**MBG ENTERPRISES INC.**

**EMPLOYEE HANDBOOK**



**We Strive for Safety**

“Working safely may get old, but so do those who practice it.”

– Author Unknown

**Welcome**

Welcome to MBG Enterprises! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further MBG ENTERPRISES INC. goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, MBG ENTERPRISES INC. will continue to achieve its goals. We sincerely hope you will take pride in being an important part of MBG ENTERPRISES INC. success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources (HR) department.

\*MBG Enterprises inc. reserve the right to change or modify any of the terms and conditions contained in the Terms or any policy or guideline of the Sites, at any time and in our sole discretion.

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**Employment at Will**

Employment at MBG ENTERPRISES INC.is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the president of the company.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative, other than the president is authorized to modify this policy for any employee or to enter into any agreement, that changes the at-will relationship. Any such agreement to modify the at-will employment relationship must be in writing, and must be signed

by the president.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. MBG ENTERPRISES INC. employees have the right to engage in or refrain from such activities.

**Equal Opportunity and Commitment to Diversity**

**Equal Opportunity**

MBG ENTERPRISES INC. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

MBG ENTERPRISES INC. expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

MBG ENTERPRISES INC. will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual’s physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon MBG Enterprises inc. business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR manager. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR manager.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. “Adverse conduct” includes but is not limited to:

(1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation.

(2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; *or*

(3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

**Americans with Disabilities Act (ADA) and Reasonable Accommodation**

MBG ENTERPRISES INC.is committed to the fair and equal employment of individuals with disabilities under the ADA. It is MBG Enterprises inc. policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the company. MBG ENTERPRISES INC. prohibits any harassment of, or discriminatory treatment of, employees based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee with a disability may request an accommodation from the HR department and engage in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

For purposes of this policy, a disability includes an employee’s.

disability

caused or contributed to by pregnancy. Disabilities caused or contributed.

to by pregnancy shall be considered temporary disabilities and shall be

treated as such under any applicable insurance or sick leave plan.

Reasonable accommodation due to a pregnancy related disability may

include changing an employee’s job duties, work hours, or work area,

providing mechanical or electrical aids, transfer to a less strenuous position

or providing unpaid leave, provided the accommodations do not pose an

undue hardship on the company.

It is the policy of MBG ENTERPRISES INC.to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. MBG ENTERPRISES INC. prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

**Commitment to Diversity**

MBG ENTERPRISES INC. is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at MBG ENTERPRISES INC. and is an important principle of sound business management.

**Harassment and Complaint Procedure**

It is MBG Enterprises inc. policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by MBG ENTERPRISES.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a report of harassment is similarly prohibited and will not be tolerated. MBG ENTERPRISES INC. will take all reasonable steps necessary to prevent and eliminate harassment in the workplace.

Definition of “unlawful harassment.” “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity or expression marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of “sexual harassment.” While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” can include all of the above actions, as well as other unwelcome conduct, and is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

* Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions.
* Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, a hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

* Unwanted sexual advances, whether they involve physical touching or not.
* Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one’s sex life; comments about an individual’s body; and comments about an individual’s sexual activity, deficiencies, or prowess.
* Displaying sexually suggestive objects, pictures, or cartoons.
* Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments.
* Inquiries into one’s sexual experiences; *and*
* Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate MBG Enterprises inc. policy.

**Complaint procedure.** If you believe you have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, you may make a report. You may complain directly to your immediate supervisor or department manager, the HR director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, should immediately report the issue.

All reports will be investigated promptly, and confidentiality will be protected to the extent possible consistent with the need to conduct an

appropriate investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, MBG ENTERPRISES INC. will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a report of discrimination or harassment or for assisting in the investigation of any such report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

**Conflicts of Interest and Confidentiality**

MBG ENTERPRISES INC. expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. MBG ENTERPRISES INC. recognizes and respects the individual employee’s right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to MBG ENTERPRISES.

2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.

3. Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases.

4. Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.

5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.

6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company.

7. Participating in civic or professional organization activities in a manner that divulges confidential company information.

8. Misusing privileged information or revealing confidential data to outsiders.

9. Using one’s position in the company or knowledge of its affairs for personal gains; *and*

10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

**Confidential Information**

The protection of confidential business information and trade secrets is vital to the interests and success of **MBG ENTERPRISES INC**. Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the General Manager **Daniel Gunther**. This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

**Employment Relationship**

**Employee Privacy**

It is MBG Enterprises inc. goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, you may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the company and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on company premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of company facilities only for the business purposes of the company. Accordingly, materials that appear on company hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the company at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on company property. MBG ENTERPRISES INC. regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

Video surveillance. As part of its security measures and to help ensure a safe workplace, MBG ENTERPRISES INC. has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc. Videotapes will not include an audio component.

