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# GREEN IMPRESSIONS, LLC

## EMPLOYEE HANDBOOK

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# *SECTION 1.*

## **Welcome**

Green Impressions welcomes you to our organization. We have prepared this handbook so you may become better acquainted with us. This employee handbook has been prepared to provide information about Green Impressions' employment and administrative policies. From time to time, the company may unilaterally and at its discretion, amend, supplement, modify or eliminate one or more of the benefits, work rules or policies described in this guide or elsewhere. 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 or in-house.

Occasionally, changes will be made to this handbook to insure it is always current with changes in the legal system.

This guide should not be considered as a guarantee that your employment with us will continue for any specified period of time or end under certain conditions. It is hoped that your employment at Green Impressions will be rewarding, although both you and the company reserve the right to terminate the employment relationship for any reason, with or without cause at any time. Nothing in this guide should be considered as altering the employment-at-will relationship existing between yourself and the company.

The policies described in this handbook are applicable to all company employees unless otherwise indicated. A review of these policies will be made on a regular basis. By following the policies within, Green Impressions hopes to provide its employees with a better understanding of our company and the direction in which we are headed.

Green Impressions is operating in a competitive and changing business environment. Because of this, our personnel policies and benefits are under constant review and may be changed with or without notice based on the needs of the company or the best interests of the employees.

## **Our Purpose**

To Earn the Love and Respect of Those we Serve..... Our Families, Team, Clients and Community.

## **Mission**

Green Impressions is a Passionate Team of Landscape Professionals, Dedicated to an Exceptional Customer Experience.

## **Vision**

Green Impressions will be recognized as the Midwest Market leader for providing residential and commercial landscaping services.

As a fiscally responsible company that is committed to quality, creativity, and continuous improvement we aim to exceed our client's expectations.

By engaging our talented and passionate people and living by our core values we will achieve our goals.

## **Equal Employment Opportunity**

It is the policy of Green Impressions to afford equal opportunity for employment. All employment decisions are made without regard to race, color, age, religion, sex, gender, sexual orientation, national origin, ancestry, marital status, handicap unrelated to ability or unfavorable discharge from military service or other grounds prohibited by federal or state law.

Green Impressions is committed to concepts of affirmative action, our employment practices are administered in a manner which facilitates employment opportunities for minorities, females, handicapped and Vietnam-era veterans.

The company has a strict policy against sexual harassment of any kind. Sexual harassment may include unwanted sexual advances, requests for sexual favors or any other sexually oriented conduct that may be intimidating or unwelcome by the recipient.

This company will not tolerate any form of harassment or discrimination, including that based on race, age or ethnicity, as well as sexually based harassment or discrimination. Any complaint relating to such matters may be brought directly to the attention of your immediate supervisor. Such communication will be kept confidential, as required by law.

## Employee Advantages and Benefits

401K Retirement Plan  
Paid Holidays/PTO/Bereavement Pay  
12 Month Employment Opportunities  
Personal Growth – Potential

Medical/Vision/Dental/AFLAC  
Education/Training Opportunities  
Employee/Crew Rewards & Points Program  
Annual Reviews

### Your Manager

Each department or work area is under the direction of a manager. Your manager is a member of upper management, with responsibility to direct departmental work activities, make job assignments, administer company policies, and enforce rules. Please cooperate and comply with his or her directions. Your manager is here to help you. Feel free to speak with your manager when questions arise.

### Classes of Employment

Each new employee is hired into a specific category, which will determine his or her eligibility for employment benefits:

**\*Salaried Employee** - Any Green Impressions employee who is working on a fixed annual income. Salaried employees are generally considered as management and are therefore exempt from overtime.

**\*Full-Time** - Any Green Impressions employee who is hired to work a schedule at least 32 hours per week for 52 weeks per year. Full-time employees meeting appropriate length of service requirement will be eligible to participate in all company benefits.

**\*Seasonal** - Any Green Impressions employee who is hired to work a schedule at least 32 hours per week but limited to the growing season. Seasonal employees are eligible for limited company benefits.

**\*Part-Time** - Any Green Impressions employee who is hired to work less than 32 hours per week, are assigned to a regular work schedule, and are hired for an indefinite period of time.

**\*Temporary** – Any Green Impressions employee who is hired for a specified period of time based on the employee's own personal availability. Hours may vary on a case-by-case basis.

**\*Probationary Employee** - A new full-time employee serving a probationary period of 90 calendar days. A probationary employee is not qualified for paid holidays or leave of any kind or for various other company benefits. He/she may be dismissed at any time without notice or stated cause. Successful completion of the probationary period does not result in any change in the original employment agreement.

## **Advancement Opportunities**

Green Impressions wishes to advance and enhance the employment opportunities of its employees. Thus, we encourage all employees to add to their skills and to discuss their employment goals and desires with management. All employees of Green Impressions will have an equal opportunity for advancement and are encouraged to do so. However, Green Impressions reserves the right to hire, assign and promote a current employee or a non-employee at its discretion. Green Impressions' goal is always to find the best person to fill the position.

Another objective within the company is to provide for development and advancement consistent with each employee's capabilities and the needs of the business. Our policy is to make every effort to fill openings by promoting from within. In cases where skill, ability and performance are essentially equal, company service will be the determining factor. Managers are asked to recommend employees for job vacancies. The qualifications of all candidates are discussed with the managers before the final selection is made.

## **Education and Training**

Green Impressions encourages its employees to further their education within the fields of Landscaping, Maintenance and Snow Removal. Green Impressions will pay for seminars, training courses and testing within the parameters of employment. If the educational course equals \$500.00 or more, Green Impressions requires the employee to remain an active employee for a two (2) year time period.

If for any reason the employment is terminated before the two (2) year time period, the employee will be required to pay in full the total cost of the course/testing.

If Green Impressions must resort to legal action to recover the educational fees, Green Impressions will be entitled to recover court costs and attorney fees in addition to the course amounts.

Proof of the completion of the schooling and/or a copy of the employee's grade received is required. An employee's time for company required training shall be paid for by the company (up to 8 hours of regular time per day) providing it falls within the regular working hours when the employee would otherwise be working and earning wages. Time for employee requested or voluntary training/classes shall not be paid by the company, unless it is job related and approved by the manager in advance. Green Impressions has no provision for paying mileage or travel time for employee training and education.

