



ALISON'S
CLEANING
Perfectly Brilliant Service

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Alison's Cleaning LLC

Employee Manual

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SECTION 1 INTRODUCTION

This Manual is designed to acquaint you with Alison's Cleaning LLC and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of Alison's Cleaning LLC. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

If an employee is found to be deviating from the policies as listed in the Manual, he/she will be subject to disciplinary action, including termination.

1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

No individual Team Member or Team Lead has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with Alison's Cleaning Management.

1.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information and data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Alison's Cleaning LLC is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.12).



SECTION 2 DEFINITIONS OF EMPLOYEES STATUS

“EMPLOYEES” DEFINED

An “employee” of Alison’s Cleaning LLC is a person who regularly works for Alison’s Cleaning LLC on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Company who are subject to the control and direction of Alison’s Cleaning LLC in the performance of their duties.

EXEMPT

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

NON-EXEMPT

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

REGULAR FULL-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work 35 or more hours per week. They are eligible for the Company’s benefit programs.

REGULAR PART-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 35 hours per week. They are eligible for the Company’s benefit programs.

TEMPORARY (FULL-TIME or PART-TIME)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for the Company’s benefit programs.

SECTION 3 EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Alison’s Cleaning LLC will be based on merit, qualifications, and abilities. Alison’s Cleaning LLC does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

Alison’s Cleaning LLC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.



Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of Alison's Cleaning Management. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.2 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information, trade secrets and personal client information is vital to the interests and success of Alison's Cleaning LLC. Such confidential information includes, but is not limited to, the following examples:

- personal client information, including client address & phone numbers, personal property details, professional/career information;
- compensation data/personnel payroll records;
- financial information;
- marketing strategies;
- pending projects and proposals;
- proprietary production processes;
- conversations between any persons associated with the company.

Employees who improperly use or disclose trade secrets or confidential business and/or client information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 NEW EMPLOYEE ORIENTATION

Orientation is a welcoming process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position. New employee orientation may take place any time within the first 90 days of employment and includes:

- overview of the company history;
- explanation of the company core values, vision, and mission;
- review of company goals and objectives;
- review of their job description and scope of position;
- any relevant codes, keys, and procedures needed to navigate within the workplace;
- overview of benefits, payroll, and complete any necessary paperwork.

3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts 90 days from date of hire. During this time, employees have the opportunity to evaluate the Company as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the Company have the right to terminate employment without advance notice.

It is expected that during the 90 day probationary period, the employee will become familiar and proficient in all skills required for the job. All employees, regardless of classification or length of service, are expected to meet and maintain Company standards for job performance and behavior (See Section 4, Standards of Conduct).

3.5 LUNCH PERIODS

Employees are allowed a lunch break. Lunch breaks generally are taken between jobs on a staggered schedule so that your absence does not create a problem for co-workers or clients.



3.6 BREAK PERIODS

Alison's Cleaning LLC does not provide for employees to break during production activities except for the above outlined lunch period. If employees have unexpected personal business to take care of, they must notify the Alison's Cleaning office to discuss time away from work and make provisions as necessary. Where possible, personal business should always be scheduled and conducted on the employee's own time.

3.7 PERSONNEL DATA CHANGES

It is the responsibility of each employee to keep their personal data accurate and current at all time and to promptly notify the Alison's Cleaning Business Manager of any changes in personnel data such as:

- mailing address,
- telephone numbers,
- name and number of dependents, and
- individuals to be contacted in the event of an emergency.

3.8 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures or civil unrest can disrupt company operations. The decision to close the office will be made by Alison Neumann Lundy and employees will receive official notification from Alison's Cleaning Management.

Time off from scheduled work due to emergency closings will be unpaid for all employees.

3.9 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with Alison's Cleaning. Unless an alternative work schedule has been approved by Alison's Cleaning, employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments.

3.10 CORRECTIVE ACTION

Alison's Cleaning holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, Alison's Cleaning Management will take corrective action.

