

ALL WASTE

INC.

**EMPLOYEE
HANDBOOK
REVISED
2010**

WELCOME TO ALL WASTE, INC.

Welcome to our Company. We encourage your ideas and thoughts. Through the efforts of all our employees, we are committed to providing the highest quality service to our customers and a work environment that's conducive to each employee's growth and satisfaction. We encourage our employees to work as a team so that we may achieve these goals.

This handbook was prepared to answer common questions about our Company policies and employee benefits. If you have any questions not answered here, please discuss them with the Human Resources Manager. We suggest that you keep this handbook with your other important papers for easy reference.

INTRODUCTION TO THIS HANDBOOK

This handbook is designed to acquaint employees with the Company and to explain the employment benefits and policies of the Company. Employees should read and understand all provisions of the handbook. Employees with questions regarding this handbook or any specific benefits, policies and procedures not addressed should contact Human Resources.

No handbook can anticipate every circumstance or question regarding policy. From time to time, it may be necessary to change the policies described in this handbook. Accordingly, the Company reserves the right to revise, supplement or rescind any policies in this handbook at any time as it deems appropriate in its sole discretion. Employees will be notified of changes within a reasonable period of time. The Company may implement changes even if they have not been reprinted or substituted in this handbook.

This handbook supersedes all previous written or oral communications regarding employment policies or procedures made by any representative of the Company. In addition, any future oral representations or agreements that modify or contradict the terms of this handbook in any way shall be invalid and unenforceable. The only recognized deviations from the policies and procedures stated in this handbook are those authorized in writing and signed by an officer of the Company.

This handbook does not alter or otherwise affect the information contained in the existing written summaries or summary plan descriptions for the benefit programs offered by the Company.

This handbook is not an employment contract and is not intended to create contractual obligations of any kind. Accordingly, neither the employee nor the Company is bound to continue the employment relationship if the employee or the Company chooses to terminate the relationship at any time. You are free to resign at any time, for any reason, with or without notice. Similarly, the Company is free to terminate an employee at any time, for any reason, with or without notice.

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SECTION I: PERSONNEL POLICIES

INTRODUCTORY PERIOD

The first ninety (90) days of your employment is an introductory period. This is a training and familiarization period during which we will determine your aptitude for your job, how conscientiously you perform your assigned work, your attitude toward your co-workers, and your record for punctuality and attendance. At the same time, you will have the opportunity to decide whether you like your new job and surroundings. At the end of this period, if you have met our standards of performance, you will become a regular employee. If you have any questions about what is expected of you during this period, please ask your supervisor or the Human Resources Manager. You or the Company may end the employment relationship at will at any time either during or after the introductory period, with or without cause or advance notice.

During the introductory period, employees are eligible for those benefits which are required by law, such as workers' compensation and social security benefits. Employees also may be eligible for other benefits provided by the Company, subject to the terms and conditions of each benefit program. Employees should consult the information in this handbook and specific summary plan descriptions for the specific benefit program for the details on eligibility requirements.

PERSONNEL FILES

The Company maintains a personnel file for each employee, which may include information regarding employment history, attendance, compensation, promotion, transfer, discipline and termination. These files are the property of the Company and access to the files is restricted to the Human Resource Manager or a Supervisor who has a legitimate reason to review information in a particular file.

Under Connecticut law, employees have the right to examine their personnel files. If you wish to review your file, you should notify the Human Resources Manager in writing with a 24 hour notice.

If you disagree with any information contained in your personnel file, you should bring your disagreement to the attention of the Human Resource Manager immediately for possible removal or correction. If an employee and the Human Resource Manager cannot agree on the removal or correction of the information, the employee is entitled to submit a written statement explaining his or her position, which then will become part of the personnel file.

Employees must promptly notify the Company of any changes in their personnel data, such as mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other similar information.

In order for the Company to satisfy its notification obligations to persons who are covered as dependents under the Company's health insurance plans, any employee whose health insurance coverage with the Company includes coverage for one or more dependents, must notify the Company of any change in the status of such dependents, such as the divorce or legal separation of a spouse of the employee. The same notification requirements apply to former employees whose dependents receive COBRA continuation coverage.

The Company will respond only to those reference inquiries that are submitted in writing. Unless an employee has given the Company a written release and authorization form (satisfactory to the Company) with respect to the release of additional information, the Company's responses to inquiries will confirm only dates of employment, wage rates and position(s) held.

The Company relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions of any information may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

HIPAA PRIVACY POLICY

The Health Insurance Portability and Accountability Act (HIPAA) requires that covered entities (including health insurance plans) not disclose or use an individual's healthcare information without permission, except for specified limited purposes such as payment operations, or for law enforcement or public health activities. HIPAA also requires many covered entities to adopt and implement notices of privacy practices and HIPAA policies and procedures. The Company sponsors a group health insurance plan that is a covered entity subject to HIPAA. HIPAA's privacy regulations apply to all protected health information received by the Company, as sponsor of this plan. The Company has adopted this policy to comply with HIPAA's regulations.

Protected health information (PHI) includes most information about an employee's health status which is received by the Company's group health plan, including information about the employee's medical condition, claims experience, genetic information, and evidence of insurability and disability. PHI does not include health information received by the Company apart from its group health plan, such as information received in administering workers' compensation, or the Company's disability, leave, or other policies. However, existing state and federal laws require the Company to keep all such information confidential, and the Company complies with these laws.

The Company's health insurance plan is a fully insured health plan, and the Company performs only functions relating to enrollment, changes in enrollment, and payroll deductions. The Company receives very limited employee health information from its insurer, consisting only of (a) summary health information regarding employees, to be

used only for purposes of making premium bids, or for modifying or terminating its plan, or (b) information on whether employees are enrolled or participate in the plan. As a result, the Company is exempt from many of HIPAA's requirements.

To the extent that the Company does obtain protected health information as plan sponsor of its benefit plans, it will maintain this information in confidence and will not disclose this information or use it for any employment-related actions and decisions, or in connection with administering any other benefit plans.

There may be circumstances when employees need help understanding the Company's insurance benefits or with filing or disputing claims. Resolving such questions often requires the Company to have discussions with its insurance carrier about an employee claim and, in the course of these discussions, the Company is likely to obtain some of an employee's protected health information. To limit these circumstances, employees are encouraged to first seek the assistance of the Company's insurance agent with questions about health insurance benefits. In cases where the Company needs to assist employees with health insurance benefits, the Company will require an employee's prior authorization before communicating with the Company's insurer.

The Company will discipline (up to and including discharge) Company personnel who improperly access, use, or disclose protected health information or other confidential medical information.

The Company will not take any retaliatory action against any person for filing a complaint, assisting in an investigation, or otherwise opposing any act under the HIPAA privacy regulations.

The Company will guard any protected health information which it receives against unauthorized access. When protected health information must be used by or disclosed to the Company, only the minimum necessary information will be disclosed or used.

In cases where the Company needs to communicate with an employee's health care provider in order to administer workers' compensation claims, or the Company's disability, leave, or other policies, the employee must provide a written authorization to his or her health care provider in order for the provider to disclose medical information to the Company. All such information obtained by the Company will be kept confidential.

The Company's HIPAA Privacy Official is the Human Resources Manager.

WORK SCHEDULE

Our business hours are 7:00 a.m. to 5:00 p.m. Our basic work week in each office consists of forty (40) hours. Actual work shifts vary by department and departmental needs and may require overtime.

Employees are expected to schedule personal obligations for nonworking hours to the extent possible. In the event that scheduling a personal appointment during working hours is unavoidable, an employee, with appropriate notice, may schedule a personal day for the appointment.

ATTENDANCE AND PUNCTUALITY

By doing your best job and maintaining the highest level of attendance and punctuality standards, you are being fair to our customers, your fellow employees, the Company and yourself.

Your reliability and punctuality is important to our coordinated efforts and are essential functions of each position. Absenteeism and tardiness place a burden on our customers as well as on other employees and the Company. For this reason, we expect you to be at your job and ready to start when your workday begins and following any meal or rest breaks.

