome

Welcome to Grouse Mountain Environmental Consultants!

You and Grouse Mountain Environmental Consultants have made an important decision: The Company has decided you can contribute to our success, and you've decided that Grouse Mountain Environmental Consultants is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a profitable relationship. The minute you start working here, you become an integral part of Grouse Mountain Environmental Consultants and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

As you will quickly discover, our success is based on delivering high quality products and providing unsurpassed customer service. How do we do it? By working very hard, thinking about our customers' needs, and doing what it takes to move the project along. We do it by treating each other and our customers with respect. We do it by acting as a team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible for it will answer many questions about your employment with Grouse Mountain Environmental Consultants.

Should you have any questions concerning this manual, your employment or benefits, please feel free to discuss them with Jason or Jenna.

Again, welcome!

Jenna Foss and Jason Sutton
Principals

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Mission Statement

To deliver the highest levels of professionalism and experience to our clients by striving to provide creative solutions and timely responsive services.

Introduction

The goal of Grouse Mountain Environmental Consultants is to deliver the highest levels of professionalism and experience. We strive to provide our clients creative solutions and timely, responsive services.

This handbook is designed to acquaint you with Grouse Mountain Environmental Consultants (GMEC) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook.

This handbook is not a contract of employment. It is not intended to be all inclusive and, realistically, cannot answer every question. It is impossible to anticipate every circumstance or question about policy. GMEC reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or GMEC to end our relationship for any reason, or no reason, at any time. GMEC retains the right to change the contents of this handbook as it deems necessary, with or without notice. If any specific provisions of an authorized contract or benefit plan document conflict with this handbook, the contract or plan document will control.

Section 1: Employment Practices

GMEC believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to principals.

Our experience has shown that when employees deal openly and directly with their supervisor, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that GMEC amply demonstrates its commitment to employees by responding effectively to employee concerns.

At-Will Nature of Employment

Your employment with GMEC is a voluntary one and is subject to termination by you or GMEC at will, with or without cause, and with or without notice, at any time. Nothing in

these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of GMEC employees.

This policy of employment-at-will may not be modified by any supervisor or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the principals.

Equal Opportunity Employment

GMEC is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable federal, state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, coworkers, and non-employees such as customers, clients, vendors, consultants, etc.

This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Americans with Disabilities Act (ADA) and Religious Accommodation

GMEC will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to GMEC or cause a direct threat to health and safety. GMEC will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on GMEC. Employees needing such accommodation are instructed to contact their supervisor or the principals immediately.

Post-offer medical examinations may be required for those positions in which there is a bona fide job-related physical requirement. They will only be required for persons entering the position after conditional job offers.

GMEC is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. GMEC will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

Sexual and Other Unlawful Harassment

GMEC strongly supports the right of all of its employees to work in an environment free from all forms of harassment, including harassment on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability or any other protected class.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or his/her relatives, friends, or associates; and that:

- creates an intimidating, hostile, or offensive working environment;
- unreasonably interferes with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Harassment includes, but is not limited to:

- Epithets
- Slurs
- Negative stereotyping
- Threatening, intimidating, or hostile acts that relate to the above characteristics
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group, including jokes, and that is placed on walls, bulletin boards, or circulated in the workplace on paper or electronically
- Sexual harassment or demands for sex

If you feel that you have been the target of harassment or have witnessed harassment in the workplace, please report it to Jason Sutton or Jenna Foss immediately, and it will be promptly investigated. All situations will be treated confidentially to the maximum extent possible. All employees, victims or witnesses, must report discrimination of any kind in writing to their principals. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

GMEC prohibits any form of retaliation against an employee for filing a bona fide complaint, or for assisting in an investigation. If the result of an investigation indicates corrective action is called for, such action may include disciplinary measures up to and including termination.

Workplace Violence Prevention

GMEC has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. All employees, supervisors, contractors and customers should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of GMEC without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristics protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your supervisor or the principal consultants. This includes threats by employees, as well as threats by customers, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the supervisor or principal. Do not place yourself in dangerous situations. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening, but immediately notify a supervisor and if necessary, the police.

GMEC will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, GMEC may use disciplinary action, up to and including termination of employment.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to one of the principal consultants, Jason Sutton or Jenna Foss.

GMEC will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time employees have an obligation to cooperate with GMEC in enforcing this policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise Jason Sutton or Jenna Foss.

Non-Retaliation Policy

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Conflict of Interest Policy

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of GMEC. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with GMEC
- Owning or having a significant financial interest in, or other relationship with, a GMEC competitor, customer or supplier, and
- Accepting gifts, entertainment or other benefit of more than a nominal value from a GMEC competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance to GMEC.

If you believe there is a conflict of interest, it is your responsibility to report that to the principals.

Non-Disclosure (Confidentiality) Policy

Information that pertains to GMEC's business, including all nonpublic information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by GMEC.

Please help protect confidential information - which may include, for example, trade secrets, customer lists and company financial information - by taking the following precautionary measures:

- Discuss work matters only with other GMEC employees who have a specific business reason to know or have access to such information.
- Do not discuss work matters in public places.
- Monitor and supervise visitors to GMEC to ensure that they do not have access to company information.
- Destroy hard copies of documents containing confidential information that is not filed or archived.
- Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult GMEC Environmental Consultant's principals.

Section 2: Ethical and Legal Business Practices

GMEC expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment and be sensitive to others' perceptions and interpretations.

If you have any questions about this policy, consult your supervisor or the principals.

You are expected to promptly disclose to the management of the company anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

Complying with Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Employee Privacy and Other Confidential Information

GMEC collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and Jason Sutton or Jenna Foss must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the company only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Accounting and Financial Reports

GMEC's financial statements and all books and records on which they are based must accurately reflect the Company's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

Account and Customer Information

Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client or customer.

Compliance

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Section 3: Employment Status

Employment Eligibility Verification

All employees must provide original documentation that proves evidence of employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work but are unable to present the required document(s) within three (3) business days, they must present a receipt for the application of the document(s) within three (3) business days and the actual document(s) within ninety (90) days.

Introductory Period

The first ninety (90) days of employment are considered an introductory period. This introductory period allows your supervisor and/or principals to evaluate your ability, suitability, and potential for success. It also allows time for you, the employee, to decide if you want to continue employment at GMEC. Your supervisor will give you feedback during your introductory period, evaluate your work performance and be available to answer any questions or concerns you may have about your new job. The Introductory Period may be extended at management's discretion.

Benefits such as Paid Time Off (PTO) or bereavement leave do not accrue during the introductory period.

Employment Categories

It is the intent of GMEC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and GMEC.

Each employee is designated as either exempt or nonexempt from federal and state wage and hour laws.

