



Employee Manual

June 2015

Welcome to NorthEast Earth Mechanics, Inc.

We're very happy to welcome you to NorthEast Earth Mechanics, Inc. Thank you for joining us! We want you to feel that your association with NorthEast Earth Mechanics, Inc. will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality services. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

This manual provides answers to most of the questions you may have about NorthEast Earth Mechanics, Inc.'s benefit programs, as well as the company policies and procedures we abide by -- our responsibilities to you and your responsibilities to NorthEast Earth Mechanics, Inc. If anything is unclear, please discuss the matter with your supervisor or with someone in the office. You are responsible for reading and understanding this manual and your performance evaluations will reflect your adherence to NorthEast Earth Mechanics, Inc. policies. In addition to clarifying responsibilities, we hope this manual also gives you an indication of NorthEast Earth Mechanics, Inc.'s interest in the welfare of all who work here.

From time to time, the information included in our employee manual may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on the company bulletin boards and/or notices sent directly to you in-house.

Compensation and personal satisfaction gained from doing a job well is only some of the reasons most people work. Most likely, many other factors count among your reasons for working -- pleasant relationships and working conditions, career development and promotion opportunities, and health benefits are just a few. NorthEast Earth Mechanics, Inc. is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success and happiness at NorthEast Earth Mechanics, Inc.

Sincerely,

James N. Locke II, President
NorthEast Earth Mechanics, Inc.

You're Part of Our Team...

As a member of NEEM, Inc.'s team, you will be expected to contribute your talents and energies to improve the environment and quality of the company, as well as the company's services. In return, you will be given opportunities to grow and advance in your career.

NEEM, Inc. is dedicated to two standards:

1. To provide our customers with the best quality services at the best prices with the best service.
2. To provide you with wages and benefits comparable to others doing similar work within the industry and within the region.

At NEEM, Inc., we always put safety first. We believe it is our duty to provide you with as safe a workplace as we possibly can. For your protection, we have an in-house safety program and we have a substance abuse policy, because you have a right to know you can depend on your co-workers.

The only things we require for employment, compensation, advancement, and benefits are performance and a good team attitude. No employee will be denied or receive special opportunities for any other than these reasons.

Your Various Benefits With NEEM, Inc.

You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the wages or salary you earn.

These are just some of the benefits NEEM, Inc. provides for eligible employees each year:

- Annual Party or Outing
- Credit Union Loans
- Disability Leave of Absence
- Education Assistance
- Funeral (Bereavement) Leave
- Group Term Life Insurance
- Health Care/Hospitalization Insurance
- Incentive Plans
- Paid Holidays
- Paid Vacations
- Personal Leave of Absence
- Retirement Plan
- Service Awards
- Social Security
- Unemployment Compensation Insurance
- Workers' Compensation Insurance

That's a lot to think about!

Purpose of This Manual

This manual has been prepared to inform you about NEEM, Inc.'s history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this manual will help you feel comfortable with us. We depend on you -- your success is our success. Please don't hesitate to ask questions. We will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find NEEM, Inc. a good place to work.

We ask that you read this manual carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with NEEM, Inc. and our policies.

NEEM, Inc.'s policies, benefits and rules, as explained in this manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be given replacement pages for those that have become outdated.

This manual replaces all other previous manuals for NorthEast Earth Mechanics, Inc. as of June 1, 2015.

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About NorthEast Earth Mechanics, Inc.

The roots of the company go back to 1965 and the development of Locke Lake Colony in Barnstead, NH. Jim Locke's father, Kent, who owned a substantial amount of the land utilized, and Jim, with his banking experience, created this 1200 lot lake community. They constructed more than twenty miles of roads, a 200-acre man-made lake, a five-hole golf course, a three trail night lighted ski area and a public utility water system to serve the 1200 homesites.

After the successful completion of this private development project, Jim Locke started contracting for others in 1976 as NH Earth Mechanics, Inc. NEEM, Inc. was incorporated in 1988 by the Locke family; Jim and Jean and their children Jim, II and Margaret.

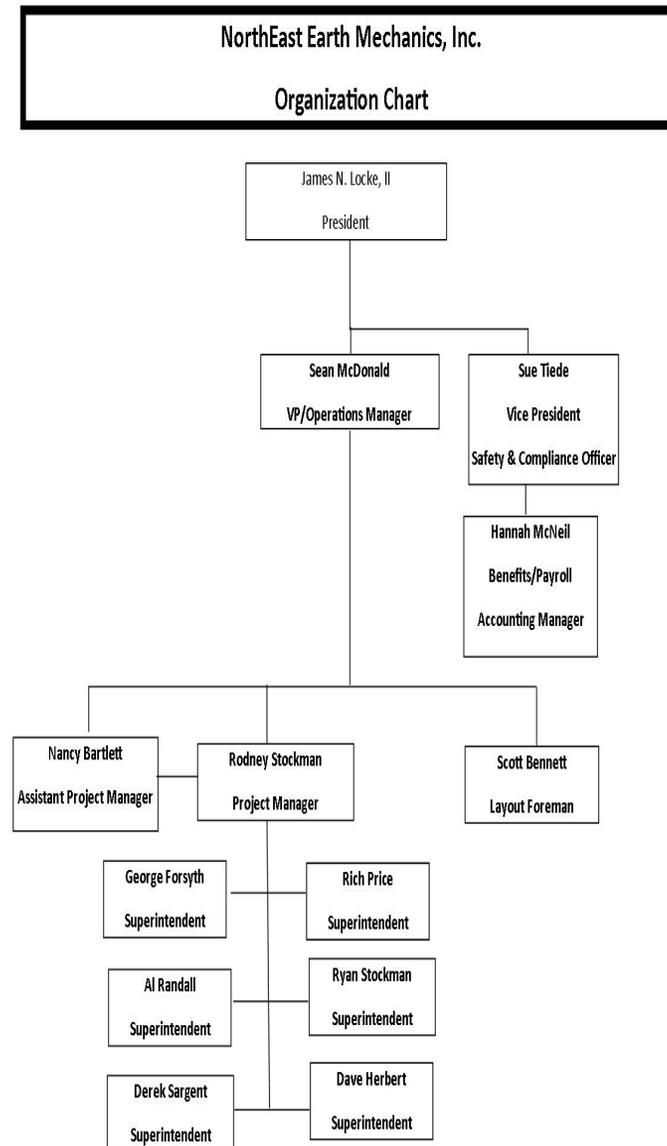
NEEM, Inc. is an excavation contracting firm specializing in commercial construction. Some of our recent projects include:

- CVS, Kennebunk, ME
- CVS, Wells, ME
- Walgreens, Concord
- AHEPA Apartments, Nashua
- Brightview Senior Living, N. Andover, MA
- University Heights, Hooksett

We also do municipal and state projects such as:

- Laconia Middle School, Laconia
- Charles Street Water Main Replacement, Milton
- Davis Crossing Road Culvert Replacement, New Durham
- Sliplining Culverts under I-95 (DOT #15304), Portsmouth
- Baboosic Brook Bridge, Merrimack
- Merrimack County Nursing Home, Boscawen
- Several projects at UNH including: James Hall, Philbrook Dining Hall, Fairchild Hall and Southeast Residential Community Residence Halls
- River Road Bridge, Gilmanton
- Conway High School Access Road, Conway
- Lang Road Reconstruction, Portsmouth
- Main Street Reconstruction, Littleton

Much of our work is contracted with some of the largest contractors in New England, including Pro Con, Inc., Shawmut Design & Construction, Cutler Associates, Eckman Construction, Fulcrum Associates, Harvey Construction, Wren Associates, PM Construction, David Whitcher Builder, and Cobb Hill Construction.



What You Can Expect From NEEM, Inc.

NEEM, Inc.'s established employee relation's policy is to:

1. Operate an economically successful business so that a consistent level of steady work is available.
2. Select employees on the basis of skill, training, ability, attitude, and character without discrimination of any kind.
3. Pay all employees according to their effort and contribution to the success of our business and promote them on the basis of their ability and merit.
4. Review wages, employee benefits and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices.
5. Provide eligible employees with the benefits listed in this manual.
6. Dedicate ourselves to "Constant and Never-ending Improvement," (CANI -- Anthony Robbins).
7. Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.
8. Assure employees an opportunity to discuss any problem with the administration at NEEM, Inc.
9. Make prompt and fair adjustment of any complaints, which may arise in the everyday conduct of our business, to the extent that is practicable.
10. Respect individual rights, and treat all employees with courtesy and consideration in order to maintain mutual respect in our working relationship.
11. Keep all employees informed of the progress of NEEM, Inc., as well as the company's overall aims and objectives.
12. Do all these things in a spirit of friendliness and cooperation so that NEEM, Inc. will continue to be known as "a great place to work!"

What NEEM, Inc. Expects From You

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with your employer and your fellow employees and maintain a good team attitude. How you interact with fellow employees, those whom NEEM, Inc. serves, and how you accept direction can affect the success of the company. Whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the company overall and personal satisfaction for you.

Attendance expectations Include both absenteeism and tardiness. We expect you to follow all rules and guidelines outlined in the attendance section of this manual. It should be clearly understood that **acceptable attendance is a condition of continued employment with NEEM, Inc.**

We expect you to be completely honest and truthful in all of your dealings with your co-workers, supervisors and the company's customers.

You are encouraged to grasp opportunities for personal development that are offered to you. This Manual offers insight on how you can positively perform to the best of your ability to meet and exceed NEEM, Inc. expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to administration. We are dedicated to making NEEM, Inc. a company where you can approach your supervisor and any member of administration to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of NEEM, Inc. (Please take a look at the section describing the submission of Suggestions.) We're all human, so please communicate with each other and with administration.

Remember that you help create the healthful, pleasant and safe working conditions that NEEM, Inc. intends for you. Your dignity and that of fellow employees, as well as that of our customers is important.

NEEM, Inc. needs your help in making each working day enjoyable and rewarding.

Personnel Administration

The task of handling personnel records and related personnel administration functions at NEEM, Inc. has been assigned to Hannah McNeil, Benefits/Payroll Manager. Questions regarding insurance, wages, and interpretation of policies may be directed to Hannah.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify Hannah as soon as possible:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any NEEM, Inc. vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form
11. Every employee will be required to sign an Employment Eligibility Verification Form (I-9) and provide acceptable documentation stating that they are authorized to work in the United States. NEEM will not hire any person who is unable to provide this information.

Coverage or benefits that you and your family may receive under NEEM, Inc.'s benefits package could be negatively affected if the information in your personnel file is incorrect.