Corrective action at Alison's Cleaning LLC is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes verbal warnings, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, Management will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, Alison's Cleaning considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to the following:

:



- theft in any form (including stealing clients away from Alison's Cleaning);
- insubordinate behavior;
- vandalism or destruction of company property;
- flirting with customers, their families and/or staff;
- being on company property during non-business hours;
- the use of company equipment and/or company vehicles without prior authorization by Management;
- untruthfulness about personal work history, skills, or training;
- divulging Company business practices and client information;
- misrepresentations of Alison's Cleaning to a customer, a prospective customer, the general public, or an employee.

3.11 EMPLOYMENT TERMINATION

When a non-exempt employee intends to terminate his/her employment with Alison's Cleaning LLC, he/she shall give Alison's Cleaning LLC at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice.

Since employment with Alison's Cleaning LLC is based on mutual consent, both the employee and Alison's Cleaning LLC have the right to terminate employment at will, with or without cause during the Probationary Period for New Employees (See Section 3.4, Probationary Period for New Employees).

Any employee who terminates employment with Alison's Cleaning LLC shall return all records, keys, products, equipment and any other materials that are property of Alison's Cleaning LLC. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Alison's Cleaning LLC will also be deducted from the employee's final check.

3.12 SAFETY

Alison's Cleaning LLC provides information to employees about workplace safety and health issues through regular internal communication such as:

- team meetings;
- bulletin board postings;
- memorandums;
- other written communications.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their Team Lead or Management. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the Alison's Cleaning Management. (See Section 3.15, Employee Requiring Medical Attention).

3.13 HEALTH-RELATED ISSUES



Employees who become aware of any health-related issue, including pregnancy, should notify Management of their health status. This policy has been instituted strictly to protect the employee.

A written “permission to work” from the employee’s doctor is required at the time or shortly after notice has been given. The doctor’s note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify Alison’s Cleaning Management.

3.14 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee’s personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges. Furthermore, Alison’s Cleaning employees will not be responsible for transportation of another employee due to liabilities that may occur. A physician’s “return to work” notice will be required.

3.15 BUILDING SECURITY

When leaving the Alison’s Cleaning office, the last person is responsible for ensuring that all doors are securely locked, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on Company property after hours without prior authorization from Alison’s Cleaning Management.

3.16 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. Alison’s Cleaning assumes no risk for any loss or damage to personal property.

3.17 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of Alison’s Cleaning. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Alison’s Cleaning or bind Alison’s Cleaning by any promise or representation without written approval.

3.18 EXPENSE REIMBURSEMENT

Alison’s Cleaning reimburses for mileage (when approved by Alison’s Cleaning Management) and work-related parking expenses. All employees are responsible for notifying the Business or Office Manager of approved expenses. All other expenses incurred by an employee must have prior approval of the Business Manager.

Mileage incurred due to the following situations is not reimbursed:

- returning to office to collect keys or supplies that were previously forgotten;
- taking a longer route due to personal reasons, including but not limited to, picking up or dropping off fellow employees without prior permission from Alison’s Cleaning Management.

3.19 IMMIGRATION LAW COMPLIANCE



Alison's Cleaning employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Alison's Cleaning LLC within the past three years or if their previous I-9 is no longer retained or valid.

SECTION 4 STANDARDS OF CONDUCT

The work rules and standards of conduct for Alison's Cleaning LLC are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business. Any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.10, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including immediate termination of employment:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Flirting or fraternizing with clients and/or their family or staff;
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized personal phone use while in client's homes (See Section 4.4, Telephone Use);
- Unauthorized use of company-owned equipment including using company products and/or equipment for personal use, including use for monetary gain (i.e. cleaning other properties without approval by Alison's Cleaning Management);
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.



4.1 ATTENDANCE/PUNCTUALITY

The Company expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work at the designated starting time each day. Absenteeism and tardiness places a burden on other employees and on the Company.

If you are unable to report for work for any reason, you are responsible for notifying Alison Lundy directly between 6.30am and 7.00am by calling her personal cell phone, 612-227-6585. It is not acceptable to leave a message on Alison's voice mail, on the company phone, or to send a text to any person in Management, except in extreme emergencies. In the case of leaving a voice-mail message on Alison's cell phone, a follow-up call must be made later that day. The company phone number is 612-710-1429.