If, for any reason, you are unable to report to work at your scheduled start time or expect to be late, you must notify your immediate supervisor at least two (2) hours prior to the start of your shift, except in case of an emergency. In case of an emergency, notification should be made as soon as practicable. If you are calling out sick, you must dial (860) 724-4575. As soon as you hear the recording, push #4 key. At the tone, leave your name, route number, and phone number in case we must contact you. You must call in again no later than 2:00 pm on the day of your absence to let us know if you will or will not be in the next day. Your supervisor will determine whether your absence or tardiness is excused or unexcused, but no absence or tardiness will be excused unless notice is given in the manner described above. Failure to provide the notice in the manner prescribed above, may lead to your termination.

Reliable employee attendance is essential to our business. Unexcused absence or tardiness, or excessive absences or tardiness (whether excused or unexcused), will lead to disciplinary action up to and including termination of employment. If you fail to notify the Company after 3 days of consecutive absences, the Company will determine you have resigned and you will be terminated from payroll.

EMPLOYEE CLASSIFICATIONS

Employees are classified as full-time benefited, part-time benefited, hourly, or temporary and as exempt or nonexempt for the purposes of compensation administration. The Company may supplement the regular workforce, as needed, with other forms of flexible staffing.

Nonexempt Employee: A nonexempt employee generally is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and is paid on an hourly basis.

Exempt Employees: An exempt employee is exempt from the minimum wage and overtime provisions of the (FLSA) and is not entitled to overtime payments. Exempt employees are paid on a salary basis and include administrative, executive, professional

employees, outside sales representatives, and certain highly skilled computer professionals. Employees whose positions qualify for exemption from over-time requirements under the applicable federal and state laws and regulations will not be paid overtime.

A. Exempt employees are paid on a salaried basis, generally with no deductions in any pay period regardless of the number of days or hours worked, with the following exceptions:

1. During the first and last weeks of employment, the employee may be paid a proportionate part of the employee's salary for the time actually worked.
2. Deductions may be made for one or more full days of the employee's absence for personal reasons other than sickness or accident.
3. Deductions may be made for one or more full days of sickness or disability after the employee has exhausted the Company's sick days and other paid sick leave benefits.
4. Deductions may be made for most absences (including partial day absences) resulting from leave taken pursuant to the Family and Medical Leave Acts.
5. Deductions may be made for one or more full days of an employee's absence resulting from disciplinary suspension for violating a safety rule (rules relating to the prevention of serious danger to the employer's premises or other employees).

B. No deduction in a pay period may be made for:

1. Any absence that is attributable to lack of work of the employer.
2. Any absence that is attributable to jury duty, attendance at a judicial proceeding in the capacity of a witness, or temporary military leave (however, the employer may offset payments an employee receives for any of the services described in this subsection against the employee's regular salary during the period of the absence).
3. Any absence of less than one full day from work, unless the absence is pursuant to the FMLA or CFMLA or the employee is entitled to payment for the absence under the employer's disability policy.

An exempt employee who believes that an improper deduction has been made from his or her pay should bring the matter to the attention of Human Resources as soon as the employee becomes aware of the problem. Human Resources will consider the circumstances of the deduction and if an improper deduction was made, the employee will be reimbursed promptly.

FULL TIME/PART TIME BENEFITED, HOURLY AND TEMPORARY EMPLOYEES

A full time benefited employee is an individual who works at least 35 hours per week and is hired for an indefinite period. A full time employee may be classified as either exempt or nonexempt.

A part time benefited or hourly employee is an individual who is hired for an indefinite period, but who works less than 35 hours per week. Part time or hourly work may eliminate or affect accrual of Company benefits. Consult with the Human Resources

Department on this issue. A part time employee may be classified as either exempt or nonexempt.

A temporary employee is an individual who is hired either part time or full time for a specified, limited period. A temporary employee may be classified as either exempt or nonexempt.

PERFORMANCE EVALUATIONS

Employees will receive performance evaluations on an annual basis. An employee who has a performance problem may receive more frequent evaluations, at the discretion of his or her Supervisor who will notify the Human Resources Manager.

Periodic evaluations provide an employee with a better understanding of his or her potential, areas of development within the Company, and expected goals for the succeeding year. Poor evaluations may result in disciplinary action up to and including termination.

PAYROLL SCHEDULE

You will be paid by Company check every Wednesday for work performed during the one-week period ending on the week preceding Saturday. When a pay day falls on a holiday, employees will be paid on the following workday. Any use of paid or unpaid leave will be reflected in the Company's payroll record.

Pay reviews and pay increases will take place at intervals determined by the Company, subject to its usual business and economic considerations.

TELEPHONE CALLS and CELL PHONE USE

Telephones are a significant Company expense and form a vital link with our customers and the community. Therefore, use of the telephone for non-work related matters is discouraged. Except for emergencies or essential calls, Company phones should not be used for personal calls. If a personal call is necessary, it should be kept to a minimum in duration. Employees who use any Company issued or personal communications equipment have no expectation of privacy and should be aware that the Company reserves the right to review usage at any time.

The use of personal cell phones in the workplace is distracting to co-workers. For this reason and because the time spent using personal cell phones detracts from working time, personal cell phone (including text messaging) use during working hours is to be limited to emergency uses only. If it is necessary to use a cell phone, it must be at your workstation and as brief as possible. This policy does not apply to employees who use Company provided phones for work-related purposes.

Under no circumstances should employees use cell phones without the proper hands free device while operating motor vehicles on Company business.

DRESS CODE

All personnel are expected to present themselves in a clean, neat and professional manner at all times. Drivers and laborers are required to wear uniforms provided by the Company.

In addition to uniforms:

Drivers and laborers are required to report to work wearing proper work shoes. Drivers and laborers are required to wear (Company provided) reflective safety vests and hard hats when outside their truck, inside or in front of any and all disposal/dump facilities and job sites requiring safety apparel.

If the above dress code is not observed by an employee, the employee may be sent home with out pay to change his or her attire.

SAFETY - WORKPLACE ACCIDENTS AND INJURIES

Although every appropriate precaution is taken to provide safe working conditions, responsibility for accident and injury prevention rests with each employee. All employees should observe the simple rules of common sense and good behavior - the two best means of preventing accidents and injuries. Any unsafe condition you observe should be reported to Dispatch, your Supervisor, or the Safety Manager immediately. Good work habits and a neat workplace are essential for job safety and efficiency. Employees are expected to help keep the Company workplace organized and Company materials in good order at all times.

In any workplace, there are many situations in which an employee can become injured, cause another employee to become injured or create risk of fire or other major disaster. It is important to examine the safety aspect of each job before it is performed. Any Company property equipped with safety devices should never be tampered with or disabled by any Company employee. If any safety device/equipment is tampered with or disabled, the employee will face disciplinary action up to and including termination.

Posted speed limits on Company property must be observed at all times by all employees, whether in a Company or personal vehicle. Seat belts must be worn at all times by every employee. No one other than a Company employee or someone for whom the Company has issued written authorization is allowed to ride in or operate Company vehicles or equipment.

EMPLOYEES SHOULD NEVER TAKE SAFETY RISKS

No employee shall be required or permitted to operate equipment that is not mechanically safe and properly equipped to conform to all applicable city, state, and federal regulations. Any employee who operates a motor vehicle or equipment for the Company must promptly

report, in writing, any unsafe conditions regarding the motor vehicle or equipment to his or her Supervisor or the Safety Manager.

The Company provides a comprehensive worker's compensation insurance program. If an employee is injured on the job, he/she must notify his/her Supervisor or Safety Manager immediately, no matter how minor the injury may appear. Failure to report any injury immediately may result in loss or delay of benefits and disciplinary action up to and including termination.

RESTRICTED DUTY /LIGHT DUTY WORK

Following an injury - Unless removed from any and all work duties by a qualified physician, an employee is required to report to work when light duty is made available. Failure to report for restricted/light duty work will be treated as a refusal to work and/or job abandonment and will be subject to disciplinary action up to and including termination.