**Privacy—Social Security Numbers**

Policy and Procedure Regarding Use and Disclosure of Social Security Numbers

Purpose. This policy and procedure explain MBG Enterprises inc. general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

Policy. It is MBG Enterprises INC. policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Procedure. Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the company’s employee benefit plans.

**Retention and access to Social Security numbers.**

All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

**Unauthorized use/disclosure of Social Security numbers.**

Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The company will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

**Employment Classification**

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, MBG ENTERPRISES INC. classifies its employees as shown below. MBG ENTERPRISES INC. may review or change employee classifications at any time.

**Exempt**. Exempt employees are typically paid on a salary basis and meet the requirements for exempt status set by state and federal law. Exempts are not eligible to receive overtime pay.

**Nonexempt.**

Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Regular, full time.**

Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, part time.**

Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

**Benefits Premium**

Please note group insurance premiums are due before or on the first day of the coverage month and are pre-paid by the Employer. Additionally, if you terminate employment for any reason, your benefits will continue through the end of the month from your last day worked. Therefore, you understand and agree for MBG Enterprises/MBG Refuse Services to withhold the balance of your weekly per pay deduction for the remaining weeks left in the month from your last paycheck.

**The employee must continue to make any normal contributions to the cost of the health insurance premiums when on FMLA or Workers comp. If you fail to continue to your premium. MBG has the right to cancel your medical benefits.**

**Workweek and Hours of Work**

* Monday: 5:15 a.m. – 9:00 am
* Afternoon 1:15 p.m. – completion of route
* Tuesday: 5:15 a.m. – 9:00 am
* Afternoon 1:15 p.m. – completion of route
* Thursday: 5:15 a.m. – 9:00 am
* Afternoon 1:15 p.m. – completion of route
* Friday: 5:15 a.m. – 9:00 am
* Afternoon 1:15 p.m. – completion of route
* Some weekends may be required.

**As a Bus Driver you may be asked to take on/run additional routes.**

**\*Times and days may change according to Anne Arundel and Howard County Rules and Regulation. If unsure, please talk to your supervisor.**

The office is open Monday – Friday 5:00 am The Human Resources department is open Monday to Friday.

8:00 a.m. - 5:00 p.m. and Safety department standard hours of operation is from Monday to Friday 9:00 a.m. to 6:00 p.m.

\*Open and closing time of the Safety department may change without notice.

**Time Records**

All employees are required to clock in when arriving for work and clock out when leaving at the end of the day. The same is required for lunch breaks. These records are required by governmental regulations and are used to calculate regular, and overtime pay. The timeclock is located inside the Shed on the bus parking lot. Employees must enter their own time and may not punch in or out for any other employee unless otherwise authorized by your supervisor.

**Overtime**

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, Vacation, bereavement time, and jury duty, does not count as work time. for purposes of determining eligibility for overtime compensation. All overtime work must be approved in advance by a supervisor or manager.

**Deductions from Pay/Safe Harbor Exempt Employees**

MBG ENTERPRISES INC. does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

**Permitted deductions.** The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

* Deductions that are required by law, e.g., income taxes.
* Deductions for employee benefits when authorized by the employee.
* Absence from work for 1 or more full days for personal reasons other than sickness or disability.
* Absence from work for 1 or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness.
* Offset for amounts received as witness or jury fees or for military pay.
* Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; *and*
* Any full workweek in which the employee does not perform any work.

During the week, an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

**Improper deductions.** If an employee classified as exempt believes that an improper deduction has been taken from the employee’s pay, the employee should immediately report the deduction to the HR department. The report will be promptly investigated, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

**Paychecks**

MBG Enterprises INC. pay period for all employees are weekly on Friday. If payday falls on a federal holiday, employees will receive their paycheck on the day before or the workday. Paychecks are directly deposited into your checking and/or savings accounts or a live check will be disbursed to anyone without an active bank account.