## **Employee Orientation**

We believe that a proper orientation of each new employee is important when you join Green Impressions. New employees receive an orientation conducted by both Human Resources and their manager. The orientation includes job instruction, departmental procedures, safety information and training manuals, an explanation of our mission statement and company goals and a tour of our company facilities.

The first few weeks on the job are a period of learning. We consider the first 90 days of employment as a probationary period. During this time, the employee's performance is carefully evaluated to ensure that the employee is suitable for the position. An employee's failure to perform adequately or respond to job instruction could result in termination during the probationary period or at any other time during employment. It is very important to ask questions during this time to ensure that you are learning what is necessary to perform your job in a satisfactory manner.

## **Pay Period**

Paychecks are distributed Friday on a bi-weekly basis. If you have any questions regarding your paycheck, please speak to Human Resources immediately.

Attached to your paycheck is a statement of earnings and deductions withheld from your gross pay. The deductions will include state, federal and local tax deductions based upon the filed tax information presented by you to Green Impressions. Any other deductions will also be clearly stated on your pay-check stub. We require all employees to be paid through direct deposit.

## **Reviewing Your Pay Status**

The company gives no automatic wage or salary increases of any kind, whether for tenure, seniority, special education, or training, added responsibilities or in the case of exempt salaried employees added hours of work. All wage and salary increases are based on merit or promotion, subject to thorough evaluation of each employee's performance.

Annual pay increases will be based on several very important categories:

- |                      |                        |
|----------------------|------------------------|
| *ATTITUDE            | *ATTENDANCE/PROMPTNESS |
| *PERFORMANCE         | *RESPECT FOR EQUIPMENT |
| *CONSISTENCY OF WORK | *EMPLOYEE RELATIONS    |
| *DEPENDABILITY       |                        |

These factors weigh very heavily on your evaluation. All reviews and pay increases are given at the discretion of management.

For full-time employees, payroll and employee benefits shall be reviewed each year for possible change. Probationary employees shall be reviewed and either dismissed or asked to remain as appropriate after a 90-day evaluation.



## **Keeping Your Employee Records**

The company keeps a file of your personal records both for payroll and employment benefits purposes and to satisfy the requirements of federal and state law. It is your responsibility to give the company full, accurate information about yourself, as requested and to update your records when changes in your personal life occur, such as a change of immigration status, marital status, or address. Falsification of your records may be considered grounds for termination and if appropriate, will be reported to the relevant government office.

## **Work Hours**

Your manager will determine the scheduling of your hours, rest periods and lunch periods. Due to the seasonal nature of our business and elements that we deal with, your work hours may be changed from day to day to better serve our clients. Green Impressions will do everything in its power to notify you in advance of a change in the schedule.

## **Regular Attendance and Punctuality**

You are expected to report for work at the assigned time on each assigned day of work unless you have a proper excuse. The company demands a full vigorous day of work from all its employees, without exception. Unauthorized or unexcused days of absence from the job or repeated absenteeism or tardiness, will lead to disciplinary action, which may result in termination. Absence for one or more days without notifying the company may be considered a voluntary quit.

Any employee who is sick 2 or more days in a row must have a physician's document in order to return to work. Any unexcused or excessive absences from salaried employees will be deducted from an employee's base rate of pay for the pay period. This policy is not negotiable and will be done automatically.

Regular on time attendance is an important job responsibility of each employee. In the event of an anticipated absence, you must notify your manager as far in advance as possible. In cases of unplanned absence, you must notify your manager 1 hour prior to the start of your work shift. Any planned or unplanned, paid or unpaid absence must be documented in writing to your manager and turned in to Human Resources.

**EXCESSIVE TARDINESS AND ABSENCES WILL NOT BE TOLERATED!**

## **Record of All Hours Worked**

All work hours are to be entered on job reports by the supervisor. These hours are computed by office staff and posted in a common work area for employee review. All discrepancies should be reported to your manager or Human Resources immediately.

Request for time off must be submitted in BerniePortal and approved by your department manager. Seasonal, H2B, Temporary and Part-time employees will utilize paper request sheets provided by their manager. No one will be allowed to leave early or miss work without 2 weeks advance notice. We reserve the right to approve or deny any request. There will be no exceptions unless it is an emergency.

## **Holidays**

All regular salaried, full time and seasonal employees, as described in this handbook, will be eligible for the following holidays after 90 days if the holiday falls during the regular work week. If the holiday falls on a weekend, no one is eligible for additional pay:

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

The amount of pay that an employee will receive for a company holiday will be his regular, straight time rate for 8 hours, which will not be computed into overtime pay. To receive holiday pay, the employee must work the regular working day before and after the holiday unless arrangements have been made with management.

## **UNIFORMS AND APPEARANCE POLICY**

Brand image is the mental picture people have of you and your business. The appearance of employees reflects the image of our company and has a significant impact on the way we are viewed by Green Impressions' customers, employees and the general public. Green Impressions aims to provide its employees with comfortable and professional uniforms that project a positive professional image, which comply with Occupational Health and Safety guidelines.

This policy is designed to create a more professional appearance for all our team members and our company. These guidelines will be strictly enforced. In the business world there are no second chances with "First Impressions" ...Let's make it count!

Green Impressions requires a high standard of personal presentation and grooming and for every employee to adhere to our dress code standards. Employees should always be dressed neatly and appropriately for the type of work they perform. Current uniforms must always be worn when on duty and should be kept well maintained. All aspects of the current uniform must be worn.

All employees with hair to shoulder or longer will be required to tie hair back (I.E. pony tail) and keep hair tucked into hat. They will also wear a Green Impressions hat on all jobs. This is for safety reasons as per our insurance company. Any violation will result in a warning report.

Employees are required to purchase and or rent certain necessary uniform items as a term of their employment. All items will be embroidered and or imprinted with the appropriate company logos. These items are and will remain the property of the employee except for rented uniforms. Responsibility for maintenance and cleanliness will remain with the employee, including exchange of damaged uniforms.

\*Probationary employees are required to return all uniform parts, purchased or issued, at the end of their employment. If your employment lasts less than two weeks, and the uniforms are still in good condition, Green Impressions will reimburse your purchases.