The above does not apply to an employee on an FMLA leave; however, an employee on FMLA leave who is cleared for light-duty work and declines the light duty work may not be eligible for continued workers' compensation benefits.

Full Duty -- If an employee with a work-related injury is unable to perform the duties of his position, before the employee may return to full/unrestricted work duty, the Company must receive in writing a release from the treating physician, authorizing the return to unrestricted work. An employee must also provide a HPE (Human Performance Evaluation) after being out of work or on light duty restrictions for a work related or personal injury from a Company approved medical facility. Employees who have had a musculoskeletal injury will perform a HPE at a Company approved facility to ensure that they are physically capable and safe to return to their regular work duties. A musculoskeletal injury would include sprains, strains, tendonitis, contusions, and repetitive motion injuries. Employees who have not had musculoskeletal injuries such as burns, lacerations, eye injuries would not be required to perform a HPE. If this release is not received prior to an employee's return, the employee shall remain out of work or on light duty until the release is received.

TRAVEL EXPENSES

The Company will reimburse an employee for reasonable expenses for business-related travel, including accommodations, meals, mileage and parking, provided the expenses for such business-related travel are approved in advance by the Human Resources Manager or your Supervisor, and appropriate back-up documentation is provided. An employee may not undertake any business-related travel expenses, whether of an ordinary or extraordinary nature, without the prior approval of the Human Resources Manager or his or her supervisor.

COURTESY

Please remember that when you deal with a customer or any other person in the community, whether in person or on the telephone, you represent the Company. Courtesy, respect, and friendliness are of utmost importance in order to maintain good public relations.

DRIVERS

All employees whose jobs involve driving and all drivers of Company vehicles are required to be insurable, legally licensed, and qualified to drive. It is each driver's responsibility to keep current on licensing requirements and any other legal requirements necessary to maintain the driver's status as a qualified driver and to keep available during working hour's appropriate documentation to verify compliance. Accidents or tickets involving Company vehicles or which occur in the course of conducting Company business must be reported immediately, whether they occur during working hours or otherwise. Any revocation or suspension of a driver's operating license must be reported immediately to your Supervisor or the Safety Manager.

GENERAL RULES OF CONDUCT

Certain principles of conduct are so basic that they almost go without saying. Every employee is expected to follow such common sense rules of behavior and to observe the company policies stated in this handbook.

Summarized below are some examples of conduct that are unacceptable and may result in disciplinary action up to and including immediate termination of employment.

1. Excessive or unexcused absenteeism or tardiness; any no-show, no-call incident; leaving before the end of your scheduled shift without the approval of the Supervisor; any failure to report an absence, or any misrepresentation of an absence.
2. Repeated below standard work performance.
3. Misappropriation, misuse or unauthorized use of Company time, materials or equipment, or the property of other Company employees.
4. Improper conduct at the workplace such as fighting, scuffling, horseplay, immoral or indecent conduct, acts of vandalism, theft, or the use of obscene or abusive language.
5. Being under the influence of illegal drugs or alcohol or the use or possession of alcohol or illegal drugs.
6. Insubordination or refusal to perform assigned duties.
7. Failure to cooperate in any Company investigation.
8. Misrepresentation or falsification of personnel records.
9. Possession of weapons or explosives on Company property.
10. Failure to permit inspection of parcels or packages on Company property by authorized persons.
11. Threatening, intimidating, or assaulting a supervisor, manager, another employee, or

any member of the public.

12. Any repeated violation of Company policy.

13. Conduct which the Company believes reflects adversely on the employee or the Company.

14. Damaging or destroying Company property due to carelessness or willful misconduct.

MEAL BREAKS

Every employee will be allowed a meal break designated by his or her immediate supervisor. All hourly employees, with access to the time clock, are required to access the hand punch clock at the start of his or her meal break and access the hand punch clock when the full meal break is over, at which time they are to immediately return to their work tasks. Misuse of meal break time will result in disciplinary action up to and including termination.

DISCIPLINARY ACTION

The Company will provide disciplinary action, when it is necessary, in a fair manner. In many cases, an employee's minor, first-time offense may result in a verbal or written warning, with suspension or immediate termination following repeated misconduct or more serious offenses. However, the Company reserves the right, in every case of misconduct or violation of Company policy, to take disciplinary action up to and including immediate termination of employment. (The employment relationship is an at-will relationship, and may be terminated by either the employee or the Company at any time, with or without reason, so long as it is not terminated for a reason prohibited by law.)

EMAIL USE POLICY

1. Purpose:

To prevent tarnishing the public image of the Company. When e-mail leaves the Company the public will tend to view the e-mail as an official policy statement of the Company. Employees using Company e-mail have no expectation of privacy and the Company reserves the right to review usage at any time.

2. Scope:

This policy covers appropriate use of any e-mail sent from the Company e-mail address to both internal and outside e-mail addresses, and applies to all employees, vendors, and agents operating on behalf of the Company.

3. Policy:

Prohibited use: the Company e-mail system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practices, political beliefs, or national origin. Employees who receive any e-mail with this content from a Company employee shall report the matter to their supervisor immediately.

Using a very limited amount of Company resources for personal e-mails is acceptable. Sending chain letters or joke e-mails from a Company e-mail account is prohibited. Virus or other malware warnings and mass e-mails from a Company employee must be approved before transmitting. These restrictions also apply to the forwarding of e-mail received from a Company employee.

4. Enforcement:

Any employee who violates this policy may lose his/her privilege to e-mail and may be subject to disciplinary action up to and including termination of employment.

5. Definitions

Term:	Definition:
E-MAIL	The electronic transmission of information through a mail protocol such as SMPT or IMAP. Typical e-mail clients include Eudora and Microsoft outlook.
FORWARDED e-mail	E-mail resent from an internal network to an outside point.
Chain e-mail or letter	E-mail sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.
Sensitive Information	Information is considered sensitive if it can be damaging to All Waste Inc. or its customer's reputation or market standing.
Virus Warning	Email containing warnings about virus or malware. The overwhelming majority of these e-mails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.
Unauthorized Disclosure	The intentional or unintentional revealing of restricted information to people, inside and outside All Waste Inc., who do not have a need to know.

COMPUTER, INTERNET AND OTHER TECHNOLOGY USE POLICY:

The Company's Computer & Internet Use Policy includes, but is not limited to the following:

- Prohibition of non-corporate Internet based e-mail accounts (such as Hotmail or Yahoo mail) for Company related subject matters.
- Prohibition of wireless enabled laptops without prior IT and Security Department approval.
- Prohibition of Personal computer equipment at the Company without IT and Security Department approval (including IPODS).
- No storage of Company files on personal hard drives unless encrypted and synchronized with the Company network.
- Requirements for prior approval of the installation of any software on any Company owned device.

ELECTRONIC MONITORING OF COMPANY EQUIPMENT AND ELECTRONIC SYSTEMS

The Company reserves the right to monitor all Company issued equipment, vehicles, electronic systems, computer network access, cellular phones, GPS systems and security or access cards with electronic surveillance or any other means. No employee shall expect a right to privacy when using Company issued equipment.

POLICY ON HARASSMENT, INCLUDING SEXUAL HARASSMENT

1. **POLICY** Any harassment of Company employees by management, supervisors, co-workers or non-employees who are on Company premises or conducting Company business is absolutely prohibited, whether it is sexual harassment or harassment because of race, religion, disability, or any other characteristic protected by law. The Company will take all steps necessary to prevent and eliminate all harassment, including sexual harassment.

2. WHAT IS HARASSMENT

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature or which is directed at an individual because of his or her gender or sexual orientation when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment.

3. PROCEDURE FOR RAISING COMPLAINTS OF HARASSMENT

(a) Any employee who has been harassed should immediately notify his or her Supervisor or the Human Resources Manager.

(b) If the complaint is not resolved to the satisfaction of the employee by his or her supervisor or the Human Resources Manager, the employee should contact any officer of the Company.