- **Exempt Employees** are employees that are exempt from (not eligible for) overtime pay.
- **Non-Exempt Employees** are employees that are qualified for overtime time pay.

In addition to the above categories, each employee will belong to one other employment category:

- **Introductory Employees** are those whose performance is being evaluated to determine whether further employment in a specific position or within the organization is appropriate.
- **Regular Full-time Employees** are employees who are regularly scheduled to work at least thirty-nine (39) hours or more per week.
- **Variable Part-time Employees** are employees who are regularly scheduled to work less than thirty-nine (39) hours per week.
- **Temporary Seasonal Employees** are employees working a regular or part-time schedule for a specified period of weeks or months, or who are on call and fill in for sick employees or during peak periods. Temporary employees are not eligible for health or PTO benefits.

Employee Records

An employee's personnel file consists of the employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data or other appropriate employment-related documents.

It is the employee's responsibility to notify Jason Sutton or Jenna Foss of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for on your application, in your personnel file, or any other document is sufficient reason for dismissal. Personnel records are considered company property and are not available for review by employees.

Section 4: Compensation and Salary Administration

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and State laws require GMEC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees are expected to record their time worked by submitting a daily time sheet of hours worked. Employees should accurately record the time they work on each task to the nearest ½ hour.

It is every employee's responsibility to maintain up to date time records. Time records are how we determine payroll each month and how our clients are billed. If time records are not complete at the time payroll is run, non-exempt employees will not be paid for time that is not recorded and exempt employees will have missing time deducted from their Paid Time Off (PTO) bank.

Altering, falsifying, tampering, or failing to maintain time records may result in disciplinary action, up to and including termination of employment.

Overtime Policy

Because of the nature of work, employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests. Non-exempt employees working more than forty (40) hours in one week will receive overtime pay at the rate of one and one-half times their rate of the job performed in accordance with applicable local, state, and federal regulations.

If you are nonexempt, you must receive authorization from your supervisor before working overtime. And after you have worked overtime, you must enter it on a timesheet by the day after it is accrued.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. Time off on holidays, sick leave, vacation leave, personal leave, training seminars or any leave of absence will not be factored in as hours worked when calculating overtime.

Pay Periods

Employees will be paid on the last business day of the month. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

Payroll Deductions

GMEC is required by law to deduct Federal withholding taxes and Social Security and Medicare for each pay period. The amount of Federal taxes withheld depends on gross income, marital status, and the number of exemptions claimed. In addition, GMEC makes available certain voluntary deductions as part of the Company's benefits program. If an employee elects supplemental coverage under one of the Company's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from their check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the Company.

Bonus Compensation

Employees may become eligible for a periodic bonus. This bonus is optional at the discretion of management and depends upon our profitability and individual performance and contribution.

Section 5: General Workplace Policies

Working Hours

GMEC follows a work schedule of forty (40) hours per week. The normal workweek is Monday through Friday from 8:00am to 5:00pm. Requirements of the various operations are diverse, so different work schedules are adopted to meet different needs. The workweek begins at 12:01 AM Sunday and ends at midnight Saturday. In accordance with the Fair Labor Standards Act, hourly employees are paid overtime for those hours that they "physically work" beyond forty (40) hours in a single workweek. Overtime is paid at one and one-half times the employee's regularly hourly wages over forty.

During the course of the standard workweek, the work schedule of an hourly employee may be adjusted by their supervisor to avoid an overtime situation. Your supervisor may establish alternative hours based upon deadlines, client needs, survey timing requirements, etc. In computing the workweek for hourly employees, paid leave hours of any type (i.e., annual leave, sick leave, holiday pay, etc.) are not considered as hours worked for the purpose of overtime pay. Exempt employees do not qualify for overtime compensation (See Appendix 1. Exempt Employee Expectations).

Attendance and Punctuality Expectations

Every employee is expected to attend work regularly and report to work on time. Occasional absences may be unavoidable because of illness, death in the family, or other personal emergencies. When you are unable to report to work, we want to know why. Absences must be for good and sufficient reasons. When you know you are going to be absent from work, or unavoidably late, it is your responsibility to notify your supervisor as soon as you are able. If you are unable to personally call, have someone call for you. Your supervisor may inquire as to the general reason for the absence or tardiness.

Absences related to medical problems may require a doctor's note. If a doctor's note is not provided within three (3) days upon returning to work the employee may be subject to disciplinary action, up to and including termination.

In addition, it is each employee's responsibility to be at work on time and come back from breaks on time. Absences and tardiness are part of your work record and are reviewed before promotions and wage increases are considered. Frequent absences and/or excessive tardiness can result in disciplinary action up to and including termination.

An employee who is absent for one (1) scheduled work shift without proper notification could be subject to disciplinary action. An absence for three (3) consecutive work shifts without proper notification will be considered job abandonment resulting in resignation without good cause.

Flexible Work Hours & Telecommuting

GMEC has established a flexible work arrangement program for employees whose departments and jobs are suited to it. With a supervisor's approval, you may be allowed to begin and end your workday earlier or later than established hours or to arrange to telecommute. To maintain a flexible work arrangement, employees must ensure business needs are met and adhere to attendance and punctuality policies.

If you wish to set up a flexible work arrangement, see Jason Sutton or Jenna Foss. Such arrangements may be established, changed or discontinued at the Company's discretion.

Breaks

Employees are entitled to a fifteen (15) minute paid break for rest twice each day. Employees are also entitled to a sixty (60) minute unpaid break for meals during each work period. Breaks may be scheduled at staggered times to allow department coverage.

Dating in the Work Place

Supervisors and employees under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of the Company, contact Jason Sutton or Jenna Foss for guidance. If you are encouraged or pressured to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify Jason Sutton or Jenna Foss immediately. No customer or employee of this company has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic, conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with, GMEC's policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.

Employment of Relatives

GMEC may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws and step relationships.

Employees who marry or become related will be permitted to continue to work as long as there are no substantial conflicts. Reasonable accommodations will be made when possible in the event a conflict arises.

Job Postings & Promotion

GMEC has a job posting program to inform employees of available staff positions. GMEC will fill job vacancies whenever possible by promoting qualified employees from within the Company.

To apply for a posted position, an employee must:

- have completed any mandatory Introductory Period at a satisfactory performance level
- meet the minimum requirements for the position, and

- not have received written correction counseling within the past ninety (90) days; employees who have received a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to Jason Sutton or Jenna Foss indicating interest in the position. And qualified employees must inform their supervisors that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

GMEC has the discretion to fill job vacancies from outside if we consider that circumstances call for outside recruitment.

Reference/Background Checks

GMEC has the right to conduct reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Grievances

Employees are encouraged to bring concerns, problems and grievances to management's attention. You are also obligated to report any wrongdoing of which you become aware to your supervisor or, if the situation warrants, to any GMEC officer.