4.2 ABSENCE WITHOUT NOTICE

When you are unable to work owing to illness or an accident, you are responsible for notifying Alison Lundy directly. This will allow the Company to arrange for temporary coverage of your duties and helps other employees to continue work in your absence. If you do not report for work and the Company is not notified of your status, it will be assumed that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, you are required to inform Alison's Cleaning Management of the situation.

4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT

Alison's Cleaning is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any Team Lead who becomes aware of possible harassment should promptly advise Alison's Cleaning Management who will handle the matter in a timely and confidential manner.

4.4 PHONE & HEADPHONE USE

Personal phone usage, including texting, while working on the job is not permitted, except for extreme emergencies. All personal phone calls and texting should be made in the time between jobs. All employees are expected to answer their phones and texts from Alison's Cleaning Management in a timely manner.

Use of headphones while working on the job is not permitted without the express permission of Management. Employees are expected to concentrate on their tasks as well as engage with other employees & clients in both a polite and professional manner.

4.5 PUBLIC IMAGE & PERSONAL HYGIENE

A professional appearance is important anytime that you come in contact with customers or potential customers. Employees should be well groomed and dressed appropriately. Any employee not dressed in the appropriate uniform may be sent home to change.



The following items are considered appropriate working attire for Alison's Cleaning employees working in client's homes:

- Alison's Cleaning t-shirt;
- employees will be provided with up to 3 Company t-shirts for use when working for Alison's Cleaning;
- women: black yoga-style pants/capris;
- men: black pants/shorts or jeans;
- shoes: should be easily removed;
- hair: off the face and long hair to be tied up.

Personal hygiene is very important in the various work settings. In order for Alison's Cleaning employees to meet client demands, there can be limited facial piercings, and **employees are expected to smell clean at all times.**

Out on the job and in people's homes, employees are the face of Alison's Cleaning. Therefore, you are expected to make an effort to present the company and yourself in the best possible light.

4.6 SUBSTANCE ABUSE

The Company is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of Alison's Cleaning while they are on company premises or elsewhere on company business.

Any of the following actions constitutes a violation of the Company's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

- Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.
- Working or reporting to work, conducting Company business or being on Company property while under the influence of an illegal drug or alcohol, or in an impaired condition.

Definitions:

- Company property: All Company owned or leased property used by employees.
- Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.
- Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

In support of the Alison's Cleaning substance abuse policy, all employees may be subject to a Drug and Alcohol test prior to employment, and periodic random tests. Appendix 1 provides details on the Alcohol and Drug Testing of Applicants and Employees policy for Alison's Cleaning LLC.

4.7 TOBACCO PRODUCTS

Because the Alison's Cleaning office is located in a private building not open to the general public, smoking at Alison's Cleaning is prohibited.



Because Alison's Cleaning services clients in their homes, smoking is not allowed in or around client homes or client buildings, except in designated smoking areas. Employees may not smoke in team member cars unless given permission by the vehicle owner. No smoking is allowed in company vehicles.

What the employee does outside of working hours and off Alison's Cleaning's premises will not be the basis of any disciplinary action by Alison's Cleaning. Nor will Alison's Cleaning pursue a policy of discharging employees or refusing to hire applicants because they are smokers. However, in order for Alison's Cleaning employees to meet client demands, **employees are to keep themselves smelling clean and smoke-free at all times.**

4.8 CARE OF COMPANY PRODUCTS/MATERIALS

All employees of Alison's Cleaning are provided with all cleaning supplies and products to effectively perform the required tasks. It is the responsibility of each employee to care for their products in a respectful manner, and to keep adequate supplies of all necessary cleaning items at all times.

Employees who are granted the use of a Company car are to keep the car clean and tidy at all times and when possible, wash and vacuum frequently.

SECTION 5 WAGE AND SALARY POLICIES

5.1 WAGE OR SALARY INCREASES

Although the Company's hourly wage schedules and salary ranges for employees will be adjusted on an ongoing basis, Alison's Cleaning LLC does not grant "cost of living" increases, and increases are not guaranteed. Employee's hourly wages or annual salaries are based upon performance. Performance is the key to wage increases in the Company.