There is a bi-weekly fee deducted from your payroll check for uniform rental and cleaning at the current market rate. Employees have the option to self-clean uniforms for a lesser rate as determined by the current uniform service company.

The employee should make sure upon receipt of any uniforms ordered that they fit properly and comfortably. The employee should immediately notify their manager if any uniform article does not fit acceptably. Employees that modify or intentionally destroy any uniform item will be liable for the replacement cost of such item if such damage is due to other than normal wear. Modifying a uniform includes but is not limited to cutting, hemming, or altering the uniform item(s) size or appearance from their original state of distribution to the employee.

Should your employment at Green Impressions end for any reason, you must clean and return all issued uniforms and equipment to the office before your final paycheck will be issued. Additionally, any items not returned will be deducted from your final paycheck.

If any employee shows up out of uniform for any reason, their manager will advise them that they are not dressed or groomed appropriately to perform their duties. They will have the option to return home and change as long as they return before the start of their shift, buy any needed items out of our inventory or go home for the day resulting in disciplinary actions for violating the uniform and attendance policy which will become part of their permanent file. Carhart style overalls are the only allowable substitution to the uniform policy.

Any deliberate breaches of this policy could result in disciplinary action. Any further incidents will be considered in breach of company policy and further action will be taken.

Carhartt style duck type fabric overalls/bibs and or coats are the only allowable substitution to the uniform policy in consideration to weather and work conditions.

## **ADDITIONAL DRESS CODE GUIDELINES FOR ALL EMPLOYEES:**

- All attire and uniforms are required to be clean, pressed and in neat appearance
- Wear your shirt tucked into your pants
- Wear a belt with your pants
- Wear appropriate undergarments, including socks
- Make sure your hair is neat, clean and styled appropriately for business purposes. Hair dyed in unnatural colors (green, pink, blue, etc.) is prohibited.
- Keep facial hair trimmed and neat.
- Maintain good personal hygiene.
- No earrings, visible piercings (e.g., your tongue, eyebrow, lips, nose, etc.) long chains and or necklaces are prohibited due to safety restrictions.
- For certain tasks, hardhats, ear and eye protection or dust masks may be issued and must be worn as instructed by supervisor.
- Tattoos, that could be perceived to be offensive, should be discreetly covered (e.g. tattoos of naked men/women, skulls or daggers dripping blood etc.)

Pregnant employees are expected to adhere to the company dress standards. If larger garments are required, please speak with your manager about ordering. If suitable uniform garments no longer fit, the employee may purchase suitable garments similar to the uniform items and have them embroidered with the Green Impressions logo.

If you have any questions about dress code, please speak with your manager or your Human Resources representative.

Failure to follow dress code guidelines will result in disciplinary action up to and including termination.

All employees and new hires must agree and sign off that they understand our company uniform policy.

## **Personal Appearance and Dress Code Standards**

All employees are required to wear company issued attire and or adhere to the position specific guidelines as listed below.

### **Salesman -**

- 3 - Button down "Dress Shirts" with company logo
- 3 - Polo type shirts with company logo
- Dress style pants/shorts or khakis with belt - **employee supplied**
- Appropriate dress style shoes - **employee supplied**
- Jacket with company logo
- Any items issued and approved by the company

### **Client Managers** –

- 5 – Tan khaki pants/shorts with belt – **employee supplied**
- 5 - Polo type shirts with company logo
- 1 – Hoodie with company logo
- 1 - Black work weight hooded sweatshirt with company logo
- 1 - Hat with company logo
- 1 – Winter hat with company logo
- Any items issued and approved by the company
- Appropriate work style shoes or boots – **employee supplied**

### **Crew Supervisors / Project Managers** – Landscape & Grounds Management

- 5 – Dark Green T-shirts with company logo
- 5 –Brown work style pants with belt– **employee supplied or rented**
- 1 - Black work weight hooded sweatshirt with company logo
- 1 - Hat with company logo
- 1 – Winter hat with company logo
- Appropriate work style boots or shoes – **employee supplied**
- Any items issued or approved by the company

### **Crew Members** – Landscape & Grounds Management

- 5 – Lime green T-shirts with company logo
- 5 - Brown uniform pants with belt– **employee supplied or rented**
- 1 - Black work weight hooded sweatshirt with company logo – **employee purchased**
- 1 - Hat with company logo
- 1 - Winter hat with company logo
- Appropriate work style boots or shoes – **employee supplied**
- Any items issued or approved by the company

### **Crew Supervisors** – Irrigation & Lighting

- 5 – Navy T-shirts with company logo
- 5 –Blue work style pants with belt– **employee supplied or rented**
- 3- Navy crew neck sweatshirts
- 1 - Navy work weight hooded sweatshirt with company logo
- 1 - Hat with company logo
- 1 – Winter hat with company logo
- Appropriate work style boots or shoes – **employee supplied**
- Any items issued or approved by the company

### **Crew Members** – Irrigation & Lighting

- 5 – Light Blue T-shirts with company logo
- 5 - Blue uniform pants with belt– **employee supplied or rented**
- 2 -Navy crew neck sweatshirts
- 1 - Navy work weight hooded sweatshirt with company logo – **employee purchased**
- 1 - Hat with company logo
- 1 - Winter hat with company logo
- Appropriate work style boots or shoes – **employee supplied**
- Any items issued or approved by the company

### **Pool Division**

- 5 - Navy T-shirts with company logo
- 5 - Blue work style pants with belt– **employee supplied or rented**
- 3 - Navy crew neck sweatshirts
- 1 - Navy work weight hooded sweatshirt with company logo – **employee purchased**
- 1 - Hat with company logo
- 1 - Winter hat with company logo
- Appropriate work style boots or shoes – **employee supplied**
- Any items issued or approved by the company

## **Personal Purchases**

Personal purchases made through the company must have prior approval by upper management. They are permitted only with the agreement that they are paid in full at the time of pick-up or approved payroll deduction. Failure to do so will result in immediate termination.