Smoking and Vaping Policy

Smoking (including vaping) is prohibited inside GMEC facilities and equipment. In addition, smoking is prohibited on job sites due to safety concerns or the risk of fire. Employees should wash their hands and minimize any smell from breath and clothing upon returning to work. All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined. Should you have a question, complaint or dispute about smoking in the workplace, contact Jason Sutton or Jenna Foss.

Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area.

Safety

GMEC is committed to maintaining a safe and healthy environment for all employees. Safety on the job and care of property and equipment are the responsibility of all employees. Every effort should be made to avoid careless work habits, and unsafe working conditions should be reported to your supervisor.

Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your supervisor.

Reporting Accidents

If you or another employee is injured, contact your supervisor immediately. Seek help from outside emergency response agencies, if needed. Contact information is posted at the front desk.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from Jenna Foss.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

The required reporting paperwork can be picked up at the front desk.

Security

GMEC is committed to ensuring employees' security. If you have a security concern, contact Jason Sutton or Jenna Foss. Employees may not duplicate any company issued key. If a key is lost or destroyed, contact Jason or Jenna for a replacement. If you leave GMEC, you must surrender any company keys you have been issued.

Emergency Measures (Inclement Weather)

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the

conditions, inform your supervisor as soon as possible. Your absence will be charged to paid time off (PTO).

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call your place of work. If there is no answer within one hour after the normal start time, assume the office is closed.

Dress Code

All employees of GMEC must dress in a professional manner. Employees are expected to be neat and clean, and wear clothing suitable to the duties they perform. Suppliers and customers visit our office and we wish to put forth an image that will make us all proud to be GMEC employees. Employees should promote a positive public image through their clothing, appearance and hygiene, and not detract from a productive working environment. Employees should shower or bathe on a regular basis, keep facial hair trimmed and wear no heavy cologne, perfume or aftershave.

When working in the field, employees should dress appropriately for the work they are doing and must follow all site specific Personal Protective Equipment requirements. This usually includes long pants, long sleeve shirts, steel toe shoes, ear protection and hard hat. Each client and job site are different, so talk with your supervisor about the specific requirements for the location you'll be visiting. Yoga pants, midriff tops, etc. are not appropriate in the office or in the field (See Appendix 2. Dress Code/Hygiene Policy).

Drug Free Workplace

GMEC seeks to establish a safe, healthy working environment for all employees. The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of GMEC is prohibited. All employees must as a condition of employment (a) abide by the laws on controlled substances; and (b) inform their supervisor of any conviction of a criminal drug statute which occurs, within five (5) days after such conviction. An employee convicted of a felony and/or misdemeanor drug violation will be subject to strong disciplinary action up to and including termination of employment.

GMEC has implemented a Substance Abuse Plan and Procedure for all employees that includes a pre-employment screen, post-accident testing, random testing and reasonable cause/suspicion testing to ensure drugs and alcohol are not being abused in the workplace. GMEC employees performing the functions of safety sensitive transportation employees, including all Commercial Driver's License (CDL) drivers, as defined by the Federal Motor Carrier Safety Administration (FMCSA) will also be subject to additional requirements in GMEC's DOT specific Substance Abuse Plan and Procedures.

Furthermore, several of GMEC's clients have specific Substance Abuse Policy requirements that we must follow in order to do work for them. If there is a question

regarding the specific requirements to perform a task or work for a client, please contact Jason Sutton.

When reasonable cause exists to believe an employee is under the influence and/or impaired by drugs or alcohol on the job, the employee may be required to submit to a reasonable suspicion drug or alcohol test.

Updates to GMEC's Substance Abuse Plan and Procedure may be implemented as needed without notice. Please refer to GMEC's Substance Abuse Plan and Procedure(s) as well as GMEC's Substance Abuse Plan and Procedure Related Disciplinary Actions (Appendix 3) for more specific information.

Travel & Expenses

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on GMEC business. Use your discretion but try to keep costs low.

You must record all travel and business activities on the Company's Expense Report Form and submit it to Jenna Foss. If business travel requires you to be out of the office for an extended period, your report must cover no less than one week and no more than one month of expenses.

All Expense Report Forms should be submitted to Jenna Foss no later than five business days after the last day of the month.

Section 6: Worker's Safety and Compensation

GMEC provides insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Company. If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. And you must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Section 7: Employee Benefit Programs

GMEC employees are entitled to a wide range of benefits. A number of the benefit programs -- such as Social Security, workers' compensation, state disability and unemployment insurance -- cover all employees as required by law.

Eligibility for most other benefits depends upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. You

can find the details of many of these programs in separate written summaries. For more information, contact Jason Sutton or Jenna Foss.

Some benefit programs require contributions from employees, but many are fully paid by GMEC. We reserve the right to add, amend, modify or terminate any employee benefit plans or programs.

Retirement Plan

GMEC encourages eligible full-time and part-time employees to participate in our retirement plan. Seasonal employees are not eligible to participate in the plan. GMEC will make the following contributions to the Plan on your behalf:

- A Safe Harbor matching contribution of 100% of your elective deferral contributions up to 3% of compensation plus 50% of your elective deferral contributions over 3% up to 5% of compensation.
- A pro-rata non-elective or “profit-sharing” contribution.

To receive these contributions you must:

- Be employed on the last day of the Plan year; or
- Work more than 500 hours during the plan year

To be eligible, you must complete three (3) months of consecutive service and be twenty-one (21) years of age or older. Plan information will be given to employees once they are eligible. If you choose to participate, please contact Jenna Foss or Jason Sutton for more information.

Medical Insurance

GMEC will provide a health insurance plan for all eligible full-time employees. Full-time is defined as thirty (30) hours a week or more for the purposes of insurance eligibility only. Plan information will be given to employees once they are eligible. If you choose to participate, please contact Jenna Foss or Jason Sutton for more information.

Educational Assistance

GMEC provides employees with the education required for their professional growth and advancement opportunities or to enhance their work knowledge and skills.

Eligibility

Fulltime employees must be employed for a minimum of one (1) year and must not have received written corrective warning within the past ninety (90) days to be eligible for educational assistance. Employees who have received a verbal warning may also be prohibited from applying.

Benefits

The education you seek must satisfy specific requirements according to IRS regulations.

The course must:

- maintain or improve skills required by your present position at GMEC or be expressly required as a condition to retaining your present position, and
- not permit you to satisfy the minimum education requirements of your present position, or specifically qualify you for a new salary, status or job.

Up to \$250 per year will be available for tuition reimbursement during your employment here.

You will be reimbursed for tuition, registration fees, books, supplies and other course materials upon completing the course at an accredited school or college as long as you attain at least a B grade or equivalent for undergraduate coursework, and at least a B grade or equivalent for graduate coursework.