Increases will be determined on the basis of:

- work performance;
- adherence to company policies and procedures;
- ability to meet or exceed duties per job description and achieve performance goals;
- willingness to be a 'team player' and support fellow Team Members.

5.2 TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties and driving between jobs. Team Leads are responsible for accurately documenting their team members time spent on individual jobs, and travel time.

Alison's Cleaning does not pay for extended breaks or time spent on personal matters.

5.3 OVERTIME

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of



one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime.

5.4 PAYDAYS

All employees are paid biweekly. In the event that a regularly scheduled payday falls on a holiday, including specified bank holidays, employees will receive their pay on the next day of operation.

Direct Deposit is the preferred method of payment. However, if an employee does not have Direct Deposit set up with their bank, and the regular payday falls during an employee's vacation, or the employee is not at work when paychecks are distributed, the employee's paycheck will be made available for collection upon his/her return to work.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Upon request, paychecks may also be mailed to the employee's address.

SECTION 6 BENEFITS AND SERVICES

6.1 SOCIAL SECURITY/MEDICARE

Alison's Cleaning withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6.2 HOLIDAYS

Alison's Cleaning observes the following non-paid holidays per year for all employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If any scheduled holiday falls on a Saturday, the holiday will usually be observed on the preceding Friday. If the holiday falls on a Sunday, the following Monday will usually be observed as the holiday.

6.3 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on a jury or military leave without pay. However, all regular employees, both full-time and part-time, will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

6.4 PAID TIME OFF (PTO)

At the end of an employee's probationary period, all employees of Alison's Cleaning are eligible for Paid Time Off (no PTO time is accrued in the first 3 month period). PTO is accrued at the rate of one full day for every 320 hours worked by each employee, and is granted upon meeting the following performance-based criteria:

- lack of client complaints;



- no loss of clients due to Team Member's work or behavior;
- willingness to be a 'team player' and support fellow Team Members.

PTO may be taken in increments of one full day but in all cases must be prescheduled and preapproved. Up to, but not exceeding 10 PTO days may not be carried over to the next year. PTO must be taken at times that are convenient to the employee and Alison's Cleaning.

PTO pay is based upon the average number of hours worked per day during the time it took to accrue the 320 hours until the day eligibility is met and granted. At no time, whether during employment or when employment ends for any reason, will pay be granted in lieu of PTO not taken.

6.4 SCHEDULING TIME OFF

Alison's Cleaning will attempt to grant all employees time off at the time they desire to take it. However, Alison's Cleaning must maintain adequate staffing at all times. **Therefore, time off requests are not automatically granted, and must be scheduled no less than 14 days in advance and with prior written approval from Alison's Cleaning LLC Management.**

Where conflicts develop, they will be resolved as fairly as possible. Preference will be given to the more senior employee, the employee who can demonstrate the greater need for time off at the conflicting time, or the employee who makes the earliest request.

Employees are eligible to take up to 10 unpaid days off per calendar year (includes vacation, personal time and sick days). Days off scheduled by Alison's Cleaning are not included as part of the 10 unpaid days off.

Employees become eligible after the 90 day probation period.

SECTION 7 EMPLOYEE COMMUNICATIONS

7.1 STAFF MEETINGS

Team Lead and Company-wide staff meetings will be held from time to time. These informative meetings allow employees to be informed on recent company activities, changes in the workplace and employee recognition. Employees will be paid for time spent at such meetings.

7.2 BULLETIN BOARDS

Bulletin boards placed in the Alison's Cleaning LLC office provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

I have read and agree to abide by this Employee Manual.

Employee Signature

Date



Appendix 1

Alison's Cleaning – Alcohol and Drug Testing of Applicants and Employees

Purpose:

Alison's Cleaning is committed to maintaining a work environment which is free from the influence of alcohol and/or illegal drugs. The purpose of this policy is to protect the health, safety, and well-being of our employees, visitors and customers, and the people who will ultimately depend on the reliability, accuracy, and, in some cases, safety of the work we do. Alison's Cleaning has therefore adopted this Drug and Alcohol Testing Policy for Applicants and Employees.

