

# *Homme's Landscape*

## Employee Handbook

Welcome new employee!

On behalf of your colleagues, we welcome you to Homme's Landscape and wish you every success here.

We believe that each employee contributes directly to Homme's Landscape growth and success, and we hope you will take pride in being a member of our team.

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

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Homme's Landscape Management

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### ORGANIZATION DESCRIPTION

I. Goods Produced and/or Services Provided

II. Facilities and Location(s)

III. The History of Homme's Landscape

IV. Organizational Structure

V. Role of the Human Resources Department

VI. Management Philosophy

VII. Goals

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### INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Homme's Landscape and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Homme's Landscape to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Homme's Landscape continues to grow, the need may arise and Homme's Landscape reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or Homme's Landscape to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

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### CUSTOMER RELATIONS

Customers are among our Organization's most valuable assets. Every employee represents Homme's Landscape to our customers and the public. The way we do our jobs presents an image of our entire Organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of Homme's Landscape. Positive customer relations not only enhance the public's perception or image of Homme's Landscape, but also pay off in greater customer loyalty and increased sales and profit.

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### **101 Nature of Employment**

Effective Date: 5/9/2003

Revision Date:

Employment with Homme's Landscape is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Homme's Landscape may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Homme's Landscape and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Homme's Landscape's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the chief executive officer of Homme's Landscape.

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### **103 Equal Employment Opportunity**

Effective Date: 5/9/2003

Revision Date:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Homme's Landscape will be based on merit, qualifications, and abilities. Homme's Landscape does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

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

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Office Manager and/or Owner. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

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### **104 Business Ethics and Conduct**

Effective Date: 5/9/2003

Revision Date:

The successful business operation and reputation of Homme's Landscape is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Homme's Landscape is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to Homme's Landscape and its customers to act in a way that will merit the continued trust and confidence of the public.

Homme's Landscape will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Office Manager and/or Owner for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Homme's Landscape employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

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### **107 Immigration Law Compliance**

Effective Date: 5/9/2003

Revision Date:

Homme's Landscape is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Homme's Landscape within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Office Manager and/or Owner. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

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### **108 Conflicts of Interest**

Effective Date: 5/9/2003

Revision Date:

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Homme's Landscape wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Owner for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Homme's Landscape's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Homme's Landscape as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Homme's Landscape does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Homme's Landscape

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### **110 Outside Employment**

Effective Date: 5/9/2003

Revision Date: 2/14/06

Employees may hold outside jobs as long as they meet the performance standards of their job with Homme's Landscape. All employees will be judged by the same performance standards and will be subject to Homme's Landscape's scheduling demands, regardless of any existing outside work requirements.

If Homme's Landscape determines that an employee's outside work interferes with performance or the ability to meet the requirements of Homme's Landscape as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Homme's Landscape

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Homme's Landscape for materials produced or services rendered while performing their jobs.

It is unacceptable to work for yourself or someone else while you are performing your shift at Homme's Landscape. If you have any questions on this subject, please ask.

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### **112 Non-Disclosure**

Effective Date: 5/9/2003

Revision Date:

The protection of confidential business information and trade secrets is vital to the interests and the success of Homme's Landscape. Such confidential information includes, but is not limited to, the following examples:

- \* customer lists
- \* customer preferences
- \* financial information
- \* labor relations strategies
- \* marketing strategies
- \* new materials research
- \* production processes and techniques
- \* pending projects and proposals

All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and a court order for damages, even if they do not actually benefit from the disclosed information.

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### **202 Access to Personnel Files**

Effective Date: 5/9/2003

Revision Date:

Homme's Landscape maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Homme's Landscape, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Homme's Landscape who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Office Manager. With reasonable advance notice, employees may review their own personnel files in Homme's Landscape's offices and in the presence of an individual appointed by Homme's Landscape to maintain the files.

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### **203 Employment Reference Checks**

Effective Date: 5/9/2003

Revision Date:

To ensure that individuals who join Homme's Landscape are well qualified and have a strong potential to be productive and successful, it is the policy of Homme's Landscape to check the employment references of all applicants.