Since NEEM, Inc. refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it's to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

You may see the information kept in your personnel file if you wish and you may also request and receive copies of all documents you have signed. Please ask your supervisor or ask Hannah directly to make arrangements.

Employment Classifications

Full-Time Employees

At the time you are hired, you are classified as either full-time, part-time or temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this Manual apply only to full-time employees. All other policies described in this Manual and communicated by NEEM, Inc. apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" (see the definition that follows) employees. If you are unsure of which job classification your position fits into, please ask someone in administration.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided that you were not on layoff for longer than one (1) year.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

Part-Time Employees

An employee who works less than a regular forty (40) hour work week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Manual, except as granted on occasion, or to the extent required by provision of state and federal laws.

Temporary Employees

From time to time, NEEM, Inc. may hire employees for specific periods of time or for the completion of specific projects. An employee hired under these conditions is considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

If you are a temporary employee, please understand that you are not eligible for benefits described in this Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the definition that follows) who work more than forty (40) hours during any workweek will receive overtime pay.

"Non-Exempt" and "Exempt" Employees

At the time you are hired, all employees are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty hours (40) per work week. These employees are referred to as "non-exempt" in this Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Note: See "Wage & Salary Policies" in the "Compensation & Performance" section of this Manual for a full description of overtime payment policies.

Exempt employees are salaried employees and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

Employment Policies

Whether you are a new hire or a former employee returning to NEEM, Inc., you may feel a little strange in your new surroundings. This is a normal feeling and is expected. Your fellow employees, especially your supervisor, want to help you get off to a good start. Feel free to ask them for help concerning anything you don't understand.

Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Manual.

At Will Employment

All employment and compensation with NEEM, Inc. is "at will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either NEEM, Inc. or yourself, except as otherwise provided by law.

Business Hours

Our regular operating hours are 6 A.M. to 6 P.M. Monday through Friday as well as Saturdays during peak work periods.

Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your supervisor. Most employees are assigned to work at least a forty (40) hour work week. You are given a one half (1/2) hour unpaid lunch period daily; please understand that you may not "work through lunch" in order to arrive late or to leave early. There will be one paid 15-minute break in the morning.

Confidential Information

Our customers and suppliers entrust NEEM, Inc. with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, NEEM, Inc. earns the respect and further trust of our customers and suppliers.

Your employment with NEEM, Inc. assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality seriously injures NEEM, Inc.'s reputation and effectiveness. Therefore, please do not discuss NEEM, Inc. business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality.

If someone outside the company or your department questions you and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, refer the request to your supervisor or to the administration.

No one is permitted to remove or make copies of any NEEM, Inc. records, reports or documents without prior administrative approval.

Because of its seriousness, disclosure of confidential information could lead to dismissal.

Credit Investigation

Following the requirements imposed by the Federal-Truth-In-Lending and the Fair Credit Reporting Acts, NEEM, Inc. may conduct a pre-employment credit check on any or all applicants who are offered and who accept an offer of employment. Your employment with us may be conditional upon our review of the information in the credit check. NEEM, Inc. reserves the rights to conduct this credit check at any time after you have been employed. Remember that you have certain legal rights to discover and to dispute or explain any information prepared by the credit checking company.

Customer Relations

The success of NEEM, Inc. depends upon the quality of the relationships between NEEM, Inc., our employees, our customers, our suppliers and the general public. Our customers' impression of NEEM, Inc. and their interest and willingness to purchase from us is greatly formed by the people who serve them. In a sense, regardless of your position, you are NEEM, Inc.'s ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, NEEM, Inc. and NEEM, Inc.'s services.

Here are several things you can do to help give customers a good impression of NEEM, Inc.:

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

These are the building blocks for your and NEEM, Inc.'s continued success. Thank you for adding your support

Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to NEEM, Inc. from time to time. Any changes in your driving record must be reported to Hannah or Sue immediately. Failure to do so may result in disciplinary action, including possible dismissal.

Note: See "Traffic Violations" and "Use of Company Vehicle" in the "Other Policies" section of this Manual for further information.

Equal Employment Opportunity

NEEM, Inc. has a long standing record of nondiscrimination and the following policy has been issued:

It is the policy of NEEM, Inc. to

- * Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, sex, age, ancestry, marital status, disability, veteran or draft status.
- * Comply with all the relevant and applicable provisions of the Americans with Disabilities Act ("ADA"). NEEM, Inc. will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.
- * Make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.
- * Achieve understanding and acceptance of NEEM, Inc.'s policy on Equal Employment Opportunity by all employees and by the communities in which the company operates.
- * Thoroughly investigate instances of alleged discrimination and take corrective action if warranted.
- * Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

At this time, NEEM, Inc. would like to reaffirm this policy and call upon all personnel to effectively pursue the policy as stated.

Former Employees

Depending on the circumstances, NEEM, Inc. may consider a former employee for re-employment. Such applicants are subject to NEEM, Inc.'s usual pre-employment procedures. To be considered, an applicant must have been in good standing at the

time of their previous termination of employment with NEEM, Inc. and must have provided at least two weeks advance notice of their intention to terminate their employment with NEEM, Inc.

Reinstatement of Benefits (Bridging)

In the event you return to work for NEEM, Inc., regardless of the length of your previous employment and length of time since you terminated your employment with NEEM, Inc., your benefits shall accumulate as if you were a new NEEM, Inc. employee.

Harassment Policy

NEEM, Inc. intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort - verbal, physical or visual - will not be tolerated and will subject employee to immediate dismissal.

What Is Harassment?

Harassment can take many forms, such as, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of their position or creates an intimidating, hostile or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

Responsibility

All NEEM, Inc. employees, and particularly supervisors, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, is responsible for reporting it to their supervisor or any administrative person with whom they feel comfortable. When administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Reporting

Any incidents of harassment must be immediately reported to administration. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate shall be subject to severe disciplinary action or possible discharge. NEEM, Inc. will also take any additional action necessary to appropriately remedy the situation. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

NEEM, Inc. accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. NEEM, Inc. will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Health Examinations

NEEM, Inc. reserves the right to require an employee to participate in a health examination to determine the employee's fitness to perform his or her essential job functions. The company shall pay for all such health exams.

Introductory Period

Your first sixty (60) days of employment at NEEM, Inc. are considered an Introductory Period, and during that period you will not accumulate benefits described in this manual unless otherwise required by law. This Introductory Period will be a time for getting to know your fellow employees and the tasks involved in your job position, as well as becoming familiar with NEEM, Inc.'s services. Your supervisor will work closely with you to help you understand the needs and processes of your job.

This Introductory period is a try-out time for both you, as an employee, and NEEM, Inc., as an employer. During this Introductory Period, NEEM, Inc. will evaluate your suitability for employment, and you can evaluate NEEM, Inc. as well. At any time during this first sixty (60) days, you may resign without any detriment to your record. If your work habits, attitude, attendance or performance does not measure up to our standards, we may release you. If you take approved time off in excess of five workdays during the Introductory Period, the Introductory Period may be extended by that length of time.

Please understand that completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

A former employee who has been rehired after a separation from NEEM, Inc. of more than one (1) year is considered an introductory employee during their first sixty (60) days following rehire.

Outside Employment

What you do on your free time is your own business. However, if you are employed by NEEM, Inc. in a full-time position, NEEM, Inc. will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at NEEM, Inc.

If you are thinking of taking on a second job, it would be wise to notify your supervisor or administration immediately. He or she will thoroughly discuss this

opportunity with you to make sure that it will not interfere with your job at NEEM, Inc. nor pose a conflict of interest.

Security Checks

NEEM, Inc. may exercise its right to inspect all packages and parcels addressed to NEEM, Inc. that enter or leave our premises.

We Need Your Ideas

Ask any of our employees who have worked with us for a long time and they will probably tell you of the many changes and improvements that have come about since they first joined us. We believe the person doing a job is in the best position to think of ways of doing it more easily, more efficiently, and more effectively. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your supervisor or with Jimmy. Both will welcome your suggestions and ideas.

Remember, there may be areas in NEEM, Inc.'s operation that can be improved. These could be in service, production methods, equipment, communications, safety, ways to reduce costs, losses, waste, and/or other improvements you may see a need for. Please give us the benefit of your unique experience and thoughts. Your contributions, as well as those of others, could expand your incentive plan! Also, make sure to document your innovations and money-saving efforts and have them placed in your personnel file (include dates, detailed descriptions of your contributions, estimates from the accounting department regarding cost savings or profits generated, etc.) -- these may favorably affect your wage, salary or promotion reviews.

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently and effectively. Some people have problems with "rules" and "authority figures," and past experience may have justified these thoughts and feelings; however, at NEEM, Inc., we hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained.

By accepting employment with us, you have a responsibility to NEEM, Inc. and to your fellow employees to follow certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

Attendance Policy

Attendance and absenteeism shall be handled in accordance with the following procedure.

1.0 PURPOSE

- 1.1 The purpose of this attendance and absenteeism policy for NorthEast Earth Mechanics is to provide supervisors with a consistent, fair approach to identify and notify employees who are experiencing excessive absenteeism or tardiness problems.
- 1.2 Each employee is important to us as an individual. The number of employees in our work force is related to our requirements, thus their presence directly affects our total effort. When an employee is absent, it presents a hardship for the company and for the fellow employees who must cover the job.
- 1.3 This Operating Procedure applies to all regular full-time employees of NorthEast Earth Mechanics.

2.0 THE POLICY

- 2.1 The attendance policy is intended to be a positive approach to make employees aware of the results of poor attendance. It is designed to notify them immediately when a problem exists and to give them ample opportunity to correct their problem **before** the company is forced to take progressive disciplinary action.
- 2.2 It is the policy of NorthEast Earth Mechanics that all employees maintain an acceptable level of attendance to remain working with the company.
- 2.3 Failure to maintain an acceptable attendance record may be cause for disciplinary action up to and including termination of employment.
- 2.4 The attendance report kept in the office will be the control document used to determine individual excessive absenteeism and tardiness through comparison of an individual's number of infractions against the established guidelines.