(c) An employee may skip any of the above steps if a genuine conflict of interest may be created by discussing the complaint with the individual responsible at that step.

(d) All complaints of harassment will be treated in as confidential a manner as possible.

(e) The Company will not tolerate any retaliatory action by any manager, supervisor or employee against any complaining employee or corroborating witness.

4. RESPONSIBILITY OF SUPERVISORS AND MANAGERS

(a) Any supervisor or manager who is made aware of a complaint of possible

harassment must immediately report the complaint to the Human Resources Manager.

(b) The Human Resources Manager (or the other officer of the Company to whom a complaint of harassment is ultimately addressed) is responsible for thoroughly investigating and impartially resolving the complaint. Any investigation of such a complaint will include interviews with the complainant, the accused harasser, and potential witnesses. The Human Resources Manager or other investigating official will evaluate the results of the investigation and, based on the evaluation, will make a determination on the merits of the harassment complaint and, if the harassment complaint is confirmed, on the appropriate disciplinary action. The Human Resources Manager or other investigating officer may make the evaluation and determination in consultation with one or more officers or directors of the Company.

5. SANCTIONS FOR ENGAGING IN HARASSMENT

Upon completion of the investigation of a harassment complaint, the findings of the investigation will be communicated to the complainant, the alleged offender, and the President of the Company (or another officer, as appropriate). If harassment is found to have occurred, the offender will be subject to appropriate disciplinary action, which may include, without limitation, verbal or written reprimand, referral to counseling, denial of promotion, reassignment, or immediate termination. Confirmed cases of harassment will be corrected and eliminated immediately and appropriate discipline and corrective action up to, and including immediate termination will be directed to offending parties.

6. PREVENTION OF HARASSMENT

(a) The Human Resource Manager shall formally notify all employees, including newly hired employees and supervisors, of the existence of this policy. Newly hired or promoted supervisors and managers will also receive two (2) hours of harassment prevention training as soon as practicable after assuming their new duties.

(b) Managers and supervisors shall work to create an atmosphere in which harassment, including sexual harassment, is nonexistent and disdained by other supervisors and employees.

EQUAL EMPLOYMENT OPPORTUNITY

The Company is an equal opportunity employer and does not discriminate in hiring or in any of the terms and conditions of employment. Except when required or permitted by law, employment practices will not be influenced or affected by race, color, religious creed, age, sex, marital status, civil union, sexual orientation, national origin, ancestry, past or present history of mental disability, mental retardation, physical disability or any other characteristic protected by law.

The Company will reasonably accommodate an employee's observance of his/her religious beliefs. In addition, the Company will make its application process accessible to persons with disabilities, will make reasonable accommodations for qualified individuals with known disabilities to enable such individuals to perform the essential functions of

their jobs unless doing so would result in an undue hardship to the Company and will ensure that disabled employees enjoy the same privileges of the job that are available to other employees.

This policy governs all aspects of employment, including job selection and assignment, compensation, discipline, retention and termination, as well as access to benefits and training.

Employees with questions or concerns regarding discrimination in the work place are encouraged to contact the Human Resources Manager. Employees may raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment.

IMMIGRATION LAW COMPLIANCE

It is the policy of the Company not to unlawfully discriminate on the basis of citizenship, ethnic background or national origin. However, in compliance with the Immigration Reform and Control Act of 1986, the Company will hire only United States citizens and aliens authorized to work in the United States. Therefore, the following operating policies and procedures have been adopted, as required by law:

- No job applicant may be asked about, or categorized according to, citizenship or resident status. All hiring decisions will be made without regard to such issues.

- Candidates who accept offered positions must, as a condition of their employment with the Company, complete the Employment Eligibility Verification Form I9, and present satisfactory documentation establishing identity and employment eligibility.

- Former employees who are rehired also must complete the I-9 form if they have not completed one with the Company within the past three years, or if their previous I-9 form is no longer retained or valid.

The Company will retain all I-9 forms and a photocopy of all documents examined for identity and employment eligibility. The Company will produce any and all of these documents to a properly identified immigration officer or Labor Department official upon request. Each I-9 form will be retained by the Company until the later of (a) the expiration of three years after the employee begins employment, or (b) the expiration of one year after the employee's termination of employment.

Employees with questions or concerns regarding immigration law compliance are encouraged to contact the Human Resources Manager.

POLICY ON WORK PLACE VIOLENCE

No employee may threaten or intimidate, either verbally or physically, any Company employee, supervisor, manager or other official, or strike or use any other physical force or aggression against any Company employee, customer, supervisor, manager or other official. The Company has zero tolerance for any violation of this policy. All violations

will result in prompt disciplinary action up to and including termination. All employees are expected to treat each other and customers with mutual courtesy and respect.

NO SOLICITATION

Soliciting, distributing or circulating literature or printed material of any kind, or selling tickets or any other items, are not permitted during working time, or in working areas on Company premises. Employees are not permitted to conduct personal or non-Company business of any kind during working hours or in Company work areas.

SMOKING

The smoking of cigarettes, cigars, pipes, or other materials using tobacco is strictly prohibited within the Company's business facility. However smoking may be allowed outside of all facilities/buildings and not within twenty (20') feet of any entrance when an employee is on an un-paid meal break only.

While smoking in a Company vehicle is discouraged, it may be permitted provided the vehicle being smoked in is routinely assigned to the individual driver who smokes. No smoking employee will be allowed to smoke in a vehicle assigned to him/her that is assigned to a non-smoker.

Alcohol & Controlled Substance Testing Policy Safety Sensitive & D.O.T. Testing PURPOSE

The Company wishes to provide a drug and alcohol free, healthy, and safe work place and working environment. Employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner, free of the influence of alcohol or illegal drugs. While on the Company premises and while conducting all business-related activities off the company premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. Violations of this policy may lead to disciplinary action up to and including termination of employment as permitted by state law. Such violations may also have legal consequences.

The Company is firmly committed to operating in the safest and most efficient manner possible. The Company is also committed to promoting the safety and welfare of its employees and the public. The widespread problem of drug and alcohol abuse in our society is a potential threat to those objectives, endangering not only the public, but also the future of the Company and the personal lives of its employees. Many problems are associated with drug and alcohol abuse and cost employees in terms of health, broken relationships, abused children, and lost employment. Such problems may cost the Company in terms of absenteeism, accidents, lost productivity, and increased medical expenses.

It is the responsibility of each employee to ensure that he/she is drug and alcohol free in compliance with the requirements outlined in this policy. In addition, the Company's employee assistance program provides educational materials on the hazards and effects of drug and alcohol abuse, as well as referral services for treatment and rehabilitation. Any employee with questions regarding this policy or issues related to drug or alcohol abuse or use in the work place may raise his or her concerns with his or her supervisor, or with the Human Resources Manager, confidentially and without fear of reprisal. Employees who desire information on drug or alcohol abuse counseling are encouraged to talk to the Human Resources Manager, on a confidential basis, about available counseling and assistance programs, before drug and alcohol abuse problems reach the point where the employee's job or safety, or the safety of others, are jeopardized.

APPLICABLE REGULATIONS

This policy was developed and will be implemented in accordance with the following federal rules and regulations that are applicable to the Company:

- Safety Sensitive Testing - operators of forklifts, operators of company vehicles weighing 10,001 pounds or more, and mechanics who service such vehicles. -
- D.O.T. Testing - Department of Transportation, Federal Highway Administration, 49 CFR Parts 40, 382, and 391, - Controlled Substance Testing. This policy applies to applicants and employees in the position of drivers of commercial motor vehicles with a gross vehicle weight rating (GVWR) over 26,001 pounds, transport 16 or more passengers (including the employee) or transport placarded hazardous materials.

The above employees are sometimes described as "covered employees" in this policy.

