

Key Policies & Privileges of Cleaning Crew Members Employed by Emeric

Purpose: At Emeric Facility Services, Inc. (“Emeric” or the “Company”), we recognize that our success depends upon our Employees. Therefore, we reward you for your hard work and dedication by providing eligible members the following numerous generous benefits and other privileges of employment at the Company. Emeric is a dynamic organization and these policies and benefit programs are subject to revision from time to time for legal and business reasons. Therefore, you should consult the plan documents or speak with the Human Resources Department if you have questions about the current benefits and eligibility requirements. ***To clarify: There is nothing in this document that is intended as contract or promise of any specific term.***

Reporting Location: Our Waukegan “warehouse” crew employees are required to come to the Emeric business offices to obtain their work assignment/schedule prior to their scheduled starting time. All “building crew” members will report to their designed work location and not the Emeric offices at the start of their scheduled workday.

Group Insurance Programs: After 90 days of full time employment, eligible crew members who are regular scheduled to work thirty (30) hours or more per week may participate in Emeric’s group health, dental and vision programs. Consult the plan documents for details and eligibility requirements as available from Human Resources.

Uniforms: When you are hired by Emeric, you will be provided a uniform that you are required to wear as a condition of employment during work hours. Be sure your uniforms are clean, free of stains and not torn. If you would like to purchase additional uniforms at your own expense, please contact Human Resources for this purpose (each shirt requires a \$25/deposit that will be returned upon termination of our employment relationship when the shirt is returned).

Paid Holidays: At Emeric, we consider the holidays recognized by the federal government to be “Company celebrated holidays”. Eligible crew members (who have actually performed work throughout the six consecutive month period immediately preceding the holiday) and who are required to actually work on a Company celebrated holiday (recognized by federal law) will be compensated for all hours actually worked at a rate of one and one-half times his/her regular base hourly rate of pay. Waukegan crew members who are not able to perform work at the direction of the customer may receive paid time off (up to 8 hours) for those holidays (subject to customer contract terms). Crew members must have actually worked the full scheduled workday on the day before and after the Company celebrated holiday to be eligible.

Paid Vacation Time Off: Waukegan crew members will be eligible to begin to earn up to five (5) days of paid time off per year after satisfying both conditions: (a) the Waukegan crew members completed 12 months of consecutive service, and (b) the Waukegan crew members did not have more than three (3) unexcused absences during the preceding 12-month period. Vacation will not carry over into the next year. All requests are subject to approval and may need to be denied or delayed for business reasons. All requests must be submitted a minimum of one full month prior to the requested vacation day off.

401(k) Benefit Program & Employer Matching Feature: Crew members who have completed one year of service (and have actually worked at least 1,000 hours with Emeric), may participate in our 401(k) benefit program. This benefit program is a way for you to save your hard earned money in your personal retirement account – and the Company matches 2% of every penny you save in your own personal account! Consult the plan documents for remaining legally required guidelines and other plan details.

FMLA Leaves of Absence: Eligible crew members who have worked for Emeric for at least 12-months and have worked at least 1,250 hours during the preceding 12-month period are eligible for unpaid and job protected time off due to a serious health condition of the crew members or a member of the crew member's immediate family (and for other covered reasons) pursuant to our Family and Medical Leave Act policy ("FMLA"). While on approved FMLA, your insurance will continue as if you were actively working. *See* attached poster for details.

Personal Leaves of Absence: Crew members who need time off for medical or compelling personal reasons that are not covered by our FMLA policy, may apply for a Personal Leave by submitting a written request (and supporting documentation) to Human Resources. Approved Personal Leaves generally may not exceed thirty (30) calendar days. Exceptions will be considered on a case by case basis for crew members who are disabled as a form of reasonable accommodation; reinstatement cannot be guaranteed in all cases upon conclusion of a Personal Leave.

Equal Employment Opportunities: Emeric is committed to providing equal employment opportunities to all crew members with regard to a person's actual or perceived Legally Protected Category. For purposes of this document, the phrase "Legally Protected Category" includes (without limitation): race, age, religion, national origin, sexual preference or sexual orientation, marital status, mental or physical disability and/or any other legally protected category arising out of any applicable state, federal or local laws or ordinances.