3.0 DEFINITIONS

- 3.1 The following are basic and strict definitions used in the attendance policy and in turn, used in the attendance awards program:
- 3.1.1 OCCURRENCE - an absence of one or more consecutive days or more days of work. A tardy or early out will count as one-half of an occurrence.
- 3.1.1A The following do not constitute an occurrence:
- 3.1.1A1 Military Leave
 - 3.1.1A2 Jury Duty
 - 3.1.1A3 Workers Compensation injury leave (unless a disciplinary action accompanied the injury).
 - 3.1.1A4 Funeral Leave
- 3.1.2 TARDY - An employee is considered tardy if he or she is not at his or her assigned job at the scheduled

start time. Each supervisor has the authority to set the start time for his or her job site. All employees should check the scheduled start time for their assigned job site.

- 3.1.3 DISCIPLINARY ACTION - a verbal or written warning, suspension, or termination, which is permanently entered into an employee's personnel folder.
- 3.1.4 EXCESSIVE ABSENTEEISM - absenteeism is considered excessive if an employee accumulates six (6) or more occurrences in the prior twelve (12) months.

4.0 RESPONSIBILITIES

- 4.1 It is the employee's responsibility to notify the office prior to his or her scheduled start time if he or she is going to be absent or late. If an employee has a scheduled appointment, he or she should notify the office as far in advance as possible so the work schedule can be adjusted accordingly.
- It is the responsibility of administration and supervisors to maintain the daily attendance records and to identify those individual employees who have acquired excessive absences, tardies, or related problems and to inform those individuals through verbal or written communications that such a problem had developed and cannot continue. It is also the responsibility of administration and supervisors to monitor this procedure to assure fair and consistent application and treatment for all employees. It is the responsibility of the Office Manager to monitor this procedure to assure fair and consistent application and treatment for all employees.
 - In determining what constitutes a poor record, administration or the supervisor will consider the following:
 - Frequency of Absence
 - Causes of Absence
 - Patterns of Absence
 - Lateness
 - Length of Service

5.0 CORRECTIVE ACTION BY THE MANAGER OR SUPERVISOR

- 5.1 There can be up to four (4) steps used to identify, document, or discipline employee excessive absenteeism or tardiness:
- 5.1.1 Improving work habit discussion (oral), with written proof of oral discussion required.
 - 5.1.2 Written warning.
 - 5.1.3 Suspension without pay.
 - 5.1.4 Termination.
- 5.2 Administration or the supervisor should discuss areas of excessive absenteeism with the employee using the appropriate approaches to

correct the situation before it becomes chronic. In any case, the supervisor or administrator shall initiate a verbal discussion when an employee exceeds the allowable absent days in the prior months.

5.3 NorthEast Earth Mechanics reserves the right to alter steps outlined above if absentee or tardy situations arise that, in the judgment of the immediate supervisor are so severe and detrimental to the effective operation of a department or section, that such an exception is appropriate. For example, a suspension, subject to discharge, may be issued instead of a verbal or written warning for three (3) consecutive days of unreported absence.

6.0 DISCIPLINARY ACTION

6.1 **Verbal Warning:** When the manager or supervisor observes a pattern occurring and feels the employee needs to be reminded of the company's attendance and tardy policy. ALL verbal warnings must be written to preserve the evidence that the proper steps were taken in counseling the employee.

6.2 **Written Warning:** When an employee exceeds the allowable occurrences in the prior period, a written warning will be given. At that point, the employee will be expected to bring his or her rate of absence or tardiness into an acceptable range.

6.3 **Suspension:** If additional tardy or absent days are accumulated while the written warning is in effect, a three (3) day suspension will be given.

6.4 **Termination:** If, after suspension the employee accumulates more excessive absent days (not including the three (3) suspension days), the supervisor shall recommend termination of employment.

7.0 COMPANY ATTENDANCE STANDARDS

7.1 In order to translate attendance into an effective working policy, the following practical set of standards on the number of absences within a specified time period have been adopted:

<u>Allowable Occurrences</u>	<u>Within These Consecutive Months</u>
6	12

Example:

Upon the fifth or sixth occurrence a verbal warning shall be issued. Then upon a full or partial occurrence beyond the sixth a written warning shall be issued. Then if an additional occurrence is incurred then a suspension shall be issued and termination of employment shall be the final step if one more occurrence happens. Occurrences disappear on the anniversary of the incident.

Disciplinary Actions

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of NEEM, Inc. If you have any questions concerning any work or safety rule or any of the unacceptable activities listed, please see your supervisor for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- * Willful violation of any company rule; any deliberate action that is extreme in nature and is obviously detrimental to NEEM, Inc.'s efforts to operate profitably.
- * Willful violation of security or safety rules or failure to observe safety rules or NEEM, Inc. safety practices; failure to wear required safety equipment; tampering with NEEM, Inc. equipment or safety equipment.
- * Negligence or any careless action which endangers the life or safety of another person.
- * Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on company premises except medications prescribed by a physician which do not impair work performance.
- * Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property or while on duty.
- * Engaging in criminal conduct, acts of violence, threatening anyone on company premises or when representing NEEM, Inc., fighting, horseplay, provoking a fight on company property, or negligent damage of property.
- * Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
- * Theft of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment for profit.
- * Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by NEEM, Inc.; alteration of company records or other company documents.
- * Immoral conduct or indecency on company property.
- * Conducting a lottery or gambling on company premises. Occurrences of any of the following activities, as well as violations of any NEEM, Inc. rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will."

- * Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.
- * Sleeping on the job, loitering or slacking during working hours.
- * Excessive use of company telephone for personal calls.
- * Leaving your workstation during your work hours without the permission of your manager, except to use the rest room.
- * Smoking in restricted areas or at non-designated times, as specified by department rules.
- * Creating or contributing to unsanitary conditions.
- * Posting, removing or altering notices on any bulletin board on company property without permission of a supervisor or the administration of NEEM, Inc.
- * Obscene or abusive language toward any manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly conduct on company premises.
- * Speeding or careless driving of any company vehicles.
- * Failure to immediately report damage to, or an accident involving company equipment.
- * Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on company premises.
- * Wearing unsafe clothing.
- * Falsifying your time records or falsifying someone else's time records.

Disciplinary Actions

Unacceptable behavior, which does not lead to immediate dismissal, may be dealt with in accordance with the following procedure:

EMPLOYEE RULES & REGULATIONS, ON-THE-JOB CONDUCT

Employee Booklet - Rules of Conduct

RULES AND DISCIPLINE

Rules govern almost every aspect of human life and conduct. Whatever the situation, rules are necessary to assure fairness and harmony. Rules guide our conduct, express mutual expectations and help guarantee freedom from the arbitrary and irresponsible acts of others. Rules are expressed in both positive and negative terms; that is, in terms of what you can do as well as what you cannot do.

We realize that responsible people will have reasonable disagreements from time to time over what is consistent with our statement of basic expectations.

A disciplinary action schedule that summarizes the rules of the company and sets out the penalties will be followed in most cases for that particular

violation.

It is difficult to cover everything, and the rules are not all inclusive, there may be other infractions not necessarily covered in the specific rules that may call for a warning or other disciplinary action.

Most of our rules in the event of a violation provide for progressive discipline. The schedule attached helps assure uniform communication and uniform administration throughout the company's operations, even though certain cases may require individual consideration by supervision and/or one of the members of administration.

DISCIPLINARY ACTION SCHEDULE

NOTE: Suspensions may be recommended for investigatory purposes. Discharge is recommended in cases where an employee is suspended for one rule infraction and is one step short of discharge for another rule infraction.

KEY: **VW** Verbal Warning
WW Written Warning
S Suspension
D Discharge

Where **W/S**, **W/S/D** or **S/D** is indicated, the penalty for the rule infraction may vary, depending upon the severity of the offense and other facts in the case

RULE	1st Offense	2nd Offense	3rd Offense	4th Offense
ATTENDANCE				
Absence of three consecutive work days without notifying supervisor	D			
Leaving without permission	S	D		
Failure to report an absence before the start of your shift	WW	S	D	
ON-THE-JOB BEHAVIOR				
Inaccurate, careless recurrent errors	VW	WW	D	
Failure to satisfactorily carry out normal assigned duties	VW	WW	D	
Improper use, possession or selling of alcohol or controlled substance on company property; reporting	D			

for or being at work under the influence of either.				
Sleeping on the job	S	D		
Littering, disorderliness	VW	WW	S	D
Horseplay, running, scuffling, throwing things, or interfering with the work of fellow employees	VW	S	D	
Smoking in an unauthorized area	WW	S	D	
Fighting	D			
Gambling	WW	D		
Failure to use safety devices	WW	S	D	
Failure to observe the work schedule	VW	WW	S	D
Carelessness	VW	WW	S	D
Violation of dress/uniform code	VW	WW	S	D
Delaying or restricting operations or influencing others to do so	WW/S/ D	S/D	D	
Distribution of written or printed material of any description on company property during working time without permission	WW	S	D	
RULE	1st Offense	2nd Offense	3rd Offense	4th Offense
Intimidating, threatening or interfering with a supervisor or other employee	S/D	D		
Possession of firearms or other weapons while on company/customer property	D			
Failure to observe posted safety rules	WW/S	S/D	D	
Excessive interruption of work for personal phone calls, personal business, and/or personal visits by or to other employees	VW	WW	S	D
Malicious or negligent destruction, waste or abuse of company property	D			
Malicious or negligent destruction, waste or abuse	D			

of company property				
OTHER ACTS				
Theft, embezzlement from company, customer or employees	D			
Punching another employee's timecard or altering their or your timecard record	D			
Falsifying work records	D			
Removal and personal use or the use by others of company property, material, products, designs, forms and private or confidential reports	D			
Misconduct which casts discredit upon NEEM, Inc.'s reputation or image while on duty or in uniform or vehicle	WW/S	S/D	D	

Drug-Free Workplace Policy

Purpose and Goal

NorthEast Earth Mechanics, Inc. (NEEM) is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a Drug-Free Workplace Program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- As a condition of employment, this organization requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.
- This organization encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers

Any Applicant who is conditionally offered employment and all current NEEM employees including executive management, project managers, supervisors, part and full time employees are subject to testing under this policy.

All NEEM commercially licensed drivers are subject to this policy as well as the NH Department of Transportation and Federal Motor Carrier Safety Regulations.

Applicability

Our Drug-Free Workplace Policy applies during all working hours, whenever conducting business for or representing NEEM, while on call, paid standby, while on NEEM property (office, shop and parking lots), at Sam Clark Pit, Welch Rd. Pit, NEEM jobsites and while driving company vehicles whether on or off duty.

Prohibited Behavior

It is a violation of our Drug-Free Workplace Policy to use, solicit, possess, sell, buy, trade, and/or offer for sale illegal drugs. It is also a violation of our policy to use or be under the influence of alcohol during working hours.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick,

use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our Drug-Free Workplace Policy and appropriate disciplinary action will be taken if an employee intentionally misuses and/or abuses prescription medication(s).