**Access to Personnel Files**

Employee files are maintained by the HR department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their file. Inspections by employees must be requested in writing to the HR department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

**Employment of Relatives and Domestic Partners**

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, “relatives” are defined as spouses, children, siblings, parents, or grandparents. A “domestic partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they do not work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

**Separation from Employment**

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and Vacation will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, HR will conduct an exit meeting on or before the last day of employment to collect all company property and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee’s home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

**Workplace Safety**

**Drug-Free and Alcohol-Free Workplace**

It is the policy of MBG ENTERPRISES INC. to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on company or client premises or while performing services for the company is strictly prohibited. MBG ENTERPRISES INC. also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, MBG ENTERPRISES INC.

prohibits off-premises abuse of alcohol and controlled substances (including medical marijuana), as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the company’s reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

**Preemployment:** as required by the company for all prospective employees who receive a conditional offer of employment. (DOT ONLY)

**For cause:** upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee’s job performance.

**Random:** as authorized or required by federal or state law

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be always enforced in accordance with applicable state and local law, and any testing conducted pursuant to this policy will be conducted in

accordance with procedural requirements set by applicable law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

**Smoke-Free Workplace**

Smoking is not allowed in company buildings, company trucks, buses or work areas at any time. “Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

**Workplace Violence Prevention**

MBG ENTERPRISES INC. is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All MBG ENTERPRISES INC. employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or HR department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

MBG ENTERPRISES INC. always prohibits the possession of weapons on its property, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The company reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, MBG ENTERPRISES INC. may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all company property and other items that are in violation of company rules and policies.

**Commitment to Safety**

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify your manager, supervisor or your HR department or call 911 to activate the medical emergency services.

Any workplace injury, accident, or illness must be reported to the employee's supervisor immediately or **AS SOON AS POSSIBLE**, regardless of the severity of the injury or accident.

**Emergency Closings**

MBG ENTERPRISES INC employees will adhere by Anne Arundel and Howard County Rules and Regulations.

In the event of inclement weather, employees are to use their best.

judgment as to whether they can safely travel to work.

**Visitors**

This policy applies to anyone who is not an active employee, including employees on leave, former employees, vendors, and suppliers.

In order to maintain security and safety for our employees, generally, friends and family members are not permitted to visit employees at the workplace.

When employees have any doubt whether a person can visit, they should contact the HR department.

**Workplace Guidelines**

**Attendance**

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Text, and e-mail messages are not acceptable except in certain emergency circumstances. Excessive unauthorized absences or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval also may result in discipline up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

**Job Performance**

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

**Outside Employment**

Employees generally are permitted to work a second job if it does not interfere with their job performance or create a conflict of interest with MBG ENTERPRISES INC. All employees, including part-time employees, must obtain prior approval from the HR department before undertaking any outside employment or other work activity.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, employees who have accepted outside employment may not use paid sick time to work on the outside job. However, an employee on a leave of absence may continue to work in the outside job if this employment has been approved by the company under this policy and the employee’s reason for leave does not preclude the outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

**Dress and Grooming**

MBG ENTERPRISES INC. provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. Every Friday you may have a casual dress code day. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Certain employees may be required to meet special dress and grooming, such as wearing uniforms or safety equipment/clothing, depending on the nature of their job. Any questions or complaints regarding the appropriateness of attire should be directed to the HR department. Decisions regarding attire will be made by the HR department and not by individual departments or managers.

Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other hazards.

**School Bus Drivers are permitted to wear:**

**Ladies:**

* Walking Shorts
* Capri’s
* Slacks
* Blue Jeans
* Sun Dress

1. Must have at least two inches wide straps (no spaghetti strap)
2. Not more than four inches above the knee
3. Footwear must enclose both your heel and toe (no flip flops)

**Men are permitted to wear:**

* Walking Shorts
* Slacks
* Blue Jeans
* Short Sleeve Shirts

1. Footwear must enclose both your heel and toe (no flip flops)

**Bus Drivers/ Attendants are NOT permitted to wear:**

* Tube Tops
* Short Shorts
* Short Skirts
* Skorts
* Cut offs.
* Shirts that are too small, too thin, or too short(midriffs)

In addition, driver, and attendants are not permitted to wear any clothing with offensive language, obscene pictures, alcohol, tobacco, or controlled substance advertisements.

**Social Media Acceptable Use**

MBG ENTERPRISES INC. encourages employees to communicate with coworkers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the company has established the following guidelines for employee participation in social media.  
  
***Note:*** As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

**Off-duty use of social media.** Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with MBG Enterprises INC. equipment or property.

**On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work and approved by their manager and does not identify or reference company clients, customers, or vendors without express permission. The company monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

**Respect.** Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge MBG ENTERPRISES INC. confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the company’s policies.