The Office Manager will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

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### **204 Personnel Data Changes**

Effective Date: 5/9/2003

Revision Date:

It is the responsibility of each employee to promptly notify Homme's Landscape of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Office Manager and/or Owner.

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### **209 Performance Evaluation**

Effective Date: 5/9/2003

Revision Date:

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

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### **306 Workers' Compensation Insurance**

Effective Date: 5/9/2003

Revision Date:

Homme's Landscape provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Homme's Landscape nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Homme's Landscape.

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### **401 Timekeeping**

Effective Date: 5/9/2003

Revision Date:

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

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 5 minutes prior to their scheduled starting time nor stay more than 5 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

Time records are due to the Office Manager and/or Owner no later than 5pm on the 16th and last day of the month. Due to the importance of maintaining accurate payroll records and payments, if nonexempt employees do not adhere to this schedule it can result in disciplinary action up to and including termination.

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### **403 Paydays**

Effective Date: 5/9/2003

Revision Date:

All employees are paid semimonthly on the 5th and 20th days of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend, employees will receive pay on the last day of work before the regularly scheduled payday.

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### **405 Employment Termination**

Effective Date: 5/9/2003

Revision Date:

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- \* Resignation - voluntary employment termination initiated by an employee.
- \* Discharge - involuntary employment termination initiated by the organization.
- \* Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.

Since employment with Homme's Landscape is based on mutual consent, both the employee and Homme's Landscape have the right to terminate employment at will, with or without cause, at any time.

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### **410 Pay Deductions and Setoffs**

Effective Date: 5/9/2003

Revision Date:

The law requires that Homme's Landscape make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Homme's Landscape also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Homme's Landscape matches the amount of Social Security taxes paid by each employee.

Homme's Landscape offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by Homme's Landscape, usually to help pay off a debt or obligation to Homme's Landscape or others such as court-ordered deductions.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

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### **501 Safety**

Effective Date: 5/9/2003

Revision Date:

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Homme's Landscape has established a workplace safety program. This program is a top priority for Homme's Landscape. Its success depends on the alertness and personal commitment of all.

Homme's Landscape provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

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

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

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### **502 Work Schedules**

Effective Date: 5/9/2003

Revision Date:

Work schedules for employees vary throughout our Organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

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### **504 Use of Phone and Mail Systems**

Effective Date: 5/9/2003

Revision Date:

Personal use of telephones (cell and land lines) for outgoing calls, including local calls, is limited to the phone numbers in red on the contact list. Employees may be required to reimburse Homme's Landscape for any charges resulting from their personal use of the telephone. Public pay phones are available for personal outgoing calls during breaks, meal periods, or at other times, with the supervisor's permission.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

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### **505 Smoking**

Effective Date: 5/9/2003

Revision Date:

In keeping with Homme's Landscape intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace including work vehicles and customer job sites.

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### **506 Rest and Meal Periods**

Effective Date: 5/9/2003

Revision Date:

Each workday, full-time nonexempt employees are provided with 1 rest period of 15 minutes in length for every four consecutive hours worked. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time all employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Due to the nature of the business and restricted use of company vehicles for personal use, it is strongly encouraged that all employees bring their own lunches on the job. Company vehicle use to drive to and from eating establishments is prohibited.

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### **508 Use of Equipment and Vehicles**

Effective Date: 5/9/2003

Revision Date:

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Use of company vehicles is restricted to "work-related" use only and are never to be used to conduct personal business including driving to eating establishments for meal or rest periods.

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### **514** Visitors in the Workplace

Effective Date: 5/9/2003

Revision Date:

To provide for the safety and security of employees and the facilities at Homme's Landscape, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting. In cases of emergency, employees will be called to meet any visitor outside their work area.

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### **522 Workplace Violence Prevention**

Effective Date: 5/9/2003

Revision Date:

Homme's Landscape is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Homme's Landscape has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Homme's Landscape without proper authorization.

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

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

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Homme's Landscape will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Homme's Landscape may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Homme's Landscape encourages employees to bring their disputes or differences with other employees to

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the attention of their supervisors or the Owner before the situation escalates into potential violence. Homme's Landscape is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

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### **526 Cell Phone Usage**

Effective Date: 5/9/2003

Revision Date: 2/14/06

Homme's Landscape provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management, other employees, and clients. Only numbers on the contact list in red will be recognized for phone use. Cell phone use is intended for business-related calls only and personal calls are not permitted. Cell phone invoices may be regularly monitored.

Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cell phones to conduct business while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone.

As a representative of Homme's Landscape, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

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### 701 Employee Conduct and Work Rules

Effective Date: 5/9/2003

Revision Date:

To ensure orderly operations and provide the best possible work environment, Homme's Landscape expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- \* Theft or inappropriate removal or possession of property
- \* Falsification of timekeeping records
- \* Working under the influence of alcohol or illegal drugs
- \* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- \* Fighting or threatening violence in the workplace
- \* Boisterous or disruptive activity in the workplace
- \* Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- \* Insubordination or other disrespectful conduct
- \* Violation of safety or health rules
- \* Smoking in prohibited areas
- \* Sexual or other unlawful or unwelcome harassment
- \* Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- \* Excessive absenteeism or any absence without notice
- \* Unauthorized absence from work station during the workday
- \* Unauthorized use of telephones, mail system, or other employer-owned equipment
- \* Unauthorized disclosure of business "secrets" or confidential information
- \* Violation of personnel policies
- \* Unsatisfactory performance or conduct

Employment with Homme's Landscape is at the mutual consent of Homme's Landscape and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

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### **702 Drug and Alcohol Use**

Effective Date: 5/9/2003

Revision Date:

It is Homme's Landscape's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Homme's Landscape premises and while conducting business-related activities off Homme's Landscape premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, Homme's Landscape has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Homme's Landscape of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

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### **703 Sexual and Other Unlawful Harassment**

Effective Date: 5/9/2003

Revision Date:

Homme's Landscape is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- \* Unwanted sexual advances.
- \* Offering employment benefits in exchange for sexual favors.
- \* Making or threatening reprisals after a negative response to sexual advances.
- \* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- \* Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- \* Verbal sexual advances or propositions.
- \* Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- \* Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

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If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Office Manager or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Office Manager or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

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### **704 Attendance and Punctuality**

Effective Date: 5/9/2003

Revision Date:

To maintain a safe and productive work environment, Homme's Landscape expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Homme's Landscape. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

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### **705 Personal Appearance**

Effective Date: 5/9/2003

Revision Date: 2/14/06

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Homme's Landscape presents to customers and visitors.

During business hours or when representing Homme's Landscape, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

You have a dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- \* Employees are required to wear Homme's Landscape company shirts during work hours.
- \* Shoes must provide safe, secure footing, and offer protection against hazards.
- \* Tank tops, tube or halter tops may not be worn under any circumstances.
- \* Unnaturally colored hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
- \* Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance.
- \* Offensive body odor and poor personal hygiene is not professionally acceptable.
- \* Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- \* Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- \* Multiple ear piercing (more than one ring in each ear) are not professionally appropriate and must not be worn during business hours.

# *Homme's Landscape*

## Employee Handbook

### **716 Progressive Discipline**

Effective Date: 5/9/2003

Revision Date:

The purpose of this policy is to state Homme's Landscape's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Homme's Landscape's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Homme's Landscape is based on mutual consent and both the employee and Homme's Landscape have the right to terminate employment at will, with or without cause or advance notice, Homme's Landscape may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Homme's Landscape recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Homme's Landscape

# *Homme's Landscape*

## Employee Handbook

### **722 Workplace Etiquette**

Effective Date: 5/9/2003

Revision Date:

Homme's Landscape strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Homme's Landscape encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Owner if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- \* Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- \* Try to minimize unscheduled interruptions of other employees while they are working.
- \* Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- \* Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- \* Refrain from using inappropriate language (swearing) that others may overhear.
- \* Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- \* Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- \* Clean up after yourself at all times.

# *Homme's Landscape*

## Employee Handbook

### EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Homme's Landscape, and I understand that I should consult the Office Manager and/or Owner regarding any questions not answered in the handbook.

I have entered into my employment relationship with Homme's Landscape voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Homme's Landscape can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Homme's Landscape's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of Homme's Landscape has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_