Notification of Convictions

According to the Drug-Free Workplace Act of 1988, employers must disclose any conviction for drug-related offenses in the workplace to the Federal agency with which the employer has a grant or contract within 10 days after receiving notice from the employee or others.

Any employee who is convicted of a criminal drug violation in the workplace must notify NEEM in writing within five calendar days of the conviction. NEEM will make the appropriate disclosures upon such notification.

Testing

Each employee, as a condition of employment, will be required to participate in pre-employment, post-accident, reasonable suspicion, return-to-duty and follow-up testing upon selection or request of management.

In addition to the above, all NEEM commercially licensed drivers are subject to random testing as required by the Department of Transportation and the Federal Motor Carrier Safety Regulations.

PRE-EMPLOYMENT: Upon condition of employment, all applicants will undergo testing for controlled substances. If an applicant's specimen tests positive or "negative-dilute" for a controlled substance, or is reported as adulterated and/or substituted, the offer of employment may be withdrawn. Any employee who has not worked 30 days or more due to resignation or termination and wishes to apply for employment again, will be subject to pre-employment testing again. **This does not include employees on temporary seasonal layoff, unless the employee holds a CDL license. If an employee holds a CDL license and is removed from our pool during the winter months, they are required by law to have a pre-employment test upon returning to work.**

RANDOM (For all employees who hold a CDL license): NEEM is part of a consortium (association) that provides random alcohol and controlled substance testing. Each employee who is notified of selection for random alcohol and/or controlled substance testing shall proceed to the designated test site immediately. Failure to report for testing when notified shall be cause for disciplinary action up to and including dismissal. Random testing will be conducted during normal business hours.

Any DOT employee who is temporarily laid off will still be subject to random testing during the layoff period.

POST ACCIDENT: Each employee will be subject to alcohol and/or controlled substance testing if they are involved in an accident while operating company vehicles or equipment (on or off duty) and/or are injured or causes injury involving:

- The loss of human life; or
- Bodily injury to any person who receives medical treatment away from the scene of a motor vehicle accident (other than first aid); and/or
- One or more vehicles or pieces of equipment incurring disabling damage to require transportation away from the scene; and/or
- A non-motor vehicle and/or non-equipment related incident.

NEEM retains the right to request a post accident test under any circumstances related to an accident and/or injury.

Post accident testing must be done within two hours following the accident and/or injury. An employee subject to post-accident testing shall remain readily available until testing is completed and shall remain free of alcohol and controlled substances during this period of time. Any employee who fails to be available for testing shall be deemed to have refused to submit to testing.

These requirements shall not be construed to require the delay of necessary medical attention for injured people following an accident or prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

REASONABLE SUSPICION: An employee shall be required to submit to alcohol and/or controlled substance testing if there is reasonable suspicion to believe that the employee has violated company policy regarding alcohol and/or drug abuse while on duty. Reasonable suspicion shall be determined by trained NEEM supervisor(s). The employee will be transported to the test site by a NEEM supervisor and/or be subject to onsite testing whichever is more feasible. Employees who refuse transportation and/or refuse to test will be terminated immediately and the proper authorities shall be notified.

RETURN-TO-DUTY: Return-to-duty testing is required for employees who have been terminated due to violation of this policy and are seeking re-employment. In order to be eligible for employment again, an alcohol concentration of less than 0.02 and/or a negative controlled substance test is

required. The return-to-duty test will be at the employee's expense and performed at the employer's chosen testing location. There are also referral, evaluation and treatment requirements that must be met.

FOLLOW-UP TESTING: Follow-up testing is required for all employees who have violated this policy and who successfully completed treatment recommended by a SAP, passed a return-to-duty test and was offered re-employment. There will be a minimum of 6 unannounced follow-up controlled substance and/or alcohol tests during the first 12 months of re-employment. As a condition of re-employment, a rehired employee will be subject to follow up testing for an indefinite period of time.

The substances that will be tested for are amphetamines, cannabinoids (marijuana, pot, grass), cocaine (coke, crack), opiates, phencyclidine (PCP) and alcohol.

Testing for the presence of alcohol will be conducted by saliva and/or breath analysis. All drug testing will be done by analyzing a urine sample. Certain circumstances may require an alternative specimen to be provided (ex. blood).

An initial test is performed on the primary sample. If this test is positive for the presence of controlled substances and/or alcohol, a second "confirmation" test will be conducted. If the test results are positive, the results will be sent to a Medical Review Officer (MRO) who will contact the employee to explore any possible medical explanation for a positive result. An employee has 72 hours after notification of a positive test result to request a retest of the secondary sample, which may be conducted at a different lab. This retest will be at the employee's expense.

All drug-testing information will be maintained in separate confidential records. Materials listing the signs, symptoms and effects of alcohol and controlled substance use on an individual's health, work, and personal life are available to employees.

NEEM Management reserves the right to allow an employee to continue employment in non-safety sensitive duties, if available, when an employee immediately notifies NEEM Management that they have already consulted with a Substance Abuse Professional (SAP), has already entered the recommended treatment by a SAP, and has not yet tested positive for alcohol and/or controlled substances. The employee will be subject to a return-to-duty test after completion of the recommended treatment program as well as follow-up testing for a minimum of 12 months. Only NEEM management can decide to take this course of action. This option is not an employee right.

Consequences

One of the goals of our Drug-Free Workplace Program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. However, seeking

treatment is the responsibility of the employee. If an individual violates this policy, the consequences are serious.

In the case of applicants, if the applicant's specimen tests positive or "negative-dilute" for a controlled substance or is reported as adulterated and/or substituted, the offer of employment may be withdrawn. No second collection will be conducted. The applicant may re-apply for employment after providing written documentation showing the applicant has successfully completed treatment recommended by a DOT qualified SAP and must pass a pre-employment drug test upon the offer of employment.

If an applicant applies for employment and informs us or it is discovered that the applicant was denied employment by a prior employer due to a positive drug or alcohol test and/or had a substituted or adulterated test result or refused to test, the applicant must provide NEEM written proof of treatment that was recommended by a DOT qualified SAP prior to the applicant being considered for employment. A pre-employment drug test will still be required after the written documentation is provided.

Any employee who is found to have an alcohol concentration of greater than .02 but less than .04 shall immediately be removed from duty for a period of not less than 24 hours from administration of the test. After the minimum 24-hour period, the employee may resume his/her regular duties after undergoing and passing a return-to-duty alcohol test. A second such occurrence will result in disciplinary action up to and including dismissal.

An employee may be terminated immediately if he/she is found to have an alcohol concentration of .04 or greater, the employee's specimen tests positive for a controlled substance, and/or is reported as adulterated and/or substituted. Upon termination, names, addresses and telephone numbers of DOT qualified Substance Abuse Professional(s) will be available to the employee upon request. An employee may re-apply for employment once he/she has successfully completed treatment recommended by a DOT qualified SAP (including continuing care) and he/she will be required to pass a return-to-duty test, as well as be subject to a minimum of 6 unannounced follow-up controlled substance and/or alcohol tests for a minimum period of 12 months. Upon re-employment, any employee who tests positive a second time will be terminated immediately, will not be eligible for rehire for a period of one year and the employee must have successfully completed recommended treatment by a DOT qualified SAP as well as successfully pass a return-to-duty test.

If an employee's specimen is reported as "negative-dilute", the employee will be required to submit to an unannounced second collection upon request of the MRO. Failure to provide a second specimen will be considered a refusal.

Actual knowledge that an employee has used alcohol during work hours or has used controlled substances will be based on one or more of the following: the employer's direct observation of the employee, an employee's admission of alcohol use during work hours and/or controlled substance use, information provided by the employee's previous employer(s), and/or a traffic citation for driving a CMV while under the influence of alcohol or controlled substances.

Actual knowledge of such use is grounds for immediate termination. The terminated employee may re-apply for employment if the same conditions are met as a positive test result would require. Re-employment is not guaranteed.

Refusal

If an employee refuses to be tested, an assumption of a positive test result will be determined. Refusal includes but is not limited to: not participating in the initial screening and confirmation tests, adulterating or diluting the specimen, substituting the specimen with that from another person or sends an imposter, fails to provide a sufficient amount of specimen, refuses to undergo medical evaluation to determine the failure to provide sufficient specimen, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Assistance

NorthEast Earth Mechanics, Inc. recognizes that alcohol/drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our Drug-Free Workplace Program:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Offers a current list of Substance Abuse Professionals. Seeking treatment is the responsibility of the employee.

NorthEast Earth Mechanics, Inc. Safety & Compliance Officer will oversee the Drug-Free Workplace Program. The Safety and Compliance Officer can answer questions pertaining to these materials and is able to assist employees in available methods of intervening when an alcohol and/or controlled substance problem is suspected. Treatment for alcoholism and/or drug use disorders may be covered by the employee's benefit plan. However, the ultimate financial responsibility for treatment belongs to the employee.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

Employees should not report to work while their ability to perform job duties is impaired due to use of alcohol and/or drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor or the NEEM Safety and Compliance Officer.

It is the supervisor's responsibility to:

- Observe employee performance and behavior.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance and report it to management.
- Counsel employees as to expected performance improvement.

Communication

Communicating our Drug-Free Workplace Policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our Drug-Free Workplace Program:

- All employees will receive a written copy of the policy.
- Informative materials about the dangers of alcohol and drug use is available to all employees.

Confidentiality

All information received by NEEM through the Drug-Free Workplace Program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Drug-Free Workplace Consent Form

I have read NorthEast Earth Mechanics, Inc. (NEEM) Drug-Free Workplace Policy and agree to follow it.

I **understand** that I must pass a controlled substance test to be hired by NEEM. I **understand** that if results on a pre-employment test are positive or shown as diluted, the offer of employment may be withdrawn.

I also **understand** that if I am hired, I will be subject to controlled substance and/or alcohol testing, and if the results on a confirmatory test, as released by a Medical Review Officer (MRO), are positive, I will be immediately terminated. I **understand** this may impact my worker's compensation and/or unemployment benefits, depending upon applicable state law.

I **agree** to give my urine, saliva, breath and/or blood specimen(s) for testing whenever deemed necessary by NEEM, a collection site, or a medical provider. I **consent** to the specimen(s) being collected and analyzed, and the results being sent to NEEM and its MRO.