Requesting Reimbursement

Complete the Educational Assistance Request Form, attach a course description, obtain approval from your supervisor and submit the form to Jason Sutton or Jenna Foss for approval at least two weeks before the course begins. Once this process is complete, your supervisor will advise you whether your request has been approved.

After completing an approved course, you must submit a receipt indicating proof of payment and a grade report along with a memorandum to Jason Sutton or Jenna Foss, who will process the payment request.

Section 8: Time Away from Work

Holidays

GMEC observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after

- Christmas day
- Good Friday
- Fixed Holiday – Based on which day of the week Christmas Day falls according to the schedule below.

If the holiday falls on:	The fixed holiday will be observed on:
Monday	The following Tuesday
Tuesday	The preceding Monday
Wednesday	The preceding Tuesday
Thursday	The following Friday
Friday	The preceding Thursday
Saturday*	The preceding Friday
Sunday**	The following Monday

*If Christmas, Dec. 25, falls on a Saturday, the extra fixed Company holiday will be observed on the following Monday (Christmas will be observed on Friday).

**If Christmas, Dec. 25, falls on a Sunday, the extra fixed Company holiday will be observed on preceding Friday (Christmas will be observed on Monday).

You will be paid for these holidays if you:

- are an active full-time salaried employee who has worked at least ninety (90) days at the Company, and
- have worked the full day before and the full day after the holiday, unless time off has been approved in advance as vacation or personal days.

Holidays that fall on a weekend will be observed either on a Friday or Monday. To avoid confusion, all holidays will be announced in advance.

Due to business needs, some employees may be required to work on company holidays. Your supervisor will notify you if this may apply to you.

Paid Time Off (PTO) Policy

GMEC provides Paid Time Off (PTO) rather than time off for vacation, personal, and sick days for eligible employees. When scheduling PTO, employees should remember that this bank of time is accrued over the course of the year and will be used for planned and unplanned time off so it's important to consider unexpected situations when requesting PTO. **PTO time will not accrue while an employee is on leave.**

Only active, full-time salaried employees are eligible for PTO, and all PTO must be earned before being taken. Under certain situations, employees may be granted a PTO deficit with prior approval. Employees may only request a deficit up to the employee's yearly PTO allowance.

If an employee leaves GMEC under any circumstance; or reaches December 31 of the year with a PTO deficit, the remaining balance will be deducted from the employee's paycheck. You may not substitute pay for unused PTO unless you have your supervisor's written approval. Should a Company holiday occur during your PTO, you may add an additional day, either at the beginning or end of the PTO period, with your supervisor's approval.

GMEC reserves the right not to approve a PTO request if it will interfere with Company operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' requests for PTO will be accommodated, but where scheduling conflicts arise, seniority will prevail. Time off from work helps us refresh, gain new perspective, and reenergize ourselves so at GMEC we want employees to take their earned time off. Employees must use PTO days by December 31, as they may not be carried over to the next calendar year. For payroll purposes, PTO time will be recorded in one (1) hour increments.

The number of PTO days/year is based on the number of years the employee has been with GMEC as of January 1st of each year (see table below).

Years of Service	Paid Vacation Days/Year (Jan. 1 – Dec. 31)
After completion of 90-day introductory period	Up to 20 See below*
1	22
2	25
3-4	26
5	29
6-9	31
10	33
11-14	34
15+	35

*A new employee starting within the first quarter will be given fifteen (15) days after they've completed their ninety (90) day introductory period to use before December 31st. An employee starting within the second quarter will be given ten (10) days after they've completed their ninety (90) day introductory period to use before December 31st. An employee starting within the third quarter will be given five (5) days after they've completed their ninety (90) day introductory period to use before December 31st. An

employee starting within the fourth quarter will not receive any PTO time for the current year. On January 1st of the next year, employees that have not yet reached one (1) year of service will receive twenty (20) days of PTO time to use for the year.

PTO Request Process

Employees are responsible for filling out and submitting the time off request form in the time system. The principal consultants will review requests in the system and will either approve or deny the time based on the needs of the business. Employees will receive an email letting them know if the time has been approved. **It is the employee's responsibility to make sure they have the time available to use within their PTO bank.**

Unless expressly prohibited by statute or contract, employment with GMEC is on an "at will" basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign their employment with the Company, GMEC requests at least two weeks' notice. Failure to provide appropriate notice will lead to forfeiture of accrued PTO.

Military Leave Policy

Regular employees ordered to active duty by Federal or State orders shall be entitled leave without pay while engaged in the performance of military duty or while traveling to and from such duty. All rights of employee will be in accordance with Federal Law.

Jury Duty

GMEC supports employees in fulfilling their civic responsibilities by serving jury duty when required and will fully compensate them at their regular rate of pay upon submission of the summons/subpoena from the court.

However, you must inform your supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. And you will be expected to report for work during your jury service whenever the court schedule permits.

Individuals appearing in court on their own behalf are required to use PTO time.

Insurance benefits will ordinarily remain in effect and unchanged for the full term of your jury duty absence.

Time Off from Work in Connection with Court Cases

We recognize that an employee might be subpoenaed or otherwise required to serve as a witness in court cases or arbitrations. Employees called to testify will not be paid for the time they are away from work as a result of their participation in a court case or arbitration but may use available PTO days to cover their time away from work. Absence as a result of participation in a court case or arbitration will be treated the

same as absence for any other reason and employees must comply with the company's policy regarding attendance. If you are called to serve as a witness, notify your supervisor as soon as possible.

Time Off to Vote

Employees who are eligible to vote but do not have sufficient time outside of regular working hours to vote in a statewide election, may request time off to do so. The time off will be with pay. Such time off will be granted at your supervisor's discretion.

Bereavement Leave

Active full-time salaried employees who have worked at GMEC for at least ninety (90) days are permitted up to three (3) consecutive days with pay to attend the funeral of an immediate family member, which includes a spouse, child, brother, sister, parent or grandparent.

Eligible employees may be permitted one (1) day with pay for the death of a relative who is not an immediate member-including an aunt, uncle, nephew, niece, brother-in-law, sister-in-law or parent-in-law.

Your supervisor must approve all bereavement time, and the Company may request verification of the facts surrounding the leave and grant or deny the leave as deemed appropriate. Bereavement leave will not be paid if it occurs when the employee is on vacation or leave of absence, absent due to illness or injury, or not working due to a paid holiday.

Family and Medical Leave (FMLA)

Employees are eligible for family and medical leave if they have worked for GMEC for at least twelve (12) months and have put in at least 1,250 hours during the twelve (12) month period before the leave is to begin.

Reasons for the Leave

Employees are entitled to take up to twelve (12) workweeks of unpaid leave:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for the newly placed child.
- To care for a spouse, child or parent with a serious health condition (described below).
- The serious health condition (described below) of the employee.
- An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within thirty (30) days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about this FMLA policy should consult with the Accounting office of Sugarland Enterprises.