Policy:

Alison's Cleaning prohibits the use, possession, transfer, and sale of alcohol or illegal drugs while working, while on premises owned or operated by Alison's Cleaning (including client's premises), and while operating any company vehicle, machinery, or equipment. It also prohibits reporting for work and working anywhere on behalf of Alison's Cleaning under the influence of alcohol or illegal drugs. Alison's Cleaning will not hire anyone who fails to take and pass a drug test offered as a condition of employment.

Violation of this policy may result in discipline, up to and including discharge. "Illegal drugs" means controlled substances and includes prescription medications which contain a controlled substance, and which are used for a purpose or by a person for which they were not prescribed or intended.

This policy does not prohibit: (a) the moderate consumption of alcoholic beverages at company-sponsored events, if any, where the company has authorized alcoholic beverages to be served, and (b) the possession of sealed bottles or cans of alcoholic beverages in an employee's vehicle on company premises so long as this possession would be in compliance with state law if the vehicle were on the public street.

Voluntary Disclosure:

Employees are encouraged to voluntarily disclose the excessive use of alcohol or the use of illegal drugs before being confronted, tested, or otherwise involved in discipline. An individual who does so may be granted time off for treatment, rehabilitation, or counseling. Such employees will not be discriminated against because of this disclosure nor will the information which is disclosed be used as the sole basis for discipline.

Scope:

This policy is applicable to all applicants for employment and all employees employed by Alison's Cleaning, except those employees subject to mandatory drug testing by federal law or regulation.

Grounds for Testing:

Testing will be requested or required only under the circumstances described below. No test will be sought for the purpose of harassing an employee.

A. APPLICANTS:

If requested by Alison's Cleaning Management, all applicants for employment will be required to undergo testing for alcohol and illegal drugs after a conditional offer of employment is made by the Company. Failure or refusal to take the test will automatically result in a withdrawal of the offer of employment.



B. EMPLOYEES:

1. *Reasonable Suspicion; Post accident/incident* – An employee may be requested or required to undergo a drug and alcohol test if a supervisor reasonably suspects that the employee:
 - (a) is under the influence of alcohol and/or illegal drugs,
 - (b) has violated the policy statement above,
 - (c) has sustained a bodily injury or caused another employee to sustain a bodily injury,
 - (d) has caused a work-related accident, or
 - (e) has operated or helped operate machinery, equipment, or vehicles involved in a work-related accident.
2. *Treatment Program* – An employee may be requested or required to undergo drug and/or alcohol testing if the employee has been referred by the company for chemical dependency treatment or evaluation, the employee may be requested or required to undergo drug and/or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following the referral for chemical dependency treatment or evaluation.
3. *Routine Physical Examinations* – Alison's Cleaning may require drug/alcohol testing as a part of a routine physical examination provided that the testing is required no more than once per year and provided that the employee has been given at least two weeks' written notice that a drug/alcohol test may be required as a part of the physical examination.
4. *Random Testing* – Alison's Cleaning may require employees working in safety-sensitive positions to submit to drug/alcohol testing on a random selection basis. A safety-sensitive position is a job, including any supervisory or management position, in which an impairment caused by drugs and/or alcohol would threaten the health or safety of any person.
5. *Motor Vehicle Accidents* – Employees involved in motor vehicle accidents while driving Company vehicles and/or driving customer vehicles may be requested or required to undergo a drug and alcohol test following the accident.

Notification:

Before requesting or requiring an applicant or employee to undergo drug and/or alcohol testing, Alison's Cleaning will provide the subject with a copy of this Drug and Alcohol Testing Policy and provide the applicant or employee with an opportunity to read the policy. The applicant or employee shall have the opportunity to disclose any over-the-counter or prescribed medications currently or recently taken and any other information relevant to the reliability of the test or in explanation of a positive result.