I **understand** that if results on a test are positive or shown as diluted, the MRO may contact me, my health care provider(s), or others to verify any information I have supplied about why the test was positive (such as being on a prescription medication). I **authorize** my health care provider(s) or others to give the MRO this information. I **agree** to cooperate with the MRO. I **understand**, however, that the MRO is not acting as my physician or health care provider in performing this service for NEEM and that no physician-patient relationship is formed between us.

I **agree** that information relating to a test (including its results) may be disclosed by NEEM, the MRO, the laboratory, the collection site, my health care provider(s), or others who verify information I have supplied, and their respective employees, agents and affiliates, if I challenge this test or results, or if I take any action as a result of a test in any kind of administrative, judicial, legal or other proceeding. I also **understand** that testing information may be released without my consent in certain legal proceedings such as in criminal or civil actions, a lawsuit, grievance, etc. I **understand** that any other release of testing information requires my written consent.

I **understand** that any of the violations listed in the NEEM Drug-Free Workplace Policy may result in my not being hired or in my being discharged and that the NEEM Drug-Free Workplace Policy and this Consent Form does not create a contract of employment.

This NEEM Drug-Free Workplace Policy supersedes all previous Drug-Free Workplace Policies/Consent forms and may be changed at any time.

Signature

Print Name

Date

Wage & Salary Policies

It is NEEM, Inc.'s desire to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable, variable with individual and company performance and in compliance with all applicable statutory requirements.

You are employed by NEEM, Inc. and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

Basis for Determining Pay

Your pay is influenced by three factors:

1. The nature and scope of the job
2. What other employers pay their employees for comparable jobs
3. Individual performance

Job Scope

Through a process called job evaluation, the scope, responsibility, impact and required skills and abilities of each job at NEEM, Inc. are compared. The result is a relative ranking of all jobs, from high to low. Job evaluation is independent of any employee or his performance.

External Comparability

Once jobs are ranked, jobs are compared with external market data. Each job is assigned a range of pay, including a minimum and a maximum. Periodically NEEM, Inc. will examine the market conditions to ensure ongoing comparability. Changes in pay ranges will be made as needed and as the company can afford to maintain market comparability.

Individual Pay

An individual's pay within this range will depend on his sustained performance over time. Twice per year, every employee will have a performance review with the administration or their supervisor. During that review, significant performance events that occurred throughout the year will be discussed.

The overall performance rating will influence the wage or salary adjustment. Through individual performance and by increasing job responsibilities and moving to higher level jobs, you have significant impact on your pay.

Call Back Pay

Occasionally, you may be asked to return to work after you have left the premises for the day. If this occurs, you will be guaranteed a minimum of two (2) hours of pay. If you work longer than two (2) hours, you will be paid for the time you actually work.

Computing Pay

Should you be one of our salaried employees whose pay is not based on an hourly rate, there may be times when it is necessary to compensate you for some daily or hourly pay. When this is necessary, NEEM, Inc. will compute your time on the basis of a fifty-two (52) week work year.

Deductions from Paycheck (Mandatory)

NEEM, Inc. is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to Sue immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever NEEM, Inc. is ordered to make such deductions. The state may require other payroll deductions.

Note: See "Wage Assignments (Garnishments)" later on in this section for further information.

Deductions (Other)/Direct Deposit

It may be possible for you to authorize NEEM, Inc. to make additional deductions from your paycheck, such as for, insurance, 401k plans, etc., or to deposit your paycheck directly into your savings or checking account at a participating bank. Contact Sue for details and the necessary authorization forms.

Repayment of Company Loan/Payroll Advance

Funds you owe to NEEM, Inc. may be deducted from current wages according to the terms and conditions agreed upon at the time of your advance or loan from NEEM, Inc.

Note: See "Payroll Advances" in the "Other Policies" section of this Manual for further information.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, report to Sue immediately. She will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

Overtime Pay

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. There are two types of overtime work:

1. **Scheduled Overtime:** Scheduled overtime work is announced in advance and will involve any employees needed to complete an operation. This type of overtime becomes part of the required workweek. If you need to be excused from performing scheduled overtime, please speak with your supervisor and he or she will make proper arrangements in order to excuse you from the scheduled overtime work.
2. **Incidental Overtime:** Incidental overtime is not scheduled and it becomes necessary in response to extenuating circumstances. Incidental overtime is extra time needed to complete work normally completed during regular hours.

If you are a "non-exempt" employee and you perform overtime work, you will be paid one and one-half (1-1/2) times your regular hourly wage for any time over forty (40) hours per week that you work. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty or vacation taken in single-day increments, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Work Performed on Company Holidays

Full-time "non-exempt" employees who work on a Company holiday will receive their normal wages for the paid holiday, plus they will be paid their regular rate for hours worked on the Company holiday.

Note: See "Holiday Policies" in the "Benefits" section of this manual for further information.

Pay Period & Hours

Our payroll work week begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

Pay Cycle

Fiscal Pay Period/Weekly:

(52 pay periods per year) Payday is normally on Friday afternoon for services performed for the one (1) week period ending the previous Saturday at 12:00 midnight.

Changes will be made and announced in advance whenever NEEM, Inc. holidays or closings interfere with the normal payday.

Paycheck Distribution & Cashing Procedures

Paychecks are:

Distributed by the administration.

Available at the office, after 3:00 PM on payday and shall not be cashed any earlier than 3:00PM unless pre-approved by Jimmy.

Reporting Time Pay -- Inclement Weather & "Acts of God"

Unfortunately, you will not be paid when work is not available due to circumstances not within NEEM, Inc.'s control; the following are examples of such circumstances.

- * Operations cannot commence or continue due to threats to employees or property or when recommended by civil authorities.
- * Public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system.
- * An "Act of God" (inclement weather, fire, flood, earthquake, avalanche, etc.) or some other cause not within NEEM, Inc.'s control, causes the interruption of work.

Shift Premium

NEEM, Inc. may assign certain employees to work on a second or third shift operation. These people will not be paid an additional amount per hour over and above the regular rate of pay for that job as a shift premium.

Termination & Severance Pay

NEEM, Inc. hopes and expects that you will give at least two weeks notice in the event you intend to leave our employ. NEEM, Inc. does not pay severance pay. When you leave NEEM, Inc., you will be paid for actual time worked.

Time Cards/Records

By law, we are obligated to keep accurate records of the time worked by "non-exempt" employees and this is done by either time clock cards or other written documentation. Each on site supervisor keeps a timesheet for his entire crew. In order for this to be accurate, you must check in and out with your supervisor whenever you arrive at and leave a job site.

You should also notify the office as far in advance of any appointments you have that will require you to be away from the jobsite.

Employees are paid for the time they spend working on the job. If an employee arrives on the job at 6:30 and begins working at 7:00, skips lunch and shuts down at 4:30, he or she has worked 9 ½ hours and will be paid accordingly.

Truck Drivers – your time begins when you start your truck (or start your pre-trip inspection) and ends when you park your truck for the day. If anyone needs to do repairs and maintenance in the shop prior to leaving for a job, this must be specified on the time card.

If there is not an on-site supervisor, you are responsible for your own time card. Remember to record your time and turn the timecard into the office promptly. After hours, timecards and other paperwork may be left in the gold box that is attached to the front of the shop.

No one may record hours worked on another's card. Tampering with another's time card is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your supervisor immediately.

Wage Assignments (Garnishments)

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage assignment or garnishment against your wages. However, whenever court-ordered deductions are to be taken from your paycheck, you will be notified.

According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

Note: See "Deductions from Paycheck (Mandatory)" earlier in this section for further information.

Performance & Compensation Reviews

Performance Reviews

Your supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your supervisor should give you a sense of how he or she perceives your performance.

However, to avoid haphazard or incomplete evaluations, NEEM, Inc. conducts a formal review twice a year for each employee.

Performance reviews will be conducted semi-annually. New employees may be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties and responsibilities. During formal performance reviews, your manager will consider the following things, among others:

- * Attendance, initiative and effort
- * Knowledge of your work
- * Attitude and willingness
- * The quality and quantity of your work
- * The conditions under which you work

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals.

In addition to individual job performance reviews, NEEM, Inc. periodically conducts a review of job descriptions to insure that we are fully aware of any changes in the duties and responsibilities of each position, and that such changes are recognized and adequately compensated.

Compensation Reviews

Wage and salary increases are based on merit alone, not length-of-service or the cost-of-living. Having your compensation reviewed does not necessarily mean that you will be given an increase.

NEEM, Inc. conducts compensation reviews annually, following a performance review. Any wage or salary increases will appear in the pay period ending after the dates they are granted.

Work Schedule

The normal workweek consists of five (5) days, ten (10) hours long, Monday through Friday. Saturday work is also required during peak work periods. Should you have any questions concerning your work schedule, please ask your supervisor.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. NEEM, Inc. is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise.

If you are unable to report to work or if you will arrive late, please contact the Office immediately. Give him or her as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from administration. He or she will determine when will be the most suitable time for you to be absent from your work.

When you call in to inform NEEM, Inc. of an unexpected absence or late arrival, ask for Sue directly. For late arrivals, please indicate when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If Sue is not available when you call, you may leave a detailed message with another member of administration.

Absence from work for three (3) consecutive days without notifying administration will be considered a voluntary resignation.

Breaks/Rest Periods

You are entitled to one (1) fifteen- (15) minute rest break each day. Normally this rest break will be scheduled in mid-morning and will be determined by your supervisor. If breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times. Always be sure to return to work on time at the end of any break.

In the unlikely event of an emergency or unusual condition, your supervisor may ask you to change or postpone your break in order to finish a particular project.

Closure After Starting Time

If severe weather conditions exist and NEEM, Inc. closes for the remainder of the day, you will be notified as soon as possible by your supervisor. If you are sent home before having worked two (2) hours, you will be paid for two (2) hours of work. If you are sent home after having worked two (2) hours, you will be paid for the time that you actually worked.

Lunch Period

If you work longer than **four (4) hours**, you will be given an unpaid lunch period. The time when lunch periods are scheduled varies depending on the needs of your supervisor.

You may leave the premises during your lunch period, however, you must sign in and out. It is important to return to work on time at the end of your lunch period.

Record of Absence or Lateness

If you are absent because of illness for three (3) or more successive days, administration may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to

provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

Your supervisor will make a note of any absence or lateness, and the reason, in your personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as scheduling layoffs, etc.

The Benefits Package

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits, which will enhance your job satisfaction. We are certain that you will agree that the benefits program described in this Manual represents a very large investment by NEEM, Inc., and we trust that you will avoid abusing any of the program's benefits.