If an employee takes leave for a condition that progresses into a serious health condition and the employee requests leave as provided under this policy, the company may designate all or some portion of related leave already taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

1. Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to twelve (12) weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

1. short-notice deployment,
2. military events and activities,
3. child care and school activities,
4. financial and legal arrangements,
5. counseling,
6. rest and recuperation,
7. post-deployment activities and
8. additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's twelve (12) week maximum of FMLA leave in a twelve (12) month period.

9. Military caregiver leave (also known as covered servicemember leave) to care for an ill or injured servicemember.

This leave may extend to up to twenty-six (26) weeks in a single twelve (12) month period for an employee to care for a spouse, son, daughter, parent or next of kin covered servicemember with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

Amount of Leave

An eligible employee can take up to twelve (12) weeks for the FMLA circumstances (1) through (8) above under this policy during any twelve (12) month period. The company will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last twelve (12) months and subtract it from the twelve (12) weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to twenty-six (26) weeks for the FMLA circumstance (9) above (military caregiver leave) during a single twelve (12) month period. For this military caregiver leave, the company will measure the twelve (12) month period as a rolling twelve (12) month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of twenty-six (26) weeks available.

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of twelve (12) weeks of leave. If a husband and wife both work for the company and each wish to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of twenty-six (26) weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's insurance benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a

circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

If the employee pays a portion of their insurance premiums, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the first day of each month. If the payment is more than thirty (30) days late, the employee's insurance coverage may be dropped for the duration of the leave. The employer will provide fifteen (15) days notification prior to the employee's loss of coverage.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in twelve (12) consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve (12) workweeks (or twenty-six (26) workweeks to care for an injured or ill servicemember over a twelve (12) month period).

The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one (1) year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the company before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Certification

The company will require certification to take leave for a serious health condition of an employee or an employee's family member, a qualifying exigency for Military Family Leave, or for a serious injury of a covered servicemember for Military Family Leave. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

The company may directly contact the employee's health care provider or the employee's family member's health care provider for verification or clarification purposes. The company will not use the employee's direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with the Health Insurance Portability and Accountability Act (HIPAA), the Company will obtain the employee's permission for clarification of individually identifiable health information.

The Company has the right to ask for a second opinion if it has reason to doubt the certification. The Company will pay for the employee to get a certification from a second doctor, which the Company will select. The Company may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary, to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The Company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Recertification

The Company may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every thirty (30) days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave. Otherwise, the Company may request recertification for the serious health condition of the employee or the employee's family member every six (6) months in connection with an FMLA absence. The Company may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to their supervisor. Within five (5) business days after the employee has provided this notice, management will complete and provide the employee with the Department of Labor Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least thirty (30) days notice. When an employee becomes aware of a need for FMLA leave less than thirty (30) days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Designation of FMLA Leave

Within five (5) business days after the employee has submitted the appropriate certification form, management will complete and provide the employee with a written response to the employee's request for FMLA leave.

Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the Company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Substituting Paid Leave

Employees may use accrued PTO time for family and medical leave. Your total FMLA leave time, which may include PTO, may not exceed twelve (12) weeks. The Company has the right to designate such leaves as running concurrently with FMLA leave.

Outside Employment

You may not work for outside employers while on family and medical leave with GMEC.

Misrepresenting Reasons for Leave

If you intentionally misrepresent the reasons for requesting family and medical leave, you will be discharged.

Section 9: Organizational Property and Technology

Software Policy

GMEC regulates employees' use of its computer software. You may not duplicate any licensed software or related documentation for use, either on Company premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. And you may not provide licensed software to anyone outside the Company. Employees should be aware that the illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights and can subject both the employee and the company to liability.

All software that GMEC acquires must be authorized and purchased by GMEC. Upon delivery, all software must be installed and properly registered by GMEC's IT personnel. You may not load personal software on GMEC computers.

Use of Company Communication Systems

Because GMEC reserves the right to access any personal communication without prior notice, employees should not use company systems to transmit any messages or to access any information that they would not want a third party to hear or see. Although incidental and occasional personal use of the company's systems is permitted, any such personal use will be treated the same as all other communications under this policy. However, employees are at all times prohibited from accessing or downloading information from the Internet for personal use.

Telephone Usage

The telephone system (including voicemail) at GMEC is the property of the Company and is provided for business purposes. GMEC may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the Company's telephone system to be private.

Cell Phone Usage

The use of personal smart phones to access GMEC resources (emails, contacts, etc.) is permissible for certain positions that have received authorization from Jason and Jenna. Before GMEC resources may be accessed from a personal device, the employee must review and sign GMEC's Mobile Device Management Policy (See Appendix 4.). Employees that are approved to use their personal smart phones to access GMEC resources, and have signed GMEC's Mobile Device Policy, are eligible for a monthly stipend.

The occasional use of cell phones to place or receive personal calls is permitted at GMEC. However, it is expected that the employee use their discretion to prevent the abuse of this policy. Employees are expected to limit the type and duration of the calls they receive and take care to ensure the calls do not disrupt the day to day operations of the Company.

Personal Mail

All mail delivered to the Company is presumed to be related to company business. Mail sent to employees at the Company will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

E-Mail

E-mail messages created and transmitted on GMEC equipment are the property of the company. GMEC reserves the right to monitor all e-mail transmitted via the company's computer system. Employees have no reasonable expectation of privacy when it comes to business and personal use of the GMEC e-mail system.

GMEC reserves the right to monitor, inspect, copy, review, and store any and all employee e-mail use at any time and without prior notice. In addition, GMEC may monitor, inspect, copy, review, and store any files, information, software, and other content created, sent, received, downloaded, uploaded, accessed, or stored through the Company's e-mail system. GMEC reserves the right to disclose e-mail information and images to regulators, courts, law enforcement agencies, and other third parties without the employee's consent.

Web Browsing

Personal web browsing slows the Company network, increases IT maintenance, and may be a liability to the company if material viewed is inappropriate for a professional work setting. Therefore, employees will not be permitted personal web browsing on company time and will only view appropriate content. It is also not appropriate to watch or listen to videos, podcasts, and/or movies while working. Our clients expect high quality work with attention to detail so our focus should be on them rather than on personal entertainment.

Company Equipment and Vehicles

When using GMEC's property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to GMEC because of such mistreatment.

Company Property

Please keep your work area neat and clean and use normal care in handling Company property. Report any broken or damaged equipment to your supervisor at once so that proper repairs can be made.

You may not use any Company property for personal purposes or remove any Company property from the premises without prior written permission from Jason Sutton or Jenna Foss.

Personal Property

We recommend that employees do not bring valuables into the building. Please understand GMEC does not assume responsibility for the loss of personal items.