## **Alcohol and Drugs**

Green Impressions believes it is essential to provide a safe substance-free workplace for all employees. Substance use can endanger all employees, not just the substance users. In addition to employee(s) health and safety, substance-free workplaces have higher productivity, fewer accidents and less damage to equipment and property. Green Impressions has established a Drug-Free Workplace Policy (DFWP). Compliance with this policy is a condition of employment and continued employment. Employees required to submit to any drug and alcohol testing outlined in the DFWP must consent to testing, sign appropriate forms, make no attempt to switch, adulterate, tamper or alter any sample or specimen and comply with all specimen collection and chain-of-custody procedures. Refusing or failing to cooperate in signing the consent and release form by any employee shall constitute a presumption of impairment and the employee may be disciplined, up to and including termination of employment.

Off-work illegal use which could adversely affect an employee's work performance or could jeopardize the safety of other employees, the public, public facilities or where such usage adversely affects the public trust and ability of the company to carry out its responsibilities, will not be tolerated. Employees who are convicted of off work drug activity are considered in violation of this policy and this may result in disciplinary action up to and including termination. Factors that will be considered include the nature of the charges and the impact of the conviction upon conducting the company's business.

Under current federal law the employee's acceptance of their problem and their willingness to enter a treatment program for addiction will suffice in an employee using the steps under the Family and Medical Leave Act to use those steps to become a productive employee. In regard to the Americans with Disabilities Act of 1992, it is the intention of the act that alcoholism and drug addiction is a disability under the act. The employee must have the willingness to work with management and solve their problem.

## Medical Marijuana Policy

Medical Marijuana is legal to use in the state of Ohio with a prescription from a doctor.

HOWEVER, please note, employers do NOT need to allow their employees to use “medical” marijuana during their employment. Under Green Impressions’ Drug-Free Workplace policy, an employee CANNOT use “medical” marijuana during their employment with Green Impressions. Please note:

- 1) Employers with a drug-free workplace (such as Green Impressions) do not have to permit or accommodate an employee’s use, possession or distribution of “medical” marijuana.
- 2) Employers with a drug-free workplace (such as Green Impressions) are NOT prohibited from refusing to hire, from discharging, from disciplining or from otherwise taking adverse action against a person who uses “medical” marijuana.
- 3) Employers CAN drug test and have a drug-free workplace program, even if it is a zero-tolerance policy.
- 4) The law will NOT interfere with or change: alcohol/drug testing requirements mandated by the Department of Transportation (DOT); the BWC Drug-Free Safety Program, including H.B. 80; Ohio HB 223 (rebuttable presumption for workers’ compensation.)
- 5) Nothing in the law permits a person to sue an employer for refusing to hire, for discharging, for disciplining or for taking other adverse employment actions related to “medical” marijuana.

A person who is terminated from employment because of their medical use of marijuana is considered to have been terminated “for cause” if their use violated an employers’ policy. Therefore, “medical” marijuana is NOT a permitted prescription under Green Impressions Drug-Free Workplace program and IS grounds for justifiable termination.



## **Security**

For safety and insurance reasons, all visitors to the premises must enter through the office. This policy applies to all people not employed by Green Impressions including friends and family members. At no time, is any person not employed by Green Impressions permitted on any piece of equipment or in company vehicles without special written permission from one of the owners. Failure to follow these rules will result in immediate disciplinary action up to and including termination.

## **First Aid and Injuries**

Federal law requires that we keep records of all injuries and illnesses occurring during the workday. No matter how slight the injury or illness may be, you must report to your manager immediately. Failure to do so can jeopardize your ability to be compensated for health insurance benefits. Green Impressions will make any necessary medical and emergency arrangements for job related injuries or illness.

## **Worker's Compensation**

Law ensures that you are insured for workers' compensation, which provides medical and hospital payments for injury or illness caused on the job. The company pays the cost of workers' compensation in full. Job-related injuries and illnesses must be reported to the company as soon as they occur. Whenever an employee is injured on the job, the following steps should be followed:

1. Take First Report of Injury and Initial Physician's Report from your Incident Instructions packet in your vehicle to take to the hospital/doctor.
2. Complete an Incident Report form from vehicle packet within 24 hours of injury.
3. Turn in all completed paperwork to office. Must include return to work date.
4. If follow up treatment is necessary, check with the office to select a BWC provider.

Note: In the case of an emergency or when immediate treatment is needed, go directly to the nearest facility for treatment and let them know your MCO is 888OhioComp. The follow-up paperwork can be done afterwards.

## **Use of Company Equipment**

Safety is of the utmost importance to all of us and we request that extreme care be used in use of all tools and equipment. The normal safety precautions are to be used when operating small power tools. The large motorized equipment again is to be operated with safety in mind. Under no circumstances will there be more than one person at a time permitted on the equipment. Every operator of manual or motorized equipment will make sure that all safety devices on the equipment are in place. No employee is to operate a piece of equipment without the correct license and/or training. No employee is to operate a company vehicle if his or her driving record



is suspect. Anyone misusing, mishandling or abusing any tools and equipment will be subject to immediate disciplinary action, up to and including suspension without pay or termination.

Green Impressions reserves the right to deduct the cost of any damages by an employee to any company vehicles, equipment or property. It is the responsibility of all employees to use their training as well as common sense to make good judgments while handling equipment or vehicles. As we understand accidents do happen, we also believe that Green Impressions and all its employees as a whole should not suffer for a single employee's negligence and lack of good judgment resulting in damages.

## **Road Vehicles**

Any employee of Green Impressions who is operating a motor vehicle which is stopped for speeding, poor operation, a moving violation of any kind or for a road check where it is found that the vehicle has an operational problem, will be subject to immediate disciplinary action, up to and including suspension or termination. The employee operating the vehicle stopped for any traffic offense is personally responsible to pay any and all fines associated with the offense. It is the responsibility of each employee of Green Impressions who operates a motor vehicle to ensure that each vehicle is safe before leaving the facility.

## **Vehicles and Equipment**

Company vehicles and equipment are not to be used for personal use. All accidents will be reported to the office immediately along with the reports as soon as possible. All accidents will require immediate drug testing and the employee will be sent home until the office receives the results. An accident involving a company vehicle, which is determined to be the fault of the employee through carelessness or neglect, may be charged against the employee. Company vehicles are expected to always be kept clean and neat inside and out.