Right to Refuse to Undergo Drug and Alcohol Testing and the Effect Thereof:

Any applicant or employee has the right to refuse to undergo drug/alcohol testing. If an applicant fails or refuses to be tested, the applicant's conditional offer of employment will be automatically withdrawn. An employee who refuses to be tested or whose behavior prevents meaningful completion of drug/alcohol testing will be subject to discharge or other disciplinary action.

Applicants

If an applicant's confirmatory retest is positive the applicant's conditional offer of employment will be automatically withdrawn. If the result of the confirmatory test is positive, an applicant has the right to explain the reasons for the positive test and to request a confirmatory retest of the sample, conducted



at the applicant's expense. Any applicant wishing to exercise these rights must do so within five (5) working days.

Employees

No employee will be discharged, disciplined, discriminated against, or requested or required to undergo counseling or rehabilitation solely on the basis of an initial test result which is positive.

1. *First Positive Test Result on Confirmatory Test* – An employee will not be discharged based on a first time positive result on a confirmatory test for alcohol and/or illegal drugs requested or required by Alison's Cleaning unless he or she has been given the opportunity to participate in a drug or alcohol counseling or rehabilitation program and has refused to participate or has failed to successfully complete the program. The supervisor shall consult with a certified chemical abuse counselor or physician trained in the diagnosis and treatment of chemical dependency in making the decision whether to require counseling or rehabilitation.
2. *Subsequent Positive Result on Confirmatory Test* – An employee who receives a positive result on a confirmatory test for alcohol and/or illegal drugs requested or required by the company and who has previously received a positive result on a confirmatory test for alcohol and/or illegal drugs requested or required by Alison's Cleaning may be discharged.

If the result of the confirmatory test is positive, an employee has the right to explain the reasons for the positive test and to request a confirmatory retest of the sample, at the employee's expense. Any employee wishing to exercise these rights must do so within five (5) working days.

Additional Rights of Applicants and Employees:

An applicant or employee who is requested or required to undergo drug testing will be provided with a written copy of the test results upon request.

All tests shall be conducted by a laboratory certified by the National Institute on Drug Abuse, the College of American Pathologists and/or the state of New York, Department of Health. The laboratory will only notify the Company only of the presence or absence of controlled substances and their metabolites and/or alcohol in the sample tested.

Confidentiality:

The fact that an applicant or employee has been requested or required to take a drug/alcohol test, the result of the test, and information acquired in the testing process shall be treated in a manner consistent with Alison's Cleaning's treatment of other confidential information concerning applicants and employees. Voluntary disclosure by an employee of the excessive use of alcohol and/or illegal drugs before being confronted, tested, or otherwise involved in drug and/or alcohol-related discipline or proceedings will also be treated in a manner consistent with the company's treatment of confidential information concerning employees. This information will not be communicated by Alison's Cleaning to individuals inside or outside of the company without the employee's consent except to those who need to know this information to perform their job functions and as permitted by law or regulation.

Acknowledgement of Receipt of Copy of Alcohol/Drug Policy:

Each employee shall be provided with a copy of this policy and shall sign and return to the personnel department a copy of the following form.



Alison's Cleaning
ACKNOWLEDGEMENT OF RECEIPT OF ALCOHOL AND DRUG TESTING POLICY

I have received and read a copy of the Alison's Cleaning Alcohol and Drug Testing Policy for Applicants and Employees. I understand that such drug testing may consist of the taking of samples of my urine and/or blood or any other medically accepted test designed to detect traceable amounts of drugs or alcohol in my body. Any positive result in the initial screening will be confirmed by a retest.

I understand that if I fail or refuse to undergo testing I may be terminated or, if I am an applicant for employment, my offer of employment will be withdrawn. I also understand that if such testing indicates the presence of any detectible amount of illegal drugs or of alcohol in my blood in excess of .05% blood alcohol content, my job offer will be automatically withdrawn. If I am an employee and confirmatory testing shows illegal drugs in any amount or blood alcohol in excess of .05% BAC, I understand that I may be required to undergo counseling or rehabilitation as a condition of employment and that if repeated testing shows illegal drugs or alcohol, I may be terminated.

Date: _____

Print Name: _____

Signature: _____

Social Security No.: _____