CATEGORIES OF TESTING

Detection will be accomplished through the following categories of drug and alcohol testing:

- Pre-Employment
- Random Testing
- Reasonable Cause
- Post Accident
- Return-To-Duty
- Unannounced Follow Up Testing

The drugs to be tested for are as follows: Marijuana; Cocaine; PCP; Opiates; Amphetamines

Alcohol- Breath Alcohol Content (B.A.C) and a positive test will preclude an individual from operating a vehicle for a period of 24 hours.

The Company will train all appropriate Supervisory Personnel to recognize the signs and symptoms of substance abuse.

POLICY STANDARDS

Employees are prohibited from using, being impaired by, under the influence of or, being in possession of, manufacturing, dispensing or distributing any controlled substance when subject to duty, when reporting to duty, while on duty or on Company property except as permitted by Section 1 below. The illicit use of controlled substances is prohibited. These conditions are proper cause for disciplinary action up to and including immediate termination of employment. Any employee who tests positive as indicated by the test and confirmed by the Medical Review Officer will be subject to disciplinary action up to and including immediate termination. No employee will be permitted to perform any safety-sensitive function unless and until (1) a substance abuse professional (SAP) confirms that the employee has successfully completed all education and treatment recommendations; (2) the employee completes a return to duty controlled substances test with negative results; (3) the Company decides to reinstate the employee, in its sole discretion, and (4) the employee agrees to complete any additional follow-up treatment or services recommended by the SAP. Upon testing positive, the Employee has the right to have the "split" specimen analyzed at a different S.A.M.S.H.A. certified laboratory. If requested, this test will be performed at the employee's expense. In the event an employee cannot "void" after consuming 40 fluid ounces over a 3 hour period, the employee will be evaluated by a medical doctor to determine if there is an existing medical reason for the inability not to voice. If not, the test will be classified as a "refusal" i.e. dealt with as a positive.

Any employee who tests positive for alcohol at any time will be subject to disciplinary action up to and including immediate termination. No such employee will be permitted to perform any safety-sensitive function unless and until (1) an SAP confirms that the employee has successfully completed all education and treatment recommendations, (2) the employee completes a return to duty alcohol test with a negative result, (3) the Company decides to reinstate the employee, in its sole discretion, and (4) the employee agrees to complete any additional follow-up treatment or services recommended by the SAP. A positive B.A.C test will result in the employee being removed from duty for 24 hours and the employee will be subject to discipline in the Company's discretion. No employee shall perform safety-sensitive functions within four hours after using alcohol. The Company will not permit an employee to perform or to continue to perform safety-sensitive functions, while having actual knowledge that an employee has used alcohol within four hours. In the event that an employee cannot perform the breath test, he/she will be evaluated by a medical doctor to determine if there is a medical condition that prohibits the employee from performing the breath test. If the doctor determines that there is not an existing medical condition, the test will be classified as a "refusal" i.e. dealt with as a positive.

The employee shall pay for any rehabilitation services resulting from a positive drug or alcohol test.

USE OF PRESCRIBED AND OVER THE COUNTER MEDICATION

The Company will permit prescribed and over-the-counter medication and/or the use of medication on the Company premises, specifically prescribed for the employee by his/her physician that is clearly labeled with the employee's name, the name of the medication and the physician's Federal Drug Enforcement Administration license number, provided the substance is used at the dosage prescribed or authorized and the physician has advised the employee that the substance will not adversely affect the employee's ability to safely operate a commercial motor vehicle or safely perform his job. It is the responsibility of the employee to notify his immediate supervisor that he/she is using a prescription drug and to produce documentation of this drug prior to commencing work. As part of the process of verifying a positive test result for a controlled substance test, the Medical Review Officer will make a good faith judgment, with knowledge of the employee's assigned duties and on the basis of the available medical history and information provided by the employee and his/her physician, that use of the substance by the employee at the prescribed or authorized dosage level is consistent with the safe performance of the employee's duties. Any medication brought on Company property must be carried in its original container.

REQUIREMENT OF COOPERATION WITH TESTING PROCEDURE

Each employee required to be tested pursuant to this policy must cooperate with the collection procedures. If a person refuses to cooperate with the collection process, the collection site person shall inform management and shall document the non-cooperation on the Urine Custody and Control form. Any person who refuses to cooperate in providing a sample or is found to have, in any way, tampered with or substituted a sample shall be subject to disciplinary action up to and including termination and shall not be permitted to drive a commercial motor vehicle or perform any other safety-sensitive function.

EMPLOYEE AWARENESS PROGRAM/SUPERVISOR TRAINING PROGRAM

A major tool in the battle against drug use is education and awareness. Accordingly, the Company will educate its employees about the dangers of drugs, their effects and consequences. The education program will help motivate employees to understand the problems associated with using drugs, the misuse of alcohol, and the ways such use may compromise their personal functioning as well as their functioning on the job. To accomplish this objective, a number of approaches, including the following, will be taken:

An employee education and training program for all employees who perform a driving function. The education component shall include:

- Informational material, including The Federal Motor Carrier Safety Regulations and
- The Company's policy.

The training component for employees shall include information on the effects and consequences of drug and alcohol abuse on personal health, safety and the work environment, and the manifestations and behavioral patterns that may indicate drug and or

alcohol abuse.

Supervisory employees who will be determining when an employee is subject to drug and alcohol testing based on reasonable cause under this policy shall receive at least one hour of additional training on the physical, behavioral, and performance indicators of probable drug use and one hour on the symptoms of the abuse of alcohol.

TESTING METHODOLOGY

All drug testing conducted pursuant to this policy will be performed via urinalysis. Alcohol tests may be conducted by the use of an initial screen (non-evidentiary test) and, if the presence of alcohol is detected, the confirmation test will be conducted on an Evidentiary Breath Testing unit (E.B.T.). In the absence of a non-evidentiary test, the screening test will be conducted of an E.B.T. The E.B.T. will be operated by a Breath Alcohol Technician (B.A.T.). All of the above procedures will be consistent with 49 CFR Part 40.

PRE-EMPLOYMENT

All final applicants for employment as covered employees are required to submit to a drug test. The applicant will be informed that the urine specimen being collected will be tested for drugs to include Marijuana, Cocaine, Opiates, Phencyclidine, (PCP) and Amphetamines. Final applicants will be required to sign a form consenting to the drug test and authorizing the release of any drug and/or alcohol test results to the Company.

Any applicant who decides not to cooperate in the pre-employment drug test may withdraw his/her application. No record will be maintained of the declination. Final applicants who test positive for drugs will be rejected for employment. Any employee who does not perform the function of a covered employee may not transfer to this function until the employee passes the drug test administered under this section.

RANDOM TESTING

All covered employees will be subject to random drug and alcohol testing. Selection of employees to be tested will be administered by a third party management company utilizing a validated random selection program. This program ensures that every covered employee has an equal opportunity of being selected at any given time. Immediately following notification of being randomly selected, the employee is to proceed to the collection facility.

REASONABLE CAUSE TESTING

Under this type of testing, the employee will be removed from service without pay pending the outcome of the test(s). The employee will be returned to service with back pay if the outcome of the test(s) is negative. In all cases where an employee is subject to reasonable cause testing, an evidentiary report of reasonable cause must be completed and signed by a supervisor before the test is administered. Supervisory employees must receive at least one hour on drug and one hour on alcohol training in the physical, behavioral, and performance indicators of probable drug and alcohol use if they will be determining when

an employee is subject to testing based on reasonable cause under this section. "Reasonable cause" exists when a supervisory employee believes based on specific, contemporaneous, articulated observations concerning the appearance, behavior, speech, or body odors of the employee that would cause a trained supervisor to reasonably conclude that an employee has violated the prohibitions of this policy. The observations may include indications of chronic and withdrawal effects of controlled substances.

Reasonable suspicion does not require certainty. Mere hunches or "gut feelings", however, are not valid in making a reasonable cause determination. If supervisors with training in the identification of the signs and symptoms of drug and alcohol use reasonably conclude that there are objective facts indicative of use of drugs and/or alcohol, there is sufficient justification for testing.