**Post disclaimers.** Employees who identify themselves as company employees or discuss matters related to the company on a social media site must include a disclaimer on the front page stating that it does not express the views of the company and that the employees are expressing only personal views—for example: “The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company’s business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

**Competition.** Employees should not use social media to criticize the company’s competition and should not use it to compete with the company.

**Confidentiality.** Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

**New ideas.** Please remember that new ideas related to work, or the company’s business belong to the company. Do not post them on a social media site without the company’s permission.

**Trademarks and copyrights.** Do not use the company’s or others’ trademarks on a social media site or reproduce the company’s or others’ material without first obtaining permission.

**Legal.** Employees are expected to comply with all applicable laws, including, but not limited to, Federal Trade Commission (FTC) guidelines and copyright, trademark, and harassment laws.

**Discipline.** Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

**Bulletin Boards**

All required governmental postings are posted on the boards located in the Front Office Lobby. These boards may also contain general announcements.

Employees may submit to HR notices of general interest, such as for-sale notices; recreational-type announcements and/or club functions (e-mail should not be used for the aforementioned); postcards; expressions of gratitude or sympathy; and notices looking for/offering carpools, tickets, roommates, or pets. HR approves, posts, and takes down all notices. All notices posted by employees will be removed after 2 weeks unless otherwise stipulated. The company reserves the right to refuse permission to post or to take down any announcement.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

**Solicitation**

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, always, in “working areas,” which include all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

**Computers, Internet, E-Mail, and Other Resources**

The company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computer, phone, portable electronic devices, or other communication tools. All communications made using company-provided equipment or services, including e-mail and Internet activity, are subject to inspection by the company. Employees should keep in mind that even if they delete an e-mail, a voicemail, or another communication, a copy may be archived on the company’s systems.

Employee use of company-provided communication systems, including personal e-mail and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-email and the Internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the company’s systems, as well as the reputation and/or competitiveness of the company. To protect against possible problems, delete any e-mail messages before opening that are received from unknown senders and advertisers. It also is against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

The company encourages employees to use e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the company.

All use of company-provided communications systems, including e-mail and Internet use, should conform to our company guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voicemail, and Internet communication equipment are provided for company business purposes and are critical to the company’s success, your communications may be accessed without further notice by IT department administrators and company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Employees should pay particular care to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing company information may cause breaches of security that result in the loss of company confidential commercial data, or the loss of vital research data, Employees should use appropriate password protections for such devices and physically secure them as recommended by IT department administrators.

Office telephones are for business purposes. While the company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the company’s cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

The company reserves the right to monitor customer calls to ensure employees abide by company quality guidelines and provide appropriate levels of customer service. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

**Disciplinary Procedure**

The company expects employees to comply with the company’s standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, the company endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees at will or in any way restrict the company’s right to bypass the disciplinary procedures described in this policy. The company at all times retains the discretion to terminate the employment relationship for any reason. The company may apply one or more of the following disciplinary

actions in the event of an act of misconduct or a performance

shortcoming. The following steps are suggested in the discipline.

procedure. Any steps disciplinary action taken.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee’s personnel file.

**Informal Discussion**. When a performance problem is first identified, the nature of the problem and the action necessary to correct it may be thoroughly discussed with the employee.

**Counseling**. If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor may meet with the employee and (a) review the problem, (b) permit the employee to present information regarding the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and (e) issue a counseling notice to the employee.

**Reprimand**. If satisfactory performance and corrective action are not achieved following discussion or counseling, or if the nature of the performance issue or misconduct is more severe, the supervisor and a representative from the HR department may meet with the employee in private and proceed via (a) through (d) above and issue a reprimand notice to the employee.

**Suspension**. Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the department director and the director of HR. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, such as a written policy prohibiting sexual harassment or workplace violence.

**Termination.** Failure to improve performance or behavior can result in termination. Immediate termination may also occur,

including in the event of significant incidents of misconduct,

regardless of whether prior disciplinary action has occurred.

The disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

**Time Off and Leaves of Absence**

**Holidays**

MBG ENTERPRISES INC employees will adhere by Anne Arundel and Howard County rules and regulation.

**Religious observances.** Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take vacation time, or take off unpaid days. The company will seek to reasonably accommodate individuals’ religious observances.

**Vacation**

Three (3) days annually. Vacation days are awarded after one year of hiring date.

MBG ENTERPRISES INC employees will adhere by Anne Arundel and Howard County Rules and Regulation.

Employees should use the three (3) days’ vacation within the year. Employees are not permitted to carryover unused vacation time.