Policy against Harassment: Emeric also prohibits harassment against any crew member based on a person's actual or perceived sex/gender or any other Legally Protected category(as defined above). Sexual harassment includes unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature or verbal or physical conduct based on gender when: (a) submission to such conduct is either explicitly or implicitly made a term of condition of employment, (b) submitting to or rejection of such conduct is used as the basis for employment decisions affecting an individual, and/or (c) such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. Contractors who perform services with Emeric also are entitled to an environment free of sexual harassment; consult complaint procedure and policy against retaliation below.

Reasonable Accommodations: Crew members who are disabled (including those who are pregnant or have a medical condition related to pregnancy or childbirth) are entitled to a reasonable accommodation to assist in the performance of the crew members' essential job functions. We also provide reasonable accommodations to our crew members who need time off or other arrangements to celebrate a religious observance or holiday. Requests for reasonable accommodation are addressed on a case-by-case basis and should be directed to your Field Supervisor.

Internal Complaint Procedure: Any crew members (or Contractor) who believes that he has been the victim of discrimination or harassment or denied a reasonable accommodation (based on the policies summarized above), is urged to notify his/her Field Supervisor or Human Resource in the Office without delay. All complaints will be promptly investigated and remedied as appropriate. No crew member who reports a complaint pursuant to these policies and/or those who participate in an investigation of a complaint will be subject to retaliation for having done so. Additionally, a crew member who reports a complaint in good faith will not be subject to retaliation regardless of the outcome of the investigation.

Time Recording: Crew members are required to comply with all time recording practices every workday -- including the 30-minute unpaid break for each shift lasting 7.5 or more hours; break/lunch period to begin no later than 5 hours after start of workday).

Cellphone & Personal Devices: Except as necessary for the proper performance of your designated responsibilities to the Company (*i.e.*, drivers), crew members are prohibited for using their cellular phones or other devices during working hours (other than authorized/designated break periods).

Drug & Alcohol Use: Crew members are prohibited from using, possessing, selling, distributing or consuming any illegal drug, legal drug (including cannabis) and/or alcohol during working time which includes break periods and all times during working hours. If we have a good faith belief that a crew member is impaired by or under the influence of drugs or alcohol or cannabis during working time (including breaks), we reserve the right to test the crew members and offenders will be subject to immediate termination.

Smoking, Vaping, Tobacco: Crew members are prohibited from smoking, vaping or using tobacco or other smoking products except on breaks when at least 15-feet from the building.

Call-Off Obligations: All crew members are required to be at work at your designated starting time. If you are not able to do so due to a medical reason of you or a member of your immediate family, you are required to provide advance notice to the Office and the Field Supervisor at least 24 hours' prior to your designated starting time—**on each day of your absence/tardiness (and no later than one hour prior to your starting time)**. The Office phone is 224/428-7601; you are required to leave a text or email if direct report is not accomplished.

Excessive Tardiness/Absenteeism: Crew members who fail to report to work as scheduled on time (or leave early) are subject to disciplinary action in the absence of a documented reason deemed acceptable to Human Resources and provided the crew member reports his/her need to be absent or tardy at least one hour prior to the crew members designated starting time. In general, the first offense will result in: (a) written warning, (b) second offense is final warning, (c) third offense is suspension and/or other discipline that may include termination in the discretion of Human Resources.

At-Will Status: All Emetic crew members are hired on an at-will basis which means that either you or the Company may end our employment relationship at any time and for or no reason. We ask that you provide advance notice if you intend to leave your employment for any reason; failure to do so may impact your future rehire rights (if any).

* * * * *

Please sign below to confirm your receipt of this document and your understanding that you are employed on an at-will basis. Your signature also confirms your understanding that crew members who work on Projects that vary from day to day are generally eligible for the benefits summarized above (subject to plan terms) whereas crew members who are assigned to a specific site/customer may be subject to different benefits (depending on the details of the contract between the customer and Emetic). **Exceptions to these policies or benefit programs are only binding if confirmed in writing by a separate document signed by the employee and Human Resources.**

Received and understood by:

Date:

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



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