DRUG TEST

Covered employees of the Company are required to submit to a urine analysis for the purpose of detecting the presence of controlled substances (drugs) when a supervisory employee has reasonable cause as defined above. An employee with a confirmed positive test result for controlled substances will be removed from his/her safety sensitive function immediately, and will be subject to disciplinary action up to and including immediate termination.

ALCOHOL TEST

Covered employees of the Company are required to submit to a breath alcohol test for the purpose of detecting the presence of alcohol when a supervisory employee has reasonable cause as defined above.

Under this type of testing, the employee will be removed from service without pay for 24 hours if the confirmation alcohol test result is positive for alcohol and will be subject to disciplinary action. If the confirmation alcohol test result is .04 or greater, the employee is deemed to be positive for alcohol and must be removed immediately from his/her safety sensitive function. Any employee with an alcohol test result of .04 or higher will be subject to disciplinary action up to and including immediate termination.

POST ACCIDENT TESTING

Under this type of testing, the employee may be removed from service without pay pending the outcome of the test(s). The test(s) must take place within 32 hours of an accident as defined below. The alcohol test should be conducted within 2 hours, but no later than 8 hours after the accident. If the test is not conducted within these parameters, the reason must be documented.

a) Post-accident drug testing is required of any covered employee involved in an accident as defined below: "Accident" means an occurrence associated with the operation of a commercial motor vehicle, if

- There is a fatality. (Test is mandatory).
- A vehicle is towed from the scene of the accident, and a moving citation is issued to the employee within 32 hours after the accident.

- There is medical treatment away from the scene of the accident and a moving citation is issued to the employee within 32 hours after the accident.

- Except in cases involving fatalities, a test is not required if a citation is not issued to the employee.

b) Post-accident alcohol testing is required of any covered employee involved in an accident as defined below:

“Accident” means an occurrence associated with the operation of commercial motor vehicle, if:

- There is a fatality. (Test is mandatory);

- A vehicle is towed from the scene of the accident, and a moving citation is issued to the employee within 8 hours after the accident.

- Bodily injury is sustained by any person who receives immediate medical treatment away from the scene of the accident and a moving citation is issued to the employee with 8 hours after the accident.

NO employee who is required to undergo post-accident alcohol testing is permitted to use alcohol within 8 hours after the accident, or until an earlier time when post-accident testing has been completed.

RETURN TO DUTY TESTING

For an employee who engaged in prohibited conduct involving drugs and is permitted to return to work, a "Return to Duty" controlled substance test is required before the employee may again perform safety-sensitive functions. The test result must be negative for controlled substance abuse. . For an employee who engaged in prohibited conduct involving alcohol and is permitted to return to work, a "Return to Duty" alcohol test is required before the employee may again perform safety-sensitive functions. The charge for these tests is the responsibility of the employee.

FOLLOW UP TESTING

Upon returning to duty after a drug and/or alcohol violation, if permitted by the Company in its sole discretion, an employee is subject to unannounced follow-up controlled substances and/or alcohol tests if follow-up testing is recommended by a substance abuse professional. All follow up testing charges are to be paid by the employee. The employee will be subject to a minimum of 6 tests within the 12 months following his/her return to work.

URINE COLLECTION AND ALCOHOL TESTING PROCEDURES

All aspects of urine analysis, drug and alcohol testing, collection and chain of custody procedure shall be conducted in strict accordance with the Company's Substance Abuse Testing Procedures and the Department of Health & Human Services (D.H.H.S.) standards

as outlined in 49 CFR part 40.

TRUCK EMPLOYEES ADMITTING TO DRUG AND/OR ALCOHOL ABUSE PRIOR TO NOTIFICATION OF TEST

In accordance with and subject to other applicable policies and procedures, a covered employee who admits to Controlled Substance Abuse and/or Alcohol Abuse prior to notification that a test is required, and prior to performing a safety-sensitive function, may avoid termination on the basis of Drug Abuse or Alcohol Misuse and allowed the opportunity to reform provided the employee (1) seeks and successfully completes education and treatment requirements recommended by an SAP, (2) successfully completes a return to duty alcohol test with a result of less than .02 alcohol concentration, and/or a return duty controlled substance test with a verified negative result (as applicable) and (3) agrees to participate in any follow-up evaluation, monitoring and testing recommended by the SAP or required by the Company as a condition to reinstatement. Any rehabilitation costs will be paid by the employee.

EMPLOYEE ASSISTANCE PROGRAM (EAP):

For any covered employee who tests positive in regards to Alcohol or Drugs, the Company only is obligated under Section 382.605 (a) of the Federal Motor Carrier Regulations to provide a list of resources that are available in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals, and counseling and treatment programs. The Company is under no obligation to retain in employment or to rehabilitate any individual who violates the Substance Abuse Testing rules under the Federal Motor Carrier Safety Regulations. The Company is under no obligation to reimburse any individual who seeks professional counseling and treatment in regards to Alcohol and Controlled Substance Abuse. Any questions concerning compliance with the Federal Motor Carrier Safety Regulations regarding Substance Abuse testing should be directed to either the Safety Director or General Manager, both serve as the Company's Drug Program Coordinators.

POSITIVE DRUG OR ALCOHOL TEST OR REFUSAL TO TEST

1st Offense / Occurrence - A drug or alcohol test that is confirmed positive by a MRO will result in the immediate suspension of the employee without pay, and further disciplinary action up to and including termination in the Company's sole discretion. A refusal to submit to a drug or alcohol test within two hours of notification will be treated as a positive test. In the Company's sole and absolute discretion the employee may be allowed to return to work if he/she has successfully completed an approved drug and alcohol abuse rehabilitation program, has been approved to return to work by the MRO, has successfully completed a return to duty drug test and has agreed to participate in a follow-up test program, if recommended by the SAP or required by the Company.

2nd Offense/ Occurrence - A drug or alcohol test that is confirmed positive by a MRO, will result in the immediate termination of the employee. A refusal to submit to a drug or alcohol test within two hours of notification will be treated as a positive test.

FACILITY CLOSINGS

Under most circumstances, the Company will not be closed for inclement weather and employees will be expected to be at work at the commencement of their shifts. In the event that Company offices must be closed due to inclement weather or other emergency, Management will notify employees by telephone as soon as possible on the morning of the expected closing. An employee scheduled to work on a day that our offices are closed for inclement weather may elect to treat the day as a personal day.

OUR EMPLOYEE RELATIONS PHILOSOPHY

Your supervisor and the Human Resources Manager are always available to discuss any problems or questions that arise in your work. Please contact the supervisor or Human Resources Manager if you feel that you need to speak to someone about a workplace problem or issue, or if you have a suggestion on how things may be improved.

We have a work place where communications are open, and problems can be discussed and resolved in a mutually respectful atmosphere. We wish to be fair to our employees and, where possible, we will try to consider an employee's individual circumstances in making decisions on matters affecting employees.

The Company wishes to address employee concerns and grievances early, before minor issues become major ones. The Company recognizes that motivated and productive employees are valuable to the business. Through direct communication, we can resolve difficulties, and maintain a mutually satisfying relationship. Please keep in mind that our jobs can only be accomplished with the assistance and cooperation of our co-workers. The Company requests that all employees treat co-workers with courtesy and respect by getting along with co-workers, and treating co-workers as you wish to be treated.

SECTION II: EMPLOYEE BENEFITS

VACATIONS

Full time employees in their first year of employment will have no available vacation time. After the first anniversary date of hire has been reached, vacation days will be pro-rated until the upcoming January 1st is reached. Once the remainder of the year following the employee's anniversary date has concluded, the benefit will be based on a calendar year.

VACATION BENEFITS FOR THE CALENDAR YEAR

Second (2nd) January of employment	One (1) week
Third (3rd) January of employment	Two (2) weeks
Sixth (6th) January of employment	Three (3) weeks

Unused vacation time for a calendar year may not be carried over to the next calendar year. Employees will not be paid for unused vacation time.