Section 10: Employee Performance and Workplace Conduct

Conduct Standards & Discipline

GMEC expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with company personnel and outside business contacts. We ask that employees speak respectfully to each other at all times.

The Company reserves the right to discipline or discharge any employee for violating any company policy, practice, or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that GMEC retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- unsatisfactory quality or quantity of work
- repeated unexcused absences or lateness
- failing to follow instructions or Company procedures, or
- failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- falsifying an employment application or any other company records or documents
- failing to record working time accurately or recording a co-worker's timesheet
- insubordination or other refusal to perform
- using vulgar or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- disorderly conduct, fighting or other acts of violence
- misusing, destroying or stealing Company property or another person's property
- possessing, entering with or using weapons on Company property

- possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on Company property or on Company time
- violating conflict of interest rules
- disclosing or using confidential or proprietary information without authorization
- violating the Company's computer or software use policies, and
- being convicted of a crime that indicates unfitness for a job or presents a threat to the Company or its employees in any way.

Disciplinary Action

The best disciplinary measure is the one that comes from good leadership and fair supervision at all employment levels. GMEC's core interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with GMEC is based on mutual consent and both the employee and GMEC have the right to terminate employment at will, with or without cause or advance notice, GMEC may use disciplinary action at its discretion.

Disciplinary action may call for any of four steps, depending on the severity of the problem and the number of occurrences:

- Verbal warning
- Written warning
- Suspension with or without pay
- Termination of employment

GMEC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or termination of employment, without going through the usual progressive discipline steps.

By using disciplinary action, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and GMEC.

Problem Resolution Process

GMEC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and honest atmosphere in which any

problem, complaint, suggestion, or question receives a timely response from GMEC management team.

GMEC strives to ensure fair treatment of all employees. All employees are expected to treat each other with mutual respect. Supervisors are encouraged to offer positive and constructive criticism.

If employees disagree with the established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized for voicing a complaint with GMEC, through the problem resolution procedure, in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to talk with their supervisor to resolve the problem. If the supervisor is unavailable, or the employee believes it would be inappropriate to talk with that person, the employee may present the problem to Jason Sutton or Jenna Foss.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

Outside Employment Policy

Because of GMEC's obligations to its customers, the Company must be aware of any concurrent employment you may have to determine whether or not it presents a potential conflict.

Serving on any public or government board or commission qualifies as employment for purposes of this policy, regardless of whether such service is compensated.

Before beginning or continuing outside employment, employees are required to complete a questionnaire detailing the involvement with the other employer and to obtain the written approval of their supervisors and Jason Sutton or Jenna Foss. Failing to obtain prior approval as described may be cause for disciplinary action, up to and including termination. Employees who are on leave of absence, including FMLA leave or Workers' Compensation leave are prohibited from having outside employment during their leave.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time. The initial period of employment is a review period for the employee and GMEC.

Formal performance evaluations are conducted at the end of an employee's ninety (90) day introductory period of employment and then annually. This allows the supervisor and employee to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Pay Increases

Wage reviews are conducted annually for each employee, and salary increases are based on those reviews, as well as our profitability. However, an employee receiving a performance appraisal will not necessarily receive a salary increase.

Section 11: Separation from Employment

Employment Separation

Unless expressly proscribed by statute or contract, employment with GMEC is on an "at will" basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign their employment with the Company, GMEC requests at least two weeks' notice. Failure to provide notice may lead to forfeiture of accrued PTO or other benefits at the discretion of GMEC.

Any employee who is discharged by GMEC shall be paid only wages accrued to the effective date of the separation.

Returning of Property

Employees are responsible for items issued to them by GMEC. Employees must return all GMEC property immediately upon request or upon termination of employment. All passwords relating to voicemail or computer access will also be disclosed to the supervisor. Where permitted by applicable laws, GMEC may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. GMEC may also take all action deemed appropriate to recover or protect its property.

C.O.B.R.A. Insurance

In the event of the termination of your employment, your last day worked will be used to determine the end of your eligibility under the group plan. Your coverage ends the last day of the month in which you terminate. Under C.O.B.R.A., GMEC is required to offer continuation of our health and dental coverage to terminated employees and their dependents who were covered by the plan at the time of the termination for up to 18 months. This continued coverage is offered solely at the employee's expense.

Section 12: Employee Acknowledgement Form

Acknowledgement of Receipt and Understanding

I acknowledge that I have received the Grouse Mountain Environmental Consultants Employee Manual and that I have read and understand the policies.

I understand that this Manual represents only current policies and benefits, and that it does not create a contract of employment. Grouse Mountain Environmental Consultants retains the right to change these policies and benefits, as it deems advisable.

Unless expressly proscribed by statute or contract, my employment is "at will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has the same right. I further understand that my status as an "at will" employee may not be changed except in writing and signed by the Managing Principal of the Company.

I understand that the information I come into contact with during my employment is proprietary to the Company and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Company. I understand that I must comply with all of the provisions of the Manual to have access to and use Company resources. I also understand that if I do not comply with all provisions of the Manual, my access to Company resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Company's safety, health, and emergency procedures as outlined in this Manual or in other documents.

Signature

Date

Please Print Your Name

Appendix 1.

EXEMPT EMPLOYEE EXPECTATIONS

Exempt Employee Expectations

Effective January 1, 2020

The purpose of this memo is to outline GMEC's expectations for exempt employees. The success of our company is dependent upon our response to our clients' needs and their satisfaction with the quality of work we produce. The industries we service do not keep normal business hours, and they expect the same from us when our services are needed to maintain their workflow.

In order to meet the needs of our clients, it is expected that exempt employees at times will have to work beyond our normal 8am-5pm/ forty (40) hour work week. We consider this "part of the job" and necessary to meet the expectations of our clients. Although these extra hours are not compensated for on a monthly basis, or accrued as "Comp-time", they are tracked and used as a significant factor in the evaluation process regarding bonuses, raises, and promotions.

We understand that extended periods of work weeks over forty (40) hours/week, especially on projects that require travel, take away from personal time and may affect an employee's ability to conduct their personal business. Therefore, GMEC will allow an exempt employee to request time off the week immediately following a week that exceeds forty (40) worked hours, as long as the following conditions are met:

- The employee may request time off for each hour worked over forty (40) hours in a given work week up to a maximum of ten hours.
- The employee has maintained at least an 80% billable rate for the week exceeding forty (40) worked hours.
- Project needs are being met and the employee's time off will not have an adverse effect on projects they are associated with or contribute to an undue burden on fellow employee's workloads.
- The employee's immediate supervisor and the project managers of projects the employee is working on have been notified of the time off request.

The employee must submit a written request and be granted the time off by a GMEC principal. The requested time off must be used in the week immediately following the week exceeding forty (40) worked hours.