**Upon separation from employment. Additionally, vacation time**

**does not carry over from one year to the next; any unused time.**

**will be forfeited at the end of each calendar year.**

**Sick & Safe Leave**

MBG ENTERPRISES INC. provides regular, full-time, and part-time employees with paid sick days. Employees become eligible for sick days after completing Employees are not permitted to use leave during the first 106 calendar days of their employment.

Full-time employees accrue sick days as follows:

Pursuant to **Maryland** law, employees are entitled to earn **sick and safe leave** at the rate of 1 hour for every 30 hours that an employee works up to a maximum of 40 hours. To comply with the law, employees will be awarded forty (40) hours of paid/unpaid **sick leave** at the beginning of each year.

Sick days are not intended to be used as a substitute for vacation days, but sick days may be used for any reason authorized by the

Maryland Healthy Working Families Act, including (1) the

employee’s illness or medical condition, (2) to obtain preventive.

medical care for the employee or a family member, (3) to care for

a family member with an illness or injury, (4) for maternity or

paternity leave, and (5) to obtain care or services in connection.

with an incident of domestic violence, sexual assault, or stalking

committed against the employee or a family member.

Employees may carry accrued sick days over from 1 year to the next. The maximum accrual allowed for full-time employees is Number of days and for part-time employees Number of days.

If the need for sick leave is foreseeable, employees are required to give at least 7 days’ advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses 3 or more consecutive days because of illness, MBG ENTERPRISES INC may require the employee to provide a physician’s written permission to return to work.

Except as required by state law, unused sick days are forfeited when an employee’s employment ends for any reason.

**Family and Medical Leave**

MBG ENTERPRISES INC. complies with the federal FMLA, which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The MBG Enterprises inc. also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee’s situation is different. Contact the HR department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools) to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.

**The employee must continue to make any normal contributions to the cost of the health insurance premiums.**

**Basic leave entitlement.** The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee’s child after birth or placement for adoption or foster care; (3) to care for the employee’s spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

**Military family leave entitlements.** Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to 7 days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to 5 days of leave); (7) attending post deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member’s active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember’s office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

**Benefits and protections during FMLA leave.** Benefits and protections during FMLA leave. During FMLA leave,

the company will maintain the employee’s health coverage under

any “group health plan” on the same terms as if the employee had

continued to work. The employee must continue to make any normal contributions to the cost of the health insurance

premiums. Payment must be received on a weekly basis. The

employee will receive a letter from the Human Resources.

department with information relating to benefits. Upon return

from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and

other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other

benefits and conditions of employment than if the employee had

been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary, to prevent “substantial and

grievous economic injury” to the company’s operations. A “key”

employee is an eligible salaried employee who is among the

highest-paid 10 percent of the company’s employees within 75

miles of the worksite. Employees will be notified of their status as

key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment.

benefit that accrued before the start of an employee’s leave.

**Employee eligibility.** The FMLA defines eligible employees as employees who (1) have worked for MBG Enterprises inc. for at least 12 months; (2) have worked for the company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of company worksites that, taken together, have a total of 50 or more employees.

**Definition of “serious health condition.”** A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a healthcare provider or 1 visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of “continuing treatment.”

**Use of leave.** An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

**Substitution of paid leave for unpaid leave.** Employees may choose or employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, the company requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employees’ own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, employees must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member’s active duty or call to active-duty status in support of a contingency operation. In order to use paid leave for FMLA leave, employees must comply with the company’s normal paid leave procedures found in its Vacation and Sick Leave policies.

**Employee responsibilities.** Employees must provide 30 days’ advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, employees must provide notice as soon as practicable and generally must comply with the company’s normal call-in procedures. The company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The company also may require a second and, if necessary, a third opinion (at the company’s expense) and, when the leave is a result of the employee’s own serious health condition, a fitness-for-duty report to return to work. The company also may delay or deny approval of leave for lack of proper medical certification.

**Company responsibilities.** The company will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees’ rights and responsibilities. If employees are not eligible, the company will provide a reason for the ineligibility.

The company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees’ FMLA leave entitlement. If the company determines that the leave is not FMLA-protected, the company will notify the employees.

**Other provisions.** Under an exception to the FLSA in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees’ exempt status. This special exception to the “salary basis” requirements for the FLSA’s exemptions extends only to eligible employees’ use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the company has approved the employment under its Outside Employment policy and the employees’ reason for FMLA leave does not preclude the outside employment.