A good benefits program is a solid investment in NEEM, Inc. and its employees. It not only insures the loyalty of long-time capable employees it also helps to attract talented newcomers who can help NEEM, Inc. grow. NEEM, Inc. will periodically review the benefits program and will make modifications as appropriate to the company's condition.

Holidays

Only full-time employees are eligible for holiday pay.

You are not eligible to receive holiday pay during your Introductory Period. Nor are you eligible to receive holiday pay if you are a part-time employee or a temporary employee.

Recognized Holidays

The following holidays are recognized by NEEM, Inc. as paid holidays:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving	Friday following Thanksgiving
Christmas Day	

Holiday Policies

You may take time off to observe your religious holidays. If available, a vacation day may be used for this purpose, otherwise the time off is without pay. You must notify administration at least ten business days in advance.

We schedule all national holidays on the day designated by common business practice.

If a holiday occurs during your scheduled vacation, you are permitted to take an extra day of vacation.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. You are not eligible to receive holiday pay when you are on a leave of absence.

Vacations

Vacation is a time for you to rest, relax, and pursue special interests. NEEM, Inc. has provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service.

Effective January 3rd, 2000 all regular full-time employees will be eligible for paid vacation. You are not eligible for paid vacation during your Introductory Period, nor are you eligible for paid vacation if you are a part-time or temporary employee.

Amount of Vacation

Full-time employees are eligible to accumulate vacation for each year of service. Your vacation will accrue as of your anniversary date. The vacation accrual rate is based on your length of employment, as follows:

<u>Years of Employment</u>	<u>Total Accrual Per Year (In Days)</u>
More than one (1)	5
More than five (5)	10
More than ten (10)	15
More than fifteen (15)	20

If you quit after working any length of time at NEEM, Inc., you lose any and all accumulated vacation time.

Vacation Policies

Every effort will be made to grant you your vacation at the time you desire. However, vacations cannot interfere with company operations and therefore must be approved by the Operations Manager at least one (1) month in advance. Vacations will be approved on a first come, first served basis. If any conflicts arise in requests for vacation time, preference will be given to the employee with the most seniority.

You may not receive advance vacation pay (for vacation time taken in excess of your vacation accrual balance).

All vacation time must be taken in full week increments, unless otherwise authorized in writing. You will be limited to taking only 1 week of your vacation from April

15th through December 15th as this is our prime work season. The balance of your vacation, if any, can be taken from December 15th to April 15th.

We recommend that vacation time above 15 days per year be used to supplement slow weeks during the winter season.

If you are on an approved leave of absence for less than thirty (30) days, your vacation eligibility will not be affected; should the leave extend beyond thirty (30) days, vacation time will not continue to accumulate.

Accumulation Rights

We allow a total of five (5) vacation days to be carried over into the next year. This time must be used by the next anniversary date. Requests must be submitted in writing and each case will be considered separately by administration.

Payment in Lieu of Vacation

The purpose of a vacation is to provide you with a time to rest and relax, therefore, no additional wages or salary will be paid to you in lieu of a vacation unless advance approval in writing is granted by administration. If payment in lieu of vacation is approved, one (1) week of vacation is equivalent to a regular scheduled workweek at your basic straight time hourly rate.

Unpaid Leaves of Absence

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with NEEM, Inc., but may not wish to submit your resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence.

There are several types of unpaid leaves, which you may be eligible for.

Family/Medical Leave of Absence

In general, a leave of absence is an official authorization to be absent from work **without pay** for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described under the following Family/Medical Leave Policy, which shall be administered in accordance with applicable State and Federal laws:

- 1) Employees are eligible if they have been actively employed for 12 months, and worked at least 1250 hours (an average of 25 hours per week) during those 12 months.
- 2) Under the following circumstance, each eligible employee shall have up to a total of 12 weeks leave during any one year period.
- 3) Whenever possible, and subject to your health care provider's approval, absences for planned medical treatment should be scheduled so as not to unduly disrupt company operations.

- 4) In appropriate circumstances, we may require you to be examined by a company-designated physician, at company expense.
- 5) In the event of a serious illness to the employee or his or her child, spouse, or parent, creating a need for unforeseeable family or medical leave, or in the event of the birth or adoption of a child, the employee should provide us with notice, as soon as practicable, of any needed time off, and a written doctor's certificate indicating the expected duration and nature of the illness, particularly as it relates to the employee's ability to come to work or the need for that employee's presence at home to care for a member of the family or him or herself.
- 6) Employees shall be required to give 30 days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two weeks advance notification of your intended return date. Failure to do so may delay your return date.
- 7) For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward. If the child is over 18 he or she must be unable to care for himself or herself due to a serious illness.
- 8) A parent is defined as the employee's or his or her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
- 9) A serious illness is defined as a disabling physical or mental illness, injury, impairment, or condition involving (1) inpatient care in a hospital, nursing home, or hospice; or (2) outpatient care requiring continuing treatment or supervision from a health care professional.
- 10) Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.
- 11) Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one.
- 12) If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.
- 13) While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave time during any one-year period. You must pay your premiums (*employee & employer portions*) during the period of your leave. If your leave extends beyond 12 weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. Other accumulated fringe benefits such as seniority, retirement, vacation pay, etc., shall be preserved at the level earned as of commencement of the leave, but shall not accumulate further during any such leave period.
- 14) Should you require an extended leave beyond the period of time described in this policy, we will seek to return you to a suitable position, but cannot guarantee that one will be available.

- 15) Should you seek a Leave of Absence for reasons other than described above, we will evaluate such a request based on particular circumstances present at that time, including but not limited to your current and anticipated work responsibilities, performance, company needs, etc. NEEM, Inc. reserves the right to refuse such a request at its sole discretion.

Funeral (Bereavement) Leave

You are entitled to take up to three (3) workdays without pay to attend the funeral and take care of personal matters related to the death of a member of your immediate family. One (1) day of unpaid funeral leave will be granted in the case of the death of a person not belonging to your immediate family.

With your manager's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer a day of earned vacation may be used for this purpose.

An excused absence for family death may not be retroactive, postponed or split.

Disability (Including Pregnancy) Leave of Absence

NEEM, Inc. may grant an unpaid leave of absence for illness, disability or pregnancy. To request a disability leave of absence from your manager, you should submit, or have someone submit for you, a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability.) An approved disability leave may be granted for up to ninety (90) days. If necessary, you may request extensions in thirty (30) day increments for a maximum of one (1) year. Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In the case of pregnancy, please inform your manager as soon as possible of the date you and your doctor anticipates that you will begin your leave. Your job status will be protected to the extent that we will make every effort to allow you to return to your former work or similar work if available, for which you may be qualified.

At the time the disability leave begins, vacation time previously earned (but not used) will be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty (30) calendar days. This policy applies to all employees. Your group insurance booklet should be reviewed to determine your insurance coverage during a leave of absence.

Employees who develop an illness or physical condition, which requires medical treatment or restrictions and precautions as to their health, will be required to submit a physician's statement. This statement must give approval that continued full-time employment in their present position would not jeopardize their health or the safety of others in the event they continue to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law. We are under no obligation to reduce or alter your workload, or to assign fewer than the usual hours of work.

Note: See “Insurance Premium Payments During Leaves of Absence” later in this section for further information.

Educational Leave of Absence

An educational leave of absence may be approved if the desired curriculum is of mutual benefit to you and to NEEM, Inc. Apply in the same manner as you would for a personal leave of absence.

Election Day

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods of time, you are encouraged to vote before or after regular working hours or during your break or lunch period.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off.

Upon receiving a notice for jury duty, you must provide us with a copy of the notice as soon as possible.

You must report for work if you are released from jury duty before the end of our workday or if you are temporarily released from jury duty.

Military Leave of Absence

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to Jimmy as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with NEEM, Inc.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months active duty for training, you must apply within a reasonable time (usually thirty (30) days after discharge).

Military Reserves or National Guard Leave of Absence

Employees who serve in U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may

apply unused earned vacation time to the leave if they wish; however, they are not obliged to do so.

You are expected to notify Jimmy as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

Personal Leave of Absence

In very special circumstances, NEEM, Inc. may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from Jimmy or the administration. A personal leave of absence must not interfere with the operations at NEEM, Inc.

A personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

Note: See “Insurance Premium Payments During Leaves of Absence” later in this section for further information.

Sick Leave

To qualify for excused sick leave you must be a full-time employee and have completed your Introductory Period. Time taken off will be without pay. Please advise your supervisor as soon as possible you will be absent from work due to illness.

Sick leave may be used for the purpose of visiting doctors, dentists or other practitioners in their offices. This time may also be used for tending to a serious illness suffered by a member of your immediate family in the event the illness requires your personal time and attention. If another person can attend to the needs of an ill family member, you are expected to fulfill your duties as an employee of NEEM, Inc.

NEEM, Inc. may request "proof-of-illness" and may also use a company-appointed physician to examine the employee.

Accepting Other Employment or Going into Business While on Leave of Absence

If you accept any employment or go into business while on a leave of absence from NEEM, Inc., you will be considered to have voluntarily resigned from employment with NEEM, Inc. as of the day on which you began your leave of absence.

Insurance Premium Payment during Leaves of Absence

While you are on any type of unpaid leave of absence from NEEM, Inc., you will be responsible for paying the total premiums (*employee and employer portions*) for your

coverage and that of your dependents while on leave. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.

Insurance Coverage

Group Insurance

NEEM, Inc. is interested in the health and wellbeing of both you and your family. A comprehensive health and life insurance program is available for you and your family. We provide group insurance underwritten by a National Insurance carrier. Benefits are available to full time employees after completing the 60-day introductory period. There may be additional waiting periods as determined by each individual insurance company.

The following benefits are provided, as defined and limited in the literature provided by our insurance company:

- Group Term Life Insurance
- Accidental Death & Dismemberment Insurance
- Major Medical and Surgical Coverage
- Medical Health Care Coverage
- Dependents' Health Care Coverage
- Dental Insurance (Voluntary-paid by employee)
- Short-Term Disability (Voluntary-paid by employee)

If you choose insurance coverage, our insurance company provides a booklet describing your benefits; a copy of this will be given to you when you join the program.

Health Insurance

Today's many health insurance plans and options can be confusing and complicated. That is why NEEM, Inc. has taken the time to carefully review the coverage and plans available. We have selected the plan we feel provides the best coverage for our employees. Refer to the literature provided by our insurance company for details on your health coverage.