All vacation schedules must be approved by your Supervisor in order to coordinate scheduling with Company needs. Vacation requests must be submitted to your Supervisors as far in advance as possible, but at least one month in advance of the time requested. Vacation requests will be based on seniority as long as the request is received in the month of December preceding the upcoming year. If an employee with seniority does not submit his/her request during that time period seniority status will not be taken into consideration. Vacation time must be taken in weekly increments, unless the Supervisor agrees to other arrangements. Certain employees are subject to blackout dates; see your immediate Supervisor at the beginning of each year for affected dates. See your Supervisor for the proper request form.

Part time employees are not entitled to paid vacation leave.

Employees who are terminated due to job elimination or lack of work, employees who voluntarily leave (resign, retire), and employees who are discharged for cause will be paid all unused vacation time. However, employees discharged for gross or willful misconduct will not be paid for any unused vacation time. For purposes of this policy, gross or willful misconduct includes but is not limited to the following:

- Acts of violence in the workplace,
- Theft of Company and/or co-worker property or time,
- Violation of Company drug and alcohol policy,
- Insubordination,
- Unauthorized review or use of other employee's personal information,
- Workplace harassment,
- Workplace discrimination.

REVISION TO ALL WASTE, INC. EMPLOYEE HANDBOOK

EFFECTIVE 6/01/2011

SECTION II: EMPLOYEE BENEFITS

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HOLIDAYS

The Company will observe the legal holidays listed below, except when a holiday falls on a weekend. Full-time employees who have completed three months of service will be paid for these holidays (provided that an employee is not absent on a scheduled workday during that holiday week or the scheduled workday preceding that week, without the prior approval of his/her Supervisor):

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

Part-time employees who have completed three months of service will be entitled to pro-rated holiday pay when a holiday falls on an employee's regularly scheduled workday.

This Revision replaces the Holiday section in the "Revised 2010 Handbook" that went into effect 1/1/2010.

HOLIDAYS

The Company will observe the legal holidays listed below, except when a holiday falls on a weekend. Full-time employees who have completed three months of service will be paid for these holidays (provided that an employee is not absent on a scheduled workday during that holiday week, without the prior approval of his/her Supervisor):

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

Part-time employees who have completed three months of service will be entitled to pro-rated holiday pay when a holiday falls on an employee's regularly scheduled workday.

SICK DAYS AND PERSONAL DAYS

Full time employees in their first year of employment will have no paid sick/personal time. After the first anniversary date of hire is reached, sick/personal days will be pro-rated until the upcoming January 1st is reached. When January 1st is reached after the employee has completed one full year of service, 5 sick/personal days then will be available.

Requests for sick or personal days are granted on the basis of seniority and must be on the Company approved request form and signed by your Supervisor. Requests for personal days should be made as far in advance as possible and, in no event, later than one day in advance. In the event of illness, you should notify your Supervisor as soon as possible before the beginning of your shift or workday. On your return to work, a sick/personal day form must be provided to payroll and signed by your Supervisor to receive pay for the time missed.

If an employee is absent and he/she has earned vacation or sick time, he/she must use one of those days. He/she may not go unpaid and leave his earned days for another time or to be paid at the end of the year.

Hourly employees will be paid for any unused sick/personal days remaining at the end of the year. Salaried employees will not be paid for unused sick or personal days.

Unused sick/personal days may not be carried over to the next calendar year nor will they be paid upon termination of employment.

Part time employees will not be entitled to paid sick or personal days.

After an employee has exhausted all of his/her accrued sick and personal leave for the calendar year, additional days missed from work will be deducted from the employee's earned unused vacation days, if any, and once the employee's earned vacation days are exhausted, additional days missed from work will be unpaid.

-In most cases, an absence for illness extending beyond two (2) consecutive days will require a doctor's note in order to be an excused absence.

-In any case of an illness-related absence, whether such absence is paid or unpaid, an employee may be asked to provide sufficient detail for the Company to determine if the

illness qualifies the employee for FMLA rights (as described in the following policy on Family and Medical Leave). The Company will advise the employee if the absence will be designated as FMLA leave.

-Employees will be entitled to use accrued and unused sick/personal leave to attend to a serious health condition of a son, daughter, spouse, civil union partner, or parent of the employee, or for the birth or adoption of a son or daughter of the employee.

FAMILY AND MEDICAL LEAVE (FMLA)

GENERAL ENTITLEMENT

Qualified employees (generally, most employees who have worked for the Company for at least 12 months and have worked at least 1,000 hours during a 12-month period immediately preceding the leave) are entitled to certain family and medical leave benefits mandated by Federal and Connecticut law, for the birth, adoption, or foster placement of a child, for an employee's serious health condition, or to care for an employee's child, spouse, civil union partner, parent, or parent-in-law with a serious health condition. You should consult Human Resources whenever you have a question on your eligibility to take a family and medical leave.

Generally, an employee who is eligible for family and medical leave (FMLA leave) will be entitled to a maximum of 12 weeks during a 12-month period, or 16 weeks in any 24-month period, depending on whether only federal law, or both federal and state law, apply to a particular leave situation. Twelve week and twenty-six week FMLA leave is available for certain military events related to being called to active duty and being injured in the line of duty. Please see the Human Resources Manager for more details concerning these types of leaves. The Company will use a "rolling" 12-month period or 24-month period, measured backward from the date an employee uses any family or medical leave, to determine an employee's entitlement to FMLA leave. FMLA leave will be unpaid, except to the extent that an employee has available accrued and unused paid leave benefits, such as sick days, personal days and vacation days, or is entitled to disability insurance benefits.

CREDITING TIME OFF AGAINST ANNUAL FMLA

Any leave or time off taken by an eligible employee for reasons which qualify for FMLA leave will be counted against the employee's annual statutory FMLA leave entitlement.

INTERMITTENT LEAVE

Employees may be entitled to intermittent leave in situations involving the serious health condition of the employee or the employee's family member. An employee on an intermittent leave will have his/her pay proportionally reduced by the amount of time missed from work, and the employee may be transferred to a different position which better accommodates the employee's work schedule during leave.

EMPLOYEES' REINSTATEMENT RIGHTS

Except as provided below, an employee returning to work following an FMLA leave will be reinstated to his/her prior position or an equivalent position, with equivalent pay benefits and other terms and conditions of employment provided that the employee is able to perform the functions of such a position.

Any employee who is unable to return from a leave upon his or her scheduled return date must notify the Company as far in advance as possible of the need for a leave extension and the reasons for the extension (and provide a physician's certificate) before his or her scheduled return date. Any employee who fails to return from a leave on the scheduled return date and has not given the Company appropriate notice and certification as described above will be considered to have voluntarily terminated his/her employment.

If an employee's leave is extended beyond the 12- or 16-week statutory leave entitlement with the Company's approval, reinstatement after the extended leave will not be automatic but may be subject to the Company's business needs.

The taking of FMLA leave does not entitle an employee to keep his/her position if the employee would have been terminated for other reasons unrelated to the employee's leave request.

Employee Must Provide Advance Notice

If a FMLA leave is foreseeable, the leave request should be discussed with Human Resources at least 30 days in advance, if possible. If 30 days notice is not possible, the leave request should be discussed as far in advance as possible. If a FMLA leave is not foreseeable, the leave request should be discussed with Human Resources as soon as possible after you learn that you need the leave. Failure to provide appropriate notice of leave may adversely affect your right to take a leave of absence or the timing of the leave.

Required Forms

Depending upon the reason for the FMLA leave, the Company will issue a variety of forms that will serve to certify the need for FMLA, notify employees of eligibility or ineligibility, advise employees of their FMLA rights and responsibilities, and inform employees of any special circumstances that may apply to them during the FMLA leave or upon their return.

