



# Altman Specialty Plants, LLC

## Employee Handbook

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Non-California Locations

## TABLE OF CONTENTS

	<b>Page</b>
<b>WELCOME AND INTRODUCTION .....</b>	<b>1</b>
<b>GENERAL EMPLOYMENT PRACTICES .....</b>	<b>1</b>
<b>AT-WILL EMPLOYMENT POLICY .....</b>	<b>1</b>
<b>EQUAL EMPLOYMENT OPPORTUNITY/ADA .....</b>	<b>2</b>
<b>NON-FRATERNIZATION .....</b>	<b>2</b>
<b>ANTI-HARASSMENT/DISCRIMINATION/RETALIATION .....</b>	<b>2</b>
<b>OPEN DOOR POLICY .....</b>	<b>4</b>
<b>EMPLOYEE CLASSIFICATIONS AND RECORDS.....</b>	<b>5</b>
<b>EMPLOYEE CLASSIFICATIONS .....</b>	<b>5</b>
<b>INTRODUCTORY PERIOD .....</b>	<b>5</b>
<b>EMPLOYEE RECORDS .....</b>	<b>6</b>
<b>HOURS OF WORK AND PAYROLL PRACTICES.....</b>	<b>7</b>
<b>HOURS OF WORK.....</b>	<b>7</b>
<b>ABSENCE AND TARDINESS .....</b>	<b>7</b>
<b>WAGE AND SALARY .....</b>	<b>8</b>
<b>PAY PERIOD AND PAYDAY .....</b>	<b>8</b>
<b>ELECTRONIC TIME CLOCK.....</b>	<b>8</b>
<b>REST AND MEAL PERIODS.....</b>	<b>9</b>
<b>OVERTIME PAY .....</b>	<b>10</b>
<b>TRAVEL TIME FOR NON-EXEMPT EMPLOYEES.....</b>	<b>10</b>
<b>WAGE AND HOUR COMPLAINT PROCEDURE .....</b>	<b>11</b>
<b>WAGE GARNISHMENTS.....</b>	<b>11</b>
<b>REIMBURSEMENTS.....</b>	<b>12</b>
<b>EMPLOYEE BENEFITS.....</b>	<b>12</b>
<b>GROUP INSURANCE .....</b>	<b>12</b>
<b>HOLIDAYS .....</b>	<b>12</b>
<b>VACATIONS AND VACATION PAY.....</b>	<b>13</b>
<b>SICK LEAVE.....</b>	<b>14</b>
<b>LEAVES OF ABSENCE.....</b>	<b>15</b>
<b>MILITARY LEAVE .....</b>	<b>16</b>
<b>FAMILY AND MEDICAL LEAVE (FMLA).....</b>	<b>16</b>

PERSONAL LEAVE .....	18
BEREAVEMENT LEAVE.....	18
JURY DUTY .....	19
<b>HEALTH, SAFETY AND SECURITY .....</b>	<b>19</b>
DRUGS AND ALCOHOL.....	19
SAFETY.....	20
REPORTING ACCIDENTS .....	21
AGRICULTURAL CHEMICALS .....	21
SECURITY .....	21
VEHICLE PARKING.....	22