We pay 50% of the premiums for an employee-only policy or 33.3% on a policy that includes your spouse and/or dependents. You would pay 50% of the insurance premiums for an employee-only policy or 66.7% of the premiums for a policy that covers your spouse and/or dependents through payroll deduction.

Health Insurance Payment Clarification

All employees who participate in group health insurance through NorthEast Earth Mechanics, Inc. are responsible for paying 100% of the total premium due (including employer's portion) for their selected coverage if they are temporarily out of work for any reason, including lay-off, worker's compensation injury or illness and/or medical leave. Failure to do so may result in loss of coverage and possible refusal by

the insurance carrier to allow your coverage to be reinstated.

Life Insurance

If you are a regular full-time employee of NEEM, Inc., you are covered by our Group Life Insurance. This insurance is payable in the event of your death from any cause, at any time or place, while you are insured. Payment will be made in a lump sum or in installments to the beneficiary, as designated by you. You may change your beneficiary whenever you wish by submitting the appropriate documents to Hannah. Refer to the literature provided by our insurance company for details on your life insurance coverage.

Termination of Insurance

Your insurance will terminate when the insurance policy terminates or you fail to make an agreed contribution to premium when due or you cease to be eligible for coverage under the terms of our group insurance program or you cease to be employed as a regular full-time employee. NEEM, Inc. may, by continuing to pay the premium, keep your insurance in effect for a brief period if you cease to be an eligible employee for any reason other than resignation, dismissal, or failure to meet the terms of eligibility of our group insurance program. Health insurance will terminate on the last day of payment, life insurance will terminate on the date of termination.

Government Required Coverage

Workers' Compensation

The New Hampshire Workers' Compensation Law is a no-fault insurance plan, which is supervised by the state and one hundred percent (100%) paid for by NorthEast Earth Mechanics Inc. This law was designed to provide you with benefits for any injury, which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

How Do I Get the Benefits?

All injuries, no matter how slight, must be reported immediately to your supervisor to assure consideration under Workers' Compensation Insurance, should complications develop later. Your supervisor will see that you receive medical attention.

Just tell your supervisor what, where, when, and how it happened -- enough information so that he or she can arrange medical treatment and complete the necessary reports. You must fill out and sign NH Form 8aWCA, Notice of Accidental Injury or Occupational Disease. In an emergency, you may go directly to one of the medical facilities nearby. Later, you may be required to furnish administration with written statements regarding the on-the-job accident so that we may accurately document the incident, and so you may receive all the benefits to which you are entitled. (Failure to do this could result in loss of benefits.)

Prompt reporting is the key. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

Benefits While On Worker's Compensation

Your employee benefits do not stop while you are out on Worker's Compensation, however, they still must be paid for. If you are out of work less than two weeks, there will be no change in benefits-you will simply need to catch up on your portion of the premium when you return.

If you are out of work more than two weeks, you must pay the full amount (100% of the premium) of health insurance while out.

If you are out of work for more than thirty days, your vacation time will not continue to accumulate.

Unemployment Compensation

NEEM, Inc. pays a percentage of its payroll to the Unemployment Compensation Fund according to NEEM, Inc.'s employment history. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount and are willing and able to work. You should apply for benefits through your Local State Unemployment Office as soon as possible.

NEEM, Inc. pays the entire cost of this insurance.

Social Security

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, NEEM, Inc. is required to deduct this amount from each paycheck you receive. In addition, NEEM, Inc. matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Retirement

401k Retirement Plan

The details regarding NEEM, Inc.'s 401k program can be requested from administration. All employees are eligible to sign up for the 401(k) program following 6 months of employment. Enrollment periods are the first of each month.

Other Benefits

Annual Party or Outing

NEEM, Inc. sponsors at least one annual get-together.

Education Assistance

We feel an individual who possesses a desire to continue their education, in addition to performing their full-time job, shows a commitment to improving themselves and their position within the company. To encourage and reward these individuals, NEEM, Inc. offers an Education Assistance benefit.

Full-time employees may continue their education in a related field and NEEM, Inc. may reimburse all or part of the registration and tuition costs. All courses must be pre-approved by Jimmy. Once the course is completed, submit a certified transcript of grades, with receipts for expenses. NEEM, Inc. will reimburse you as described below for the portion of the registration and tuition that was pre-approved.

Reminder: If you are taking a pre-approved seminar that offers continuing education credit, be sure to give administration a copy of the Continuing Education Credit Certificate (or other document) to include in your personnel file.

In order to qualify for this Education Assistance benefit you must:

1. You must advise a member of administration prior to enrolling for the class that you intend to take a particular course. He or she will then advise you whether the course is of a nature that NEEM, Inc. will approve for partial or total reimbursement of tuition and fees.
2. The course must be job-oriented and offered by an approved educational institution.
3. You must receive a grade of "B" or better.
4. You must have at least one (1) full year of service with NEEM, Inc.
5. You must agree to repay NEEM, Inc. back if your employment with NEEM, Inc. terminates for any reason within one (1) year after completing the course.
6. NEEM, Inc. will not reimburse your educational expenses if you are eligible to receive educational benefits from other sources, such as the Veterans Administration.

Education/Training (Attending Seminars/Training Sessions)

From time to time, NEEM, Inc. may arrange to have both formal and informal training programs to enable you to progress in your technical knowledge of our business. Several times a year, employees are selected to attend workshops or training programs. You will receive a normal paycheck while attending these schools or workshops. All or a portion of the expenses for off-premises training will be paid for by NEEM, Inc. depending on the nature of the course. Check with administration for details.

Also, during any slow periods of work, you should use the time to learn more about NEEM, Inc., and its services. You may progress, as you become more knowledgeable about your job and the jobs of the people around you. You are encouraged to ask questions about any aspect of NEEM, Inc. that is of interest or unclear.

If you become aware of a particular seminar that you believe is appropriate for enhancing your skills (and/or those of other employees), please bring it to the attention of administration. Since these seminars are usually offered only at specified times in a geographical area, please be sure to notify administration as far in advance as possible. This way, he or she can attempt to schedule workloads to accommodate your (and/or other employees') desire to attend the seminar.

Employee Purchases

All purchases on a company charge account or using a company check must be pre-approved. Purchases for personal use must be kept to a minimum and will require a signed payroll deduction authorization. A receipt for **all** transactions must be kept and submitted to the office as soon as possible.

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all NEEM, Inc. methods of communication, including this Employee Manual, bulletin board, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, etc.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters from NEEM, Inc. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information, which will keep you up-to-date on the events here at NEEM, Inc.

Company Meetings

Occasionally we may request that you attend a company-sponsored meeting. It will be scheduled during your regular working hours and your attendance is required. You will be paid your regular rate of pay while in attendance.

Conversion Privileges

At your exit interview or upon dismissal, you will learn how you can continue your insurance coverage and any other benefits you currently enjoy as an employee who is eligible for continuation.

Jobsite Meetings

From time to time, your supervisor will schedule jobsite meetings before, during, or after work. It's to your advantage to be at these meetings. They give you and your fellow workers a chance to receive information on NEEM, Inc. events, to review problems and possible solutions, and to make suggestions about your job.

If your attendance at jobsite meetings is mandatory, you will be informed in writing. Failure to attend may involve a penalty.

Note: See "Company Meetings" earlier in this section for further information.

Dress Code/Personal Appearance

A tasteful appearance contributes to the positive impression you make on our customers. Any piece of clothing that includes slogans and/or sayings that are found to be offensive by another coworker will not be tolerated. You are expected to be suitably attired during working hours or when representing NEEM, Inc. When working at a customer's site, please observe what the customer is wearing and dress appropriately.

Each supervisor has his or her own rules regarding proper attire on the jobsite. Often times, what one supervisor finds to be safe and appropriate may be found dangerous and inappropriate by another. Be sure to check with your supervisor regarding what is allowed on his or her jobsite.

Please be aware that a supervisor's rules and NEEM, Inc.'s rules are subject to penalty if not followed.

Expense Reimbursement

You must have the administration's or your supervisor's written authorization prior to incurring an expense on behalf of NEEM, Inc. To be reimbursed for all authorized expenses, you must submit all receipts approved by your supervisor. Please submit your expense report/voucher each week, as you incur authorized reimbursable expenses.

If you are asked to conduct company business using your personal vehicle, you will be reimbursed at the current published government rate per mile. Please record all miles driven in a personal vehicle on your daily timecard so that proper reimbursement can be made.

First Aid

Federal law (OSHA) requires that all accidents and illnesses during the workday be reported and that we keep records of all such incidents. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as

health benefits. OSHA also provides for your right to know about any health hazards, which might be present on the job.

Grievances

Our goal is to maintain a comfortable working environment for everybody. We do this in several ways:

- * By treating each of you as an individual and encouraging your maximum development;
- * By recognizing that each of you is essential to the success and growth of NEEM, Inc.; and
- * By maintaining direct communications with all of our employees and ensuring that each and every one of you can speak directly and openly with administration.

We believe that this type of communication, without interference from any outside party, is best for all concerned. Therefore, when you wish to express your problems, opinions, or suggestions, you will always find an open door and an attentive ear.

As time goes by and NEEM, Inc. grows, we will continue to listen and respond to your questions and comments.

Resolving Problems

Whenever you have a problem or complaint, we expect you to speak up and communicate directly with us. You can take the following steps:

1. First, talk to your supervisor. Your supervisor is most familiar with you and your job and is, therefore, in the best position to assist you. He or she works closely with you, and is interested in seeing that you are treated fairly and properly.
2. If your supervisor cannot help you resolve the matter, you can speak to Sean or Sue who will give your problem or complaint prompt consideration.
3. If Sean or Sue feels that the situation warrants further review, he/she will ask Jimmy for assistance.

Remember -- it is always best to resolve problems right away. Little problems tend to turn into big problems; facts become confused; resentment and anger builds up. It is always best to get things off your chest before they get out of hand.

Housekeeping

Easily accessible trash receptacles are located on all jobsites. Please put all litter in the appropriate containers. Please don't put cigarettes out on the floor or throw ashes into any container not meant for that purpose. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your supervisor immediately.

Labor Unions

Our employees are not represented by a labor union; however NEEM, Inc.'s policy is to provide wages and benefits that compare favorably with those at other companies in our region and industry. We also strive to provide the safest and best possible working conditions for you.