Requirement of Physician's Certification

An employee requesting a FMLA leave of more than three days, or any leave on an intermittent/reduced schedule basis because of the serious health condition of the employee or the employee's child, spouse, civil union partner, parent, or parent-in-law, will be required to provide a physician's certificate regarding the nature and expected duration of the illness. Medical certification should be provided before the leave begins, when the leave is foreseeable, and, when not possible, medical certification must be provided within

15 days after the Company requests certification. (Failure to provide certification within the required time periods may result in a denial of leave request under FMLA, and may subject an employee to disciplinary measures, including termination.) An employee will be required to provide re-certification under certain circumstances such as (a) to extend the leave period provided in an original certification, (b) in cases of extended leave, every thirty (30) days, except when the original certification specifies a longer minimum period of incapacity, then upon the expiration of such period, (c) when there is significant change in the circumstances surrounding the original certification, or (d) when the Company receives information which casts doubt upon the continuing validity of a certification.

In addition, if a FMLA leave for an employee's serious health condition extends beyond five days, the employee also may be required to provide a certificate from his/her physician regarding the employee's ability to return to work.

Determination of Eligibility/Notice of Rights

Based upon the information received from the completed Medical Certification Form, the Company will determine if the employee is eligible for the leave and will inform the employee of his/her eligibility for the leave and his/her rights and responsibilities respecting the leave (in most cases within two business days after the Company receives the completed Medical Certification Form).

Dispute Resolution

If there is a dispute between the Company and an employee on whether leave qualifies as FMLA leave or whether the employee is eligible for FMLA leave, it should be resolved through discussions between the employee and the employer.

Continuation of Insurance Coverage

During a FMLA leave, the Company will continue to make contributions for the employee's group health and dental insurance coverage, including any dependent coverage, provided the employee continues to pay his/her portion of the premiums for this coverage. Any other group insurance policies provided by the Company will be continued during a FMLA leave.

When Both Spouses are employed by the Company

In cases where both spouses are employed by the Company, they are together entitled only to the maximum FMLA leave allowed to an individual employee, except for leaves taken for the serious health condition of the employee or the employee's child or spouse.

PREGNANCY POLICY

The Company will not discriminate against any employee on the basis of her pregnancy.

Any employee (including an employee who is not eligible for FMLA leave under the Company's Family and Medical Leave Policy) is entitled to a reasonable unpaid leave of absence for disability resulting from pregnancy. A pregnant employee's disability will be presumed without the requirement of a physician's certificate for a period of eight weeks after delivery. A pregnancy-related disability extending beyond eight weeks after delivery must be certified by the employee's physician.

The Company will make a reasonable effort to transfer any pregnant employee to a suitable temporary position, if available, whenever the employee provides the Company with written notice of her pregnancy and the employee or the Company reasonably believes that continued employment in the particular position held by the employee may cause injury to the employee or to her baby. If such written notice has been provided by the pregnant employee, the decision of the Company regarding such a transfer may be appealed to the Connecticut Commission on Human Rights and Opportunities.

An employee may credit any accrued sick days and vacation days against her unpaid leave time for pregnancy-related disability. When an employee is eligible for both pregnancy disability leave and FMLA, the leaves will run concurrently.

BEREAVEMENT LEAVE

Full-time employees who have completed six months of service will be entitled to one week of paid leave in the case of the death of an immediate family member (spouse, civil union partner, or child); three days of paid leave in the case of the death of a parent or sibling, and one day of paid leave for a grandparent, aunt, uncle, niece, nephew, or parent-in-law.

Part-time employees will be entitled to paid bereavement time on a prorated basis.

JURY DUTY AND MILITARY LEAVE

JURY DUTY

All employees who are called to serve as jurors in any court of the State of Connecticut or the United States are entitled to paid jury leave for the duration of their service.

Jury duty pay is calculated based on the employee's regular schedule and pay rate during the period of jury service.

Employees must reimburse the Company for any payment they receive in connection with their service as jurors, except reimbursement for out-of-pocket expenses for such items as mileage and meals.

Employees called for jury duty must show the jury summons to their Supervisor as soon

as possible so that the Supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits. To receive payment for jury duty, employees must provide to the Company the court certificate of recognition of jury service.

MILITARY SERVICE

The Company will provide unpaid leaves of absence for permanent employees who, as part of their service with any branch of the United States Armed Forces, are called to active duty or are required to attend scheduled drills or training during regular working hours. Employees must provide the Company with notice of the required military leave as far in advance as possible.

If you are called upon to perform any other public duties, you should discuss the matter with your supervisor as soon as possible to determine if the Company can make accommodations for you.

OTHER LEAVES OF ABSENCE

If you require a leave of absence from work which does not qualify under the Company's specific leave policies described above or which extends beyond the time periods described above (including an extension of a FMLA leave) you should discuss the matter with your Supervisor as soon as you are aware of your need but at least thirty (30) days in advance when possible. In the case of an extension of a leave provided under the above policies beyond the time periods described for such leave, the request must be discussed with your Supervisor and approved prior to the expiration of the leave. Failure to return from the authorized leave on your scheduled return date will be considered voluntary termination. The availability of such a leave and reinstatement rights if such a leave is granted are not guaranteed and are subject to the Company's business needs. It should be understood that such additional leaves of absence will be granted only in rare circumstances of true need and will be as limited in duration as possible. Except in cases where a longer period of time is required by law, employment will be terminated if an employee on such an additional leave of absence is not able to return to work within sixty (60) days of expiration of leave or extended leave.

RETURN TO WORK

If you are on a disability or medical disability leave of absence, you must return to work when your physician or a Company appointed physician determines that you are able to resume normal duties. In the event that you are authorized to return to duty with restrictions, we will make reasonable efforts to provide you with light-duty work, if already available, that is consistent with your restrictions. We require your physician's release before reinstatement to the active payroll. If you wish to extend your leave beyond this point, you must apply for a personal leave of absence.

INSURANCE AND RETIREMENT PLANS

The Company maintains the following plans for the benefit of its employees: a health insurance plan providing for hospitalization, medical-surgical, major medical coverage, a dental plan; a group life insurance plan, and a 401(k) retirement plan.

Employees are required to pay a portion of the premiums for their own health and dental insurance coverage and for any dependent coverage they desire.

For additional details on eligibility, coverage under the plans, employee responsibility for premium payments, co-payments and deductibles, and employee conversion rights on termination of employment, employees should consult the summary statements, updates, and policies for the specific plans. In addition, the Human Resources Manager can help you with specific questions about any of these plans.

The Company reserves the right to amend the terms of the plans offered to employees or to eliminate any of plans subject to compliance with applicable laws.

EMPLOYEE ACKNOWLEDGEMENT RECEIPT

This handbook describes important information concerning employment with All Waste Inc. (the "Company").

Revisions to this handbook to modify or eliminate existing policies may be implemented by the Company in its discretion at any time. The revisions will apply to me when adopted, even if this handbook has not been updated to include the revisions.

I understand that this handbook supersedes all previous written or oral communications made to me by any representative of the Company. In addition, I understand that any future oral representations or agreements that modify or contradict the terms of this handbook in any way are invalid and unenforceable unless approved in writing by the Company's President.

I have entered my employment relationship with the Company voluntarily and acknowledge that there is no specified length of employment. I acknowledge that this handbook is not a contract of employment and is not intended to create contractual obligations of any kind. Accordingly, either I or the Company may terminate the employment relationship at will, with or without cause, and with or without notice. Furthermore, I understand the policies described in this handbook may be revised at any time in the Company's sole discretion.

I understand that no person, other than the President of the Company, may enter any oral or written employment agreement on behalf of the Company. Employees cannot rely on oral or written statements or representations of others.

I have received the handbook, and I understand that it is my responsibility to read and understand the policies and procedures contained in the handbook and any revisions made to it. I understand that I should consult the Human Resources Manager regarding any questions not answered in the handbook.

EMPLOYEE'S SIGNATURE

DATE

DISCLAIMER: This handbook is not an employment contract and is not intended to create contractual obligations of any kind. Accordingly, neither the employee nor the Company is bound to continue the employment relationship if either chooses at his, her or its will to terminate the relationship at any time. Policies in this manual may be revised at any time in the Company's sole discretion.

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