**Unlawful acts by employers.** The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

**Enforcement.** An employee may file a complaint with the U.S. Department of Labor 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.

**Military Leave**

MBG REFUSE SERVICE supports the military obligations of all

employees and grants leaves for uniformed service in accordance

with applicable federal and state laws. Any employee who needs

time off for uniformed service should immediately notify the HR

department and the employee’s supervisor, who will provide

details regarding the leave. If an employee is unable to provide

notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the

same seniority, pay, and benefits as if they had worked continuously, provided that the employee seeks reinstatement within the applicable time period set by federal law and is otherwise eligible for reinstatement under applicable law. Failure

to report for work within the prescribed time after completion of

military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights**.** Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

**Bereavement Leave**

MBG Enterprises INC. does not compensate for bereavement leave.

The company may require verification of the need for the leave. The employee’s supervisor and HR will consider this time off on a case-by-case basis.

**Jury Duty/Court Appearance**

Employees will not be compensated for being off for jury duty service.

The company supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee’s absence.

Time for appearance in court for personal business will be the individual employee’s responsibility. Normally, personal days or vacation days will be used for this purpose.

**Time Off for Voting**

**MBG ENTERPRISES INC.** recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this will not be the case, contact your supervisor to discuss scheduling accommodations.

**Employee Benefits**

MBG REFUSE SERVICE recognizes the value of benefits to

employees and their families. The company supports employees by offering a comprehensive and competitive benefits program.

For more information regarding benefit programs, please refer to the company Summary Plan Descriptions (SPDs), which are found on the company intranet or contact the HR department. To

the extent the information provided here conflicts with the SPD or

full plan document, the full plan document will control. The

company reserves the right, at its discretion, to modify or

discontinue its benefit offerings to the full extent permitted by

applicable law.

**Medical, Dental, and Vision Insurance**

Full-time employees working 30 hours or more per week are eligible for insurance on the first of the month following 60 days of service. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

Group insurance premiums are due before or on the first day of the coverage month and are pre-paid by the Employer. Additionally, if you terminate employment for any reason, your benefits will continue through the end of the month from your last day worked. Therefore, you understand and agree for MBG Enterprises/MBG Refuse Services to withhold the balance of your weekly per pay deduction for the remaining weeks left in the month from your last paycheck.

**Workers’ Compensation**

Workers’ compensation is a “no-fault” system that provides compensation for medical expenses,

and wage losses to employees who are injured or who become ill because of employment.

**MBG ENTERPRISES INC.** pays the entire cost of workers’ compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers’ compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and HR immediately. The supervisor will complete an injury report with input from the employee and return the form to the HR department. HR will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers’ compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company’s workers’ compensation program, except to supplement the workers’ compensation benefits such as when the plan only covers a portion of the employees’ salary as allowed by state law.

**The employee must continue to make any normal contributions to the cost of the health insurance premiums.**

**EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT**

I hereby acknowledge receipt of the employee handbook of MBG

REFUSE SERVICE. I understand and agree that it is my

responsibility to read and comply with the policies in the

handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, company practices, and other

communications do not create an employment contract or term. I

understand that the policies and benefits, both in the handbook

and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at

any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the

company to employ me now or hereafter and that my employment.

may be terminated by me or the company without reason at any time. I understand that no representative of the company, other than the president, has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or

conditions of employment or make any agreement contrary to the

foregoing, and that any such agreement by the president must be in writing.

I also understand and agree that this agreement may not be.

modified orally and that only the president of the company may.

make a commitment for employment that is other than at-will. I

also understand that if such an agreement is made, it must be in

writing and signed by the president of the company.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Name in Print

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed by Employee

**EMPLOYEE ACKNOWLEDGMENT AND Receipt of Harassment Policy**

I have read and understand the company’s Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Name in Print

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed by Employee

**Employment Acknowledgment: Sexual Harassment Training**

I acknowledge that I received training regarding the prevention of sexual harassment on \_\_/\_\_/\_\_. I agree to abide by the principles that were explained in this training. I understand that if I have any questions that were not addressed in training or if I encounter any problems, I can contact the Human Resources Manager.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Name in Print

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed by Employee

**Health Insurance Premium**

I the employee must continue/ is responsible to make any normal contributions to the cost of the health insurance premiums when absents for FMLA, STD LTD, or Workers Comp.

MBG Enterprises Inc. reserves the right to cancel / discontinue medical benefits if employees’ portion is not received in a timely manner.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Name in Print

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed by Employee