One of NEEM, Inc.'s primary goals is to successfully meet its responsibilities to you, our employee, both as an individual, and as a contributing member of NEEM, Inc. This is accomplished by managing NEEM, Inc. in such a way that you will always be treated with respect and dignity. We believe every person deserves to be treated in this manner, in any situation. We also believe this principle helps make NEEM, Inc. successful. And, in this environment, we can work together to solve any problems that may arise.

Layoff

In the event of a reduction in workforce, employees will be laid off based on skills and abilities as well as seniority. Please understand that if the skills and abilities of two employees are equal, seniority will be the determining factor in the layoff decision.

Note: See Health Insurance Payment Clarification on page 26 for information regarding health insurance premiums during layoff period.

Life-Threatening Illnesses

NEEM, Inc. recognizes that employees with a life-threatening illness, including, but not limited to, cancer, heart disease, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. These employees must be able to meet acceptable performance standards. Performing normal job functions must not exacerbate their condition. Medical evidence must indicate that their condition is not a threat to other workers.

Supervisors need to be sensitive to the employee's condition and ensure that the employee is treated consistently with other employees. NEEM, Inc. seeks to provide a safe work environment for all employees and customers. Therefore, precautions should be taken to ensure that any employee's condition does not present a health and/or safety threat to other employees or customers.

Supervisors

Your supervisor is the person on the management team who is closest to you and your work. Your day-to-day contact with your supervisor gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job. Your supervisor can show you how your work fits into the overall picture, teach you how to do things, explain the "how" and "why," and encourage you when things look a little tough.

Your supervisor is in complete charge of the jobsite. He or she is responsible for the efficient operation of the jobsite. Your supervisor has authority to recommend hires and dismissals, recommend pay increases, transfers or promotions, and to maintain order and discipline.

Remember, your supervisor knows most of the answers, and, if not, knows where to get them. Your supervisor probably started in a job much like yours and can guide and help you. He or she wants you to succeed. Please get to know him or her, and when you need help or have questions, complaints, problems or suggestions, contact him or her first. Your supervisor is interested in your success, the success of every member on the jobsite, and the overall success of NEEM, Inc.

Your supervisor is human, has many responsibilities, and needs your cooperation, assistance, and loyalty. He or she wants to help you - that's their job - so please ask, and please be willing to meet your supervisor half way. If he or she cannot help you or answer your question, your question will be referred to someone who can. You can expect to be treated fairly and with respect. Like NEEM, Inc., your manager has a direct interest in you. He or she wants you to consider him or her as your advisor, friend and mentor.

Open Door Policy & Counseling

Normally, you will be expected to use the Grievance Procedure outlined earlier in this Manual to resolve a problem. However, if the problem or complaint is of a personal nature, or a very delicate matter, you may meet first with any member of administration, including Jimmy, to discuss it. He or she will decide if you should first discuss the problem with your supervisor. If so, you will be directed to use the Grievance Procedure. If the complaint, suggestion, or question is of such a nature that resolution would be hampered by the Grievance Procedure, the administrator you contact will take the appropriate action.

Parking Lot

You are encouraged to use the parking areas designated for our employees. Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for customers and visitors only.

Courtesy and common sense in parking will avoid accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your manager.

NEEM, Inc. does not assume any liability for any loss or damages you may sustain.

Payroll Advances

NEEM, Inc. rarely advances or loans money to employees. In the event you must borrow against your paycheck, you must first discuss your situation with Sue or Jimmy.

If he or she feels that your request is justified, an "Employee IOU" form will be provided for you to fill out and sign.

Note: See "Deductions (Other)/Direct Deposit" in the "Compensation & Performance" section for further information.

Personal Property

Should any property damage or fire result, please understand that NEEM, Inc. cannot assume any responsibility for loss or damage to personal property of any employee. It is a personal risk you take at your own accord to keep personal equipment and/or vehicles on NEEM, Inc. jobsites.

Personal Use of Company Property

In some instances, employees may be allowed to borrow certain NEEM, Inc. tools or equipment for their own personal use. In no instance may this be done off our premises without prior approval by administration. You understand and agree that NEEM, Inc. is not liable for personal injury incurred during the use of company property for personal projects. As a NEEM, Inc. employee, you accept full responsibility for any and all liabilities for injuries or losses, which occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition, and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

Promotion Policy

Whenever a position becomes available, every effort will be made to fill it by promoting a qualified employee. Jobs will be awarded based on individual ability and past job performance, as well as length of service if two people have similar qualifications. By utilizing all opportunities for education and performing your job excellently, you may become qualified to fill a position of greater skill, responsibility and value at NEEM, Inc. NEEM, Inc. will always continue to look outside the company for potential employees as well.

Whenever you are learning a new job, or if your abilities are unknown in a particular job, you will be classified as a trainee during the time necessary for you to gain experience to do the job. The length of training time for any given job is governed by the experience required for that job and your learning ability. You will be reviewed every ninety (90) days while training. At these reviews, you may receive an increase in pay, timed so that upon completion of the training period, you will be receiving a wage comparable to others in the job.

Property & Equipment Care

It is your responsibility to understand the machines you need to use to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and NEEM, Inc. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

References

As an employee, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, and you receive a request for a reference, you should forward the request to the personnel department for a response.

References will be provided upon verbal or written request by a member of administration.

Resignation

While we hope both you and NEEM, Inc. will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job with NEEM, Inc. If you anticipate having to resign your position with NEEM, Inc., you are expected to notify administration at least two (2) weeks in advance of the date that you must leave.

Return of Company Property

Any NEEM, Inc. property issued to you, (tools, etc) must be returned to NEEM, Inc. at the time of your dismissal or resignation, or whenever it is requested by your supervisor or a member of administration.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all NEEM, Inc. activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Please report all injuries to your supervisor immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules(see the Safety Manual for complete details). Your supervisor or administration may post other safety procedures in your work area.

- * Avoid overloading electrical outlets with too many appliances or machines.
- * Use flammable items, such as cleaning fluids, with caution.
- * Walk -- don't run.
- * Use stairs one at a time.
- * Report to your supervisor if you or a co-worker becomes ill or is injured.
- * Ask for assistance when lifting heavy objects.

- * Smoke only in designated smoking areas.
- * Wear or use appropriate safety equipment as required in your work.
- * Avoid "horseplay" or practical jokes.
- * Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- * Use air hoses only for the use intended. Avoid blowing air at yourself or anyone else.
- * Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on an operation which requires their use.
- * Stack materials only to safe heights.
- * Watch out for the safety of fellow employees.
- * Use the right tool for the job, and use it correctly.
- * Wear gloves whenever handling scrap, barrels, etc.
- * Operate motorized equipment only if authorized by your immediate manager. All operators must be licensed.
- * DO NOT use any piece of equipment with a disabled backup alarm.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Safety Rules when Operating Machines & Equipment

- * Machine guards must be in place while machines are in operation.
- * Loose clothing, jewelry or rings must be removed before operating machinery.
- * Your supervisor will issue required personal protective equipment, except for prescription glasses, to you.

You may purchase replacement for mandatory personal protective equipment, which has been purposely destroyed or lost, at cost. You may purchase personal protective equipment that is not mandatory through NEEM, Inc. at a reduced cost.

We will continue to provide a clean, safe and healthy place to work and we will provide the best equipment possible. You are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that carelessly endangering yourself or others may lead to disciplinary action, including possible dismissal.

Security

Maintaining the security of NEEM, Inc. buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- * Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- * When you leave NEEM, Inc.'s premises (including NEEM, Inc.'s vehicles) make sure that all entrances are properly locked and secured.

Smoking

NEEM, Inc. discourages its employees from smoking. Smoking is regarded as a poor health habit, which can detract from performance and is often offensive to co-workers and/or customers. While we cannot regulate employee conduct off the job or outside of work hours, we feel it is our responsibility to provide a workplace free of exposure to hazardous substances, and we have therefore established our facility and business as a smoke-free workplace.

In addition to being a health hazard, employees may work around combustible substances and smoking around combustible substances is dangerous and can be fatal. All employees are expected to abide by this policy while at work.

Solicitations & Distributions

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-company literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. Working areas do not include the lunchroom or the parking areas. Solicitation during authorized meal and break periods is permitted so long as it is not conducted in working areas. However, employees are not permitted to sell chances, merchandise or otherwise solicit money or contributions without administrative approval.

Persons not employed by NEEM, Inc. are prohibited from soliciting or distributing literature on company property.

Theft

Internal theft is a serious problem for NEEM, Inc. Although taking small items of NEEM, Inc. property may seem inconsequential, the cumulative effect can be very large. Stealing from the company is like stealing from yourself. Losses from theft immediately affect our ability to increase salaries and can jeopardize the profitability of the company.

Penalty Clause

The penalty for any incidence of unauthorized possession or removal of company property is immediate dismissal. All examples of unauthorized possession or removal of company property, regardless of the employee's past record, seniority, or the dollar value of the item, will be treated equally. If you are dismissed because of unauthorized possession or removal of company property, the reason for your dismissal will be provided to any future employer that contacts NEEM, Inc. In addition, you may be subject to prosecution.

Traffic Violations

If you are authorized to operate a company vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered completely responsible for any accidents, fines or traffic violations

incurred. Your supervisor will advise you on what to say and do (and what not to say and do) in the event of a vehicular accident.

Use of Company Vehicle

If you are authorized to use a NEEM, Inc. vehicle for company business, you must adhere to the following rules:

1. You must be a licensed driver.
2. You must maintain weekly mileage reports.
3. You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
4. You are responsible for paying any moving violation tickets. (There are exceptions). Also, please park appropriately -- NorthEast Earth Mechanics, Inc. will not pay parking violations.
5. You must keep the vehicle clean at all times, and washed and vacuumed as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain receipt for reimbursement.
6. Prior to operation of any company vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident -- filling out the accident report, getting names of witnesses, etc.

Note: See "Driver's License & Driving Record" in the "Employment" section of this Manual and "Traffic Violations" earlier in this section for further information.

Visitors

Our insurance coverage and good common sense prohibits unescorted visitors in our facilities or job sites. Visitors are not permitted on NEEM, Inc. property without prior permission from your supervisor; no visitors are permitted in working areas. If you are expecting visitors, please request permission from your supervisor and ask your visitors to see your supervisor when they arrive.

Violations of Policies

You are expected to abide by the policies in this Manual. Failure to do so will lead to appropriate disciplinary action. A written record of all policy violations is maintained in each individual's personnel file.

A partial list of causes for possible disciplinary action ("Unacceptable Activities") is presented under "Standards of Conduct" in the "Employment" section of this Manual. This list is not to be considered all-inclusive.