## *SECTION 2.*

### **Safety First**

At the start of employment, each employee is required to participate in an introductory training session, which includes important Safety and Health information about our company and its products. From time-to-time Green Impressions will conduct Safety and Health sessions. The company requires attendance at such sessions unless the meeting is voluntary.

In addition, all employees are required to wear and use safety goggles in any area where the following is taking place:

- \*Mowing
- \*Edging
- \*Trimming
- \*Sawing
- \*Blade Sharpening

Green Impressions requires all employees to read and follow all safety procedures and all instructions in the company handbook.

Failure to use safety equipment or clothing, as instructed or failure to observe safety rules issued by the company or ordered by your supervisor, may lead to disciplinary action.

### **Hazardous Materials Manual**

It is every employee's responsibility to know where the Hazardous Materials Manual is located in case of a hazardous material spill or emergency. This Manual is in the shop located by the Fertilizer Storage Shelves and the lunch room by the magnetic organization chart. There are also Material Safety Data Sheets (MSDS) in every vehicle storing or transporting such materials.

### **Fire Safety and Tobacco Use**

Due to the nature of our business, use of smoking materials or open flames is prohibited except in designated areas. All Green Impressions' offices, warehouses and trucks will be designated as "NO SMOKING/NO TOBACCO" areas. Also, it is asked that all employees refrain from smoking around our customers. If any of the policies are abused, smoking will be allowed only on your lunch break. Also, there will be no chewing of tobacco around customers, in the trucks or in the office.

# **Health and Safety Company Policy**

Safety is everyone's responsibility. It is Green Impressions' policy that accident prevention shall be considered of primary importance in all phases of operations and administration. It is the intention of Green Impressions' management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. The Management of Green Impressions is committed to returning injured and sick employees to work as soon as they are medically able to do so. We have implemented a Transitional Work Program for those workers who are unable to return directly back into their job description previous to the injury or illness. Because of this commitment by management, all employees have an obligation to accept and follow established safety regulations and procedures. For example, it is the duty of every employee to report any and all unsafe conditions and to help each other adhere to all policies and regulations outlined in this manual. Also, it is everyone's responsibility to keep up and maintain good housekeeping standards in the trucks, shop and on the job site. Keep in mind that disciplinary actions may result if any of these policies are violated or ignored.

## **Health and Safety Manual**

### **Overall Purpose**

The purpose of this manual is to outline Green Impressions' safety policies and procedures for various areas and functions within the company. The objective of the Health and Safety program is to reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing other businesses in our industry. Our goal is to have zero accidents and injuries.

### **Training**

Employee safety training is an important requirement of an effective injury and illness prevention program. While Green Impressions believes in skills training, we also want to emphasize safety training. This training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies, answer any questions and put the injury and illness prevention program into action. These training programs may take many forms: pre-employment training, on the job training and regular safety meetings. The bottom line is that safety is a two-way street. Green Impressions can teach safety, but only the employees can practice safety. A great safety program requires employee participation.

## Reporting

All injuries, no matter how slight, must be reported to your supervisor or to a member of management immediately. The best method to establish a safer workplace is to study past incidents of injuries and illnesses. Once you have reported to your supervisor, you will be asked to fill out an Accident Report Form or the appropriate Workers' Compensation Forms for more serious injuries that may require hospital care or treatment. Under no circumstances should an employee go to the hospital alone. After notifying a supervisor or member of management, a responsible coworker or supervisor should accompany the injured employee to, at least, the check-in-station at the hospital. Never leave the work site without reporting the injury and informing the supervisor who is leaving the work site. By not following these guidelines, an employee could forfeit his chances at receiving compensation from the insurance company for their injuries. To encourage safe behavior and to award for proven results, Green Impressions will institute various award and incentive programs. These incentive programs are designed to promote employee participation in the safety program and are not intended to discourage you from reporting accident. Remember, this safety program has been designed to make all our jobs as safe as possible. **YOU**, as a member of Green Impressions team, are the most important asset we have.

## Inspections

Every member of Green Impressions is responsible for making sure all safety devices, on any equipment, is intact and operational at all times. These devices were installed to make each piece of equipment as safe as possible. Tampering with these safety devices will result in immediate disciplinary action up to and including termination. Frequent inspections of all equipment and tools will be done by all employees and supervisors. Any tools or pieces of equipment that are not safe should be reported at once to your manager so that they can be repaired. Any tool that cannot be repaired is not to leave the shop.

## Drug-Free Workplace

Because the safety of Green Impressions' employees is the highest priority, Green Impressions is a drug and alcohol-free workplace. If any employee is caught working under the influence of alcohol or drugs, possessing, transferring, selling or any other activity involving the handling of illegal substances, disciplinary action, up to and including termination, may occur. Depending on the nature of the incident, criminal charges may result. For more information, see The Company Drug and Alcohol Policy.

## **Safe Work Practices**

Safety is a concern in all areas in which we work. Some job functions pose more hazards than those in other areas. This section illustrates the required safety practices for all Green Impressions' employees. It also addresses specific areas with unique concerns.

### **General Safety Rules for all Employees**

The following is a list of general rules and practices which are to be followed by all employees at all levels within the organization.

1. All employees shall follow the safe practices and rules contained in this manual.
2. All employees shall report any unsafe acts and conditions to their supervisor.
3. No employee should undertake a job that appears unsafe.
4. No employee is expected to undertake a job that they have not been trained for.
5. Suitable clothing and footwear must always be worn. Personal protection equipment is to be worn as needed and properly maintained.
6. All employees working on the job site are required to wear leather work boots. Boots must not be torn in any way or worn so badly as to make them unsafe.
7. No employee should handle any chemicals without an understanding of their purpose and any health hazards involved.
8. Safety glasses and ear protection must be worn when operating any piece of gas-powered equipment.
9. All employees should be familiar with the location of all safety equipment.
10. There will be no consumption of alcohol or drugs on the job. Anyone under the influence of drugs or alcohol may be terminated per the Drug and Alcohol Policy.
11. Horseplay, fighting and other acts that may have an adverse effect on an employee's safety are absolutely prohibited.
12. If an employee is taking any type of prescription medication, it is to be reported to their manager. The compatibility of the prescription and the employee's job will be evaluated and if appropriate, the employee will be reassigned.
13. All mechanical guards and other protective devices are to be in their proper places. Any deficiency shall be reported to their supervisor immediately.