The employee will not record the requested time off on their timesheet and will only record hours worked as appropriate. (If the employee requests ten (10) hours off, only thirty (30) hours should be entered on the employee's timesheet for that week).

This policy does not affect any other Paid Time Off (PTO) that an employee has accrued throughout the year. It also does not affect any other performance expectations including billability. Employees are encouraged to track and maintain yearly billability goals.





ACKNOWLEDGEMENT OF RECEIPT OF EXEMPT EMPLOYEE EXPECTATIONS

Effective January 1, 2020

GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC

1. I understand that it is my duty to read and ask questions about any parts of this Policy that I do not understand, and that I must abide by this policy.
2. I understand that this policy may be changed from time to time with the only notification being the posting of changes on the employee bulletin board or through staff meetings. I also understand that a copy of the policy and revisions therein, is available to me upon request.
3. I understand that acceptance of the terms of the Policy and Procedure is a condition of employment. I also understand that I am free to resign my employment at any time for any or no reason, without notice. Similarly, I understand that the Company, GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC, reserves the right to terminate my employment, for any or no reason, without notice.

Employee Signature: _____ Date: _____

Printed Name: _____



Tel: 307-684-2112
Fax: 307-684-2142



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Appendix 2.

DRESS CODE/ PERSONAL HYGIENE POLICY

Dress Code/Personal Hygiene Policy

Effective January 1, 2020

The Grouse Mountain Environmental Consultants (GMEC) dress code/Personal Hygiene Policy is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues.

We understand that employee tasks and appropriate attire for those tasks can change from day to day. This policy outlines general expectations for common situations. If there are questions regarding specific instances, please contact Jason or Jenna.

General Dress Code Expectations:

- Employees are expected to dress in attire that is appropriate for the tasks and situations the employee will be engaged in. This includes any appropriate Personal Protective Equipment (PPE) while on the job, as well as, conforming to the accepted dress code while visiting clients or attending meetings or conferences.
- Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity will be reasonably accommodated.

General Hygiene Expectations:

- Maintain personal cleanliness by bathing daily.
- Daily oral hygiene (brushing of teeth).
- Use of deodorant/anti-perspirant to minimize body odors.
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees.
- Clean and trimmed fingernails.
- Wash hands after eating or using the restrooms.
- After using tobacco products, employees should wash their hands and minimize any smell from breath and clothing upon returning to work.

Violations:

Managers or supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes.

Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.





ACKNOWLEDGEMENT OF RECEIPT OF DRESS CODE/PERSONAL HYGIENE POLICY

Effective January 1, 2020

GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC

1. I understand that it is my duty to read and ask questions about any parts of this Policy that I do not understand, and that I must abide by this policy.
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Employee Signature: _____ Date: _____

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Appendix 3.

**SUBSTANCE ABUSE PLAN AND PROCEDURE RELATED
DISCIPLINARY ACTIONS**

Disciplinary Actions for Substance Abuse Plan and Procedure Infractions **Effective January 1, 2020**

The purpose of this memo is to outline GMEC's expected disciplinary actions for Substance Abuse Plan and Procedure Infractions. Although these disciplinary actions serve as a guideline, GMEC reserves the right to adjust disciplinary actions based on information specific to each case. Most notably, GMEC will ensure that disciplinary actions taken are appropriate to remain in compliance with Federal Motor Carrier Safety Administration (FMCSA) guidelines, and client specific requirements. In addition, if the disciplinary actions imposed on an employee result in them being unable to perform their duties for GMEC, termination will be considered. The following disciplinary actions will be imposed following any Appeals process.

Failure to Comply with Testing Request

1. Refusing to comply with a request for testing- Termination

Pre-employment Testing

1. Failed test of any parameter without providing adequate medical reason (ie prescriptions)- Will not be hired

Reasonable Suspicion/ Post-Accident Testing

1. Failed test of any parameter without providing adequate medical reason (ie prescriptions)- Will be terminated
2. Failure to promptly report an accident. (this may be perceived by management as an attempt by the employee to avoid Company testing requirements, thus refusing to comply with a request for testing)- Will be terminated.

Random Testing

1. First failed test for THC will result in a written reprimand
 - a. Employee will not be allowed to operate company equipment or be "onsite" any client property until a negative Return-to-Duty drug and/or alcohol test is obtained (this may result in unpaid leave or termination if employee's duties require them to operate company equipment or be on client's property).
 - b. A return-to-duty test would follow the mandatory evaluation and treatment directives of a Substance Abuse Professional (SAP).
 - c. The requirements and frequency of follow-up testing will be established by the SAP and would include no less than six (6) follow-up tests in the first twelve (12) months. **The cost of subsequent drug tests will be borne by the employee through a payroll deduction.**
2. Second failed test for THC- Will be terminated.
3. A failed test for any other parameter without providing medical reason (ie prescriptions)- Will be terminated.





**ACKNOWLEDGEMENT OF RECEIPT OF DISCIPLINARY ACTIONS FOR SUBSTANCE
ABUSE PLAN AND PROCEDURE INFRACTIONS**
Effective January 1, 2020

GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC

1. I understand that it is my duty to read and ask questions about any parts of this Policy that I do not understand, and that I must abide by this policy.
2. I understand that this policy may be changed from time to time with the only notification being the posting of changes on the employee bulletin board or through staff meetings. I also understand that a copy of the policy and revisions therein, is available to me upon request.
3. I understand that acceptance of the terms of the Policy and Procedure is a condition of employment. I also understand that I am free to resign my employment at any time for any or no reason, without notice. Similarly, I understand that the Company, GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC, reserves the right to terminate my employment, for any or no reason, without notice.

Employee Signature: _____ Date: _____

Printed Name: _____



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Appendix 4.

MOBILE DEVICE MANAGEMENT POLICY

Mobile Device Management Policy

Effective January 1, 2020

This document provides policies, standards, and rules of behavior for the use of smartphones and/or tablets by Grouse Mountain Environmental Consultants (GMEC) employees to access GMEC resources. Access to and continued use is granted on condition that each user reads, signs, respects, and follows the company policies concerning the use of these resources. This policy is intended to protect the security and integrity of (GMEC) data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms. GMEC uses the application Office 365 MDM to secure the company's data in the mobile device. The application data managed in the container are: email, contacts, notes, tasks. The data is sync'd by the Office 365 and the phone. Mobile Management is just responsible for the encapsulation of the corporate data container. All data is encrypted.

Devices and Support

The following devices are supported:

- iPhone IOS
- iPad IOS
- Android
- Windows Phone

Connectivity issues are supported by GMEC IT; employees should contact the device manufacturer or their carrier for operating system or hardware-related issues. Employees should take caution when allowing a third party access to the device. For precaution, GMEC IT can wipe the corporate data prior to allowing the third party access, then reestablish the connection after the problem is solved.