14. All injuries should be reported to your supervisor immediately.
15. When lifting heavy objects, use your legs instead of your back.
16. Do not throw things, especially materials and equipment.
17. Dispose of all wastes properly. General housekeeping is the responsibility of all employees, with respect to their designated work areas.
18. Smoking is prohibited in all Green Impressions buildings and trucks.
19. Do not attempt to operate any piece of equipment that you are not trained to operate. (i.e. Bobcat, Tractor, Mowers, Computers)
20. All employees are expected to report to work in a timely manner unless other arrangements have been made with their supervisors. Absences and tardiness will not be tolerated.

## **Safety Equipment**

Green Impressions is making safety its number one priority and expects all its employees to do the same. As a direct result of this, Green Impressions is supplying you with the following items:

- \* One pair of O.S.H.A. approved safety glasses
- \* O.S.H.A. approved hearing protection

If the safety equipment that was listed above becomes worn or is no longer safe to use, Green Impressions will replace it at no charge. If the equipment is lost, misplaced or neglected, it will be the responsibility of the employee to replace it at their own expense. Green Impressions will stock replacements. No employee will be permitted to work without the proper safety gear.

## **Detailed Safety Guidelines**

### **Mowing Equipment**

1. Never underestimate the power of a piece of mowing equipment.
2. Never leave a mower running with the blades engaged.
3. Never empty a catcher with the mower blades engaged.
4. Never operate any gas-powered equipment without safety glasses and ear protection.
5. Always watch for objects in the lawn. (i.e. rocks, toys, dog chains, tree stumps)
6. Never fill a gas tank on a customer's lawn.

7. Never smoke while filling any type of gas tank.
8. Always exit grass away from buildings, patios and busy streets.
9. Always ask children and adults to leave the area to be mowed for their safety. If they won't leave, advise your supervisor and don't mow it.
10. Always turn your mower off on the lawn to avoid throwing objects from mower.
11. Always check over the lawn when finished to make sure it is perfect before you leave. Also, make sure that you are not forgetting any equipment.
12. Check your trailer hook-up to make sure that your equipment is secured properly and that all safety chains are in place.
13. Always check behind your truck before backing up to avoid hitting children or other vehicles.
14. Remember to follow all local regulations when parking your vehicle. (i.e. fire hydrants, stop signs, fire lanes)

## **Vehicle Safety**

1. Know all state and local traffic rules and regulations and comply fully.
2. Become familiar with the vehicle that you are assigned to use.
3. Keep your vehicle mechanically sound and in good operating condition.  
(i.e. horns, tires, all lights and any mechanical mechanisms that require service)
4. Be considerate to others around you on the road, both drivers and pedestrians.
5. Before moving your vehicle, make sure to look in all directions for oncoming traffic and pedestrians.
6. Avoid parking on hills unless absolutely necessary. If it is necessary, make sure the truck wheels are turned in towards the curb and set the parking brake.
7. When at all possible, always depart vehicle from the curb side while parked on public streets.
8. Always adapt road speed to weather conditions. **NEVER** exceed posted road speeds.
9. Allow at least one truck length distance for every 10 mph between you and other traffic.

10. Avoid sudden stops to keep from being hit in the rear of the vehicle.
11. Give correct signals far enough in advance to avoid possible accidents.
12. **ALWAYS** stop for school buses. Make sure to give a safe distance between you and the bus. Comply with all school speed limits.
13. Make sure to lock the vehicle when you are not in it. This will help avoid any criminal misconduct.
14. Windshields and mirrors are to be kept clean at all times.
15. Don't drive with all the windows closed – Carbon Monoxide is a killer.
16. Absolutely **NO SMOKING** in any vehicle owned by Green Impressions.

## **Large Equipment Safety**

1. Only trained personnel will be allowed to operate any large equipment. All employees operating these pieces of equipment must have been trained to do so.
2. Before operating any large piece of equipment, all safety devices must be functional and operational.
3. At no time is there to be more than one person on any piece of equipment.
4. Never underestimate the power of these machines. They may seem like fun, but remember that they can kill you if they are abused.
5. Whenever you are operating any large piece of equipment, it is your responsibility to make sure that the people around you are safe.

## **Portable Power Tools**

Portable power tools pose a special danger to employees because they are deceptively small and light, yet they can do great bodily harm if used improperly or poorly maintained. Check all power tools before you use them. All grinders, saws, tillers, shears and similar equipment should be equipped with the appropriate guards. All rotating and moving parts of equipment should be guarded to prevent any physical contact. These tools should never be used if there is a problem with any safety feature. Don't take any of these tools for granted. Use common sense when operating any power tool.



## **First Aid Kits and Stations**

First-aid kits with the required contents are maintained in a serviceable condition. There are first-aid kits in all vehicles and a first-aid station at the shop. It is important that every employee knows where these first-aid stations are. A list of the telephone numbers for emergency services will be posted visibly near the shop phone.

## **Using Cell Phones While Driving**

Green Impressions encourages the safe use of cellular telephones by employees who use them to conduct business.

Employees who use hand-held cellular phones while on company business should refrain from making or receiving business calls while driving. If an employee needs to make or receive a business phone call while driving, the employee should make sure the vehicle is stopped and that he or she is parked in a proper parking area for the call.

Employees who use hands-free telephones must keep business conversations brief while driving and must stop the vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy or road conditions are poor.

Employees who are faced with an emergency, such as a traffic accident or car trouble, may find it necessary to make a phone call while driving.

Employees who are found to have violated this policy may be subject to disciplinary action up to and including termination from employment.

## *SECTION 3.*

### **Benefits Package**

*See Benefits Package for most current information.*

### **Paid Time Off (PTO) Policy**

*See Benefits Package for most current information.*

## **Family and Medical Leave Act (FMLA)**

\*This policy does not encompass all the rules and regulations of FMLA leave. A complete list of information is available on the Wage and Hour Division of the Department of Labor website. \*

An eligible employee is one who:

1. Must have worked for Green Impressions for at least 12 months as of the date the FMLA leave is to start.
2. Has at least 1250 hours of service during the 12-month period immediately before the date the FMLA leave is to start.