Devices must be presented to GMEC IT for proper provisioning and configuration of the MDM application before accessing GMEC's data.

Security

There are specific criteria that must be met in order to allow the corporate data on the mobile device.



- In order to prevent unauthorized access, devices must be password protected
- The mobile device must have automatic lock turned on with password access if it is idle for more than fifteen (15) minutes. Users can adjust this to a smaller timeframe.
- After five (5) login attempts the account is locked from the server side. The user must contact GMEC IT to regain access to any corporate network systems
- Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.
- The company data container on the employee's device may be remotely wiped if:
 1. the device is lost,
 2. the employment is terminated by either party,
 3. GMEC IT detects a data or policy breach, a virus, or similar threat to the security of the company's data and technology.

Expectation of Privacy GMEC will respect the privacy of your personal device and will only request access to the device by GMEC IT to implement security controls. This differs from policy for GMEC provided equipment and or services, where employee do not have the right, nor should they have the expectation, of privacy while using equipment and or service.

GMEC IT will only access data that is related to the company's intellectual property non-public data (emails, contact, etc.). All other access is not activated on the GMEC account with McAfee Enterprise Mobility. There will be no access to GPS, private telephone call data, text messaging, and other apps. Only if another app is found to degrade the protection of the company's security will this app be requested to be removed from the device.

Risks / Liabilities / Disclaimers

- While GMEC IT will take every precaution to prevent the employee's personal data from being lost in the event it must remote wipe a device, it is the employee's responsibility to take additional precautions, such as backing up personal email, contacts, etc.
- The company reserves the right to disconnect devices or disable services without notification.



- Lost or stolen devices must be reported to GMEC IT as soon as possible, at least within forty-eight (48) hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
- GMEC IT must be notified prior to an employee device being upgraded to a new device.
- GMEC IT must be notified if the device will no longer be used by the employee.
- GMEC's management and IT are restricted to only access the necessary information for the protection of GMEC data. GMEC's management and IT personnel will not access personal information related to call records, text records, photos, application data, GPS, etc.
- The employee is expected to use GMEC's contained applications on his or her devices in an ethical manner at all times and adhere to the company's acceptable use policy as outlined above.
- The employee is personally liable for all costs associated with his or her device.
- The employee assumes full liability for risks including, but not limited to, the partial or complete loss of company and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- GMEC reserves the right to take appropriate disciplinary action for noncompliance with this policy.





Mobile Device Management Policy Acknowledgement Effective January 1, 2020

As an employee of Grouse Mountain Environmental Consultants (GMEC), I recognize that I am responsible for understanding and adhering to the procedures outlined in the *Mobile Device Management Policy*, a copy of which I have been provided.

I agree to ensure the security and confidentiality of GMEC non-public information. I understand that, at any time, the capability to receive data on my mobile device can be removed either by my request or by GMEC IT.

Should any questions arise regarding this policy, I will contact my supervisor or GMEC IT for clarification before proceeding with whatever action prompted the question. I understand that failure to follow these policies may result in disciplinary action.

Employee Signature: _____ Date: _____

Printed Name: _____

Device(s) Request: (Please resubmit with any changes)

Type	Add	Remove

GMEC IT Acknowledgement

IT Signature: _____ Date: _____

IT Printed Name: _____



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Appendix 5.

DOCUMENT RETENTION POLICY



DOCUMENT RETENTION POLICY

Effective January 1, 2020

The purpose of this policy is to retain documents for a stated period of time, and once their usefulness has been achieved, to destroy these documents in a timely and efficient manner. Grouse Mountain Environmental Consultants, LLC (GMEC) is responsible for retaining all documents, whether paper or electronic in a safe and secure environment to ensure the basic values of accuracy, confidentiality, security, and proper archiving as well as proper document destruction once documents have served their purpose. This policy turns intentional document destruction into a process that must be carefully monitored. This policy is designed to eliminate accidental or innocent document destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

This policy is written with considerations for compliance with federal mandates and acts including the Sarbanes-Oxley Act, Health Insurance Portability and Accountability Act (HIPPA), The Fair Credit and Accurate Transaction Act (FACTA), Gramm-Leach-Bliley (GLB) and other federal, state and local mandates.

An effective document retention and destruction policy reduces the search, retrieval, and production costs of discovery when stored documents must be produced. When our paper and electronic documents are organized, our ability to foresee and react to potential documentation problems is enhanced. Taking preventative measures avoids a potential crisis situation later.

GMEC's document retention policy is defined below:

FINANCIAL DOCUMENTS

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	7 years
Bank statements	7 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgage, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years



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Type of Document	Minimum Requirement
Expense analysis/expense distribution schedules	7 years
Year end financial statements	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies	Permanently
Internal audit reports	7 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

PROJECT RELATED DOCUMENTS

Type of Document	Minimum Requirement
Project information (for current clients)	Permanently
Project correspondence (for current clients)	Permanently
Project information (for past clients)	4 years
Project correspondence (for past clients)	4 years

EMPLOYEE RELATED DOCUMENTS

Type of Document	Minimum Requirement
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Employment applications	3 years
Personnel files (terminated employee)	7 years
Timesheets	7 years



SUBSTANCE ABUSE POLICY RELATED DOCUMENTS

Type of Document	Minimum Requirement
Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater	5 years
Records of driver verified positive controlled substances test results	5 years
Documentation of refusals to take required alcohol and/or controlled substances tests	5 years
Driver evaluation and referrals	5 years
Calibration documentation	5 years
Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations	5 years
A copy of each annual calendar year summary required by §382.403.	5 years
Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices)	2 years minimum
Records of negative and canceled controlled substances test results (as defined in part 40 of this title) and alcohol test results with a concentration of less than 0.02	1 year minimum
Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions.	Permanently while the employee is performing the functions, then 2 years after ceasing to perform the functions.

In summary, records may only be destroyed if all retention periods have expired, all audit requirements have been satisfied, there are no pending requests for information, and there is no foreseeable litigation involving the records. All customer complaint documents should be maintained until a finite conclusion has been made.





ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENT RETENTION POLICY

Effective January 1, 2020

GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC

1. I understand that it is my duty to read and ask questions about any parts of this Policy that I do not understand, and that I must abide by this policy to ensure company documents are appropriately maintained.
2. I understand that this policy may be changed from time to time with the only notification being the posting of changes on the employee bulletin board or through staff meetings. I also understand that a copy of the policy and revisions therein, is available to me upon request.
3. I understand that acceptance of the terms of the Policy and Procedure is a condition of employment. I also understand that I am free to resign my employment at any time for any or no reason, without notice. Similarly, I understand that the Company, GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC, reserves the right to terminate my employment, for any or no reason, without notice.

Employee Signature: _____ Date: _____

Printed Name: _____



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