A 12-Month Leave Year is a rolling 12-Month period measured backward from the date an employee uses FMLA leave (each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the immediately preceding 12 months).

An employee must give at least 30 days advanced notice of the need to take FMLA leave when he or she knows about the need for the leave in advance.

For planned medical treatment, the employee must consult with management and try to schedule the treatment at a time that minimizes the disruption to company operations.

Employee's requesting FMLA leave will receive an Eligibility notice within 5 business days.

### **The Certification Process:**

The employee has the responsibility to provide the initial certification when requested.

If the employee does not provide the certification, Green Impressions may deny the employee's request for FMLA leave.

Certification may be required for:

- The employee's own serious health condition,
  - Green Impressions may also, in certain circumstances, require a fitness-for-duty certification at the conclusion of the employee's leave as a condition of returning the employee to the job.
- The serious health condition of the employee's parent, spouse, son or daughter, and
- Military family leave.

Green Impressions notice that a certification is required must be included in the written Rights and Responsibilities Notice that Green Impressions gives the employee within five business days of becoming aware of the employee's need for FMLA leave.

In some instances, Green Impressions may request a medical certification at a later date if Green Impressions has reason to question the appropriateness of the leave or its duration.

**Fitness-for-Duty Certification:**

All employees who take FMLA leave for their own serious health condition must obtain and present certification from the employee's health care provider that the employee is able to resume work as a condition of restoring an employee.

Green Impressions may delay restoration of an employee until the employee submits a required fitness-for-duty certification at the cost of the employee.

**Substitution of Paid Leave:**

If the FMLA leave lasts less than two weeks in length the employee may decide to use any accrued PTO concurrently with unpaid FMLA leave.

If the FMLA leave is longer than two weeks in length the employee must exhaust all accrued PTO going forward.

**Maintenance of Benefits:**

Green Impressions requires employees to pay their share of premium payments due at the same time as it would be if by payroll deduction.

*Failure to Pay Health Plan Premium Payment:*

If an employee's premium payment is more than 30 days late, Green Impressions may drop the employee's health insurance coverage.

In order to drop insurance coverage for an employee whose premium payment is late, Green Impressions must provide written notice to the employee that the payment has not been received, and that his or her insurance coverage will end at least 15 days after the date of the written notice unless payment is received by that date.

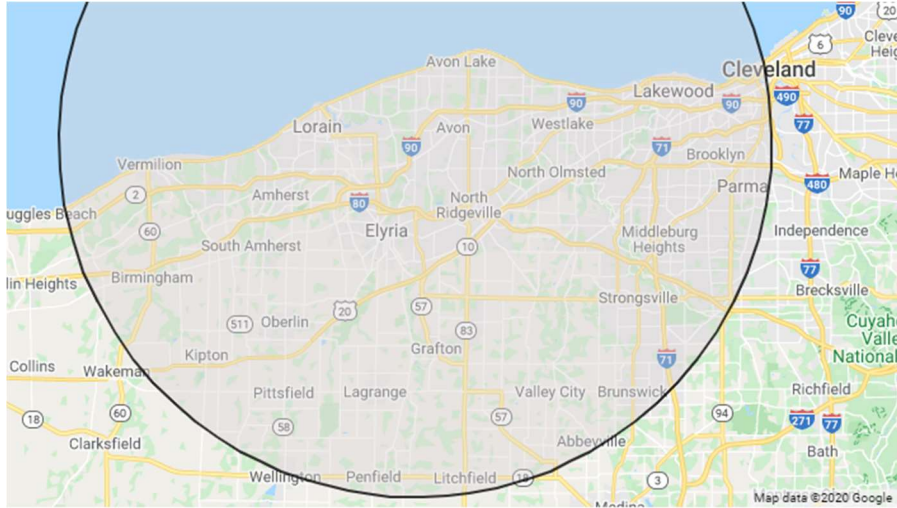
**Restoration:**

When an employee returns from FMLA leave, he or she must be restored to the same job that the employee held when the leave began or to an "equivalent job." The employee is not guaranteed the actual job he or she held prior to the leave. An "equivalent job" means a job that is virtually identical to the original job in terms of pay, benefits, and other employment terms and conditions (including shift and location).

# Company Vehicle Policy

Managers who meet certain criteria will have the option to be issued a company vehicle that they can take home with them. Please see HR for most current criteria.

Green Impressions will pay for the fuel cost to and from work, if the employee lives within a 20-mile radius.



Managers who live outside the 20-mile radius will pay the mileage difference through a payroll deduction.

The company vehicle may be used for any errands or personal tasks that need to be completed outside of working hours. Company vehicles should not be used for vacations, hauling or trips outside the state of Ohio. Company vehicles should not leave a 90-mile radius from the shop without prior approval from management.

All company vehicles are expected to meet cleanliness standards for both the interior and exterior of the vehicle. Inspections will be conducted randomly throughout the year.

Only Green Impressions employees are allowed to drive vehicles owned by Green Impressions, family and friends are prohibited from driving company owned vehicles.

Should a manager need to take an extended leave of absence, the company vehicle must be returned and stored at the shop for use by other employees.

## Manager's Day Off Policy

The purpose of this program is to allow a day off for rest, relaxation, and personal appointments due to the number of long hours that managers invest in their departments. Green Impressions understands and appreciates the hours and commitment the management team makes to working here. Full-time, year-round managers who are efficiently running their department will be able to participate in the program. This program will run annually for the months of April-November.

Criteria to take a Manager's Day Off:

- Department must be under control:
  - Schedule is set in place.
  - Employees have been notified of your time away and supplied with instructions and any needed job materials.
  - Department Managers must answer any phone calls from crew supervisors and handle any problems that may arise.
  - *Notes:*
    - *Other department managers will not handle problems for you.*
    - *The better the plan the more time off.*
    - *Manager's Day off does not mean that Saturday work will not be required. During peak season, Saturdays may still be required.*
- Absences:
  - The same policy for Holiday Pay applies here. Managers must be at work the day before and after their scheduled day off to be paid.
- Switching Assigned Days:
  - Green Impressions has created a calendar of assigned days off. If for some reason a manager would like to switch days with another manager, they may do so if it is within the same month.
  - No manager may have more than one day off in each month.

# **SECTION 4.**

## **Personal Behavior**

Green Impressions recognizes the importance of having rules and regulations for the benefit of both the employee and the company. Violations of these rules and regulations will result in disciplinary action including, but not limited to, warnings, suspension or termination depending on the severity or repetitiveness of the act(s). Listed below are examples of certain common-sense guidelines to follow and certain offenses to avoid.

### **Fighting and Horseplay**

Fighting on the job and/or horseplay that might damage furnishings or equipment, interrupt production or waste working time, will not be tolerated.

### **Moonlighting**

Working at a second job (moonlighting) as or with another landscaping company is not permitted. Evidence that an employee has worked for, aided or disclosed privileged information to a competing landscaping company while employed by this company will be grounds for immediate termination. Small personal projects which will not adversely affect an employee's productivity or expected work time for the company, *and* which are not in competition with the company, may be undertaken individually with the approval of the company. "Under no circumstances" are Green Impressions resources (including time, tools, equipment, gasoline, etc.) to be used for any personal side jobs. Evidence of violation of this policy shall be grounds for immediate termination. Full-time employees should make management aware of all secondary employment as to avoid any misunderstandings.

### **Conduct with Clients**

You will always conduct yourself with courtesy and respect when with clients. Eating, drinking, smoking, or chewing tobacco while attending to a client is not permitted. Eating or drinking at a meeting at which food and drink are served is permitted. Always take the position that the client's opinions and wishes will be honored if at all possible. If a client becomes unduly rude or abusive, do not respond; excuse yourself and report the matter to your manager. No special or private dealings with clients will be tolerated.

### **Confidentiality**

Employees are not to divulge company or client information to outsiders, including the media and government representatives, without approval from management. Personnel records are confidential and should not be discussed among employees.

## **Discipline Procedures**

Green Impressions has established certain guidelines, which it expects every employee to follow. In addition, the company, in its discretion, maintains standards of conduct and performance required of its employees. The following acts are examples of employee actions which may result in the immediate termination of employment with or without notice or warning. This list is not intended to be exhaustive or exclusive. Green Impressions reserves the right to terminate an employee for any reason found sufficient by the company.

### **THE FOLLOWING CONDUCT WILL WARRANT IMMEDIATE DISCIPLINARY ACTIONS:**

1. Gambling on company grounds
2. Using or selling drugs on company grounds or jobsites
3. Reporting to work while under the influence of drugs or alcohol
4. Fighting on company property
5. Stealing company property
6. Unauthorized use of company tools or equipment
7. Possession of dangerous weapons
8. Disclosure of confidential company information
9. Violation of company safety rules
10. Smoking/tobacco in restricted areas (trucks, offices, warehouses)
11. Repeated tardiness
12. Absent without notice or for 2 days without a doctor's excuse
13. Disruptive behavior and offensive language
14. Careless waste of materials, abuse of tools or equipment
15. Improper use of timesheets
16. On or off duty misconduct which demonstrates a willful disregard for the company and its employees
17. Insubordinate behavior towards any supervisor or management personnel
18. Unauthorized purchases on company accounts

## **Disciplinary Action**

The following is an established set of rules and guidelines that everyone will adhere to:

- \* **Verbal warning**
- \* **Written warning**
- \* **2nd written warning**
- \* **Suspension without pay**
- \* **Termination**

**THE COMPANY RETAINS THE RIGHT TO TERMINATE AN EMPLOYEE AT ANY TIME  
FOR ANY LAWFUL REASON**



# SECTION 5.

## Incident/Accident Reporting

An Incident/Accident report is to be filled out after an accident, injury or damage occurs. If possible the person finding and/or reporting the incident should make every effort to contact the homeowner face to face. If they are unavailable, a “red tag” is to be filled out and a note to contact us about the damage should be placed in a highly visible location. The report is due at the end of the work shift or first thing in the Morning if after hours.

The form is to be filled out in detail and any witnesses should fill out their knowledge of the incident on the same form. Photographs (even from cell phone) may be helpful, especially in an Accident situation. The picture should then be emailed to the Human Resources so it can be printed and attached to the report. Accident/Injury packets should be in the glove box of all vehicles. All incident reports are to be delivered or emailed to Human Resources immediately.

Crew Leaders are responsible for making sure these are turned in and signed off on where indicated on the form. Also, an estimate of repairs is to be obtained. Crew Leaders are to fill in the date the repairs will be completed on the Incident/Accident Form and attach estimate to the report. Damage estimates are time sensitive and should be obtained as quickly as possible.

Outcome Determination:

- All damages under \$200.00 will be reviewed by the VP of Operations and designated Crew Leader to determine outcome with crew members.
- If requested, damages under \$200.00 will be reviewed by the Safety Committee
- Preventable Property Damages will be payroll deducted from the entire crew if the origin of the Damage is unknown or not reported promptly.
- Safety issues will be reviewed to determine future prevention.

Any decisions will be presented to the employee when applicable and signed off on. If a balance is owed upon Employees Termination, it will be deducted from the final paycheck.

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

## Driver's Information

Our insurance company requires us to update our drivers' information every so often. You are required to keep your driver's license current. If you receive a driving citation while driving your personal car or company truck you will notify the office immediately. The insurance company checks your record with the state so please tell the truth. Keep your driving record up to date. Drivers, you will not back a truck up without a person in the rear of your truck to help you back



up safely. You will report to the office or your supervisor if you scratch or dent a truck regardless of how minor you may think it is.

I have read the above statement and understand the policies stated above.

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

## **Acknowledgement**

By signing the acknowledgement sheet, each employee promises to read and implement all policies and procedures contained within the Health and Safety Manual. If you have a question about any policies or procedures stated in or developed as a result of this manual, please ask your supervisor or management personnel.

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

## **Verification of Receipt of Employee Manual**

I have received a copy of the Green Impressions Employee Manual. I will read and agree to follow all guidelines, policies and rules and regulations as outlined in the manual.

I agree that if I should terminate employment with Green Impressions for any reason that I will not solicit Green Impressions' clients and that I will not disclose client lists or any part thereof with any other person or company during or after employment.

I understand that the Company can terminate my employment, with or without cause; at any time and that I can resign my employment at any time.

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

Please fill out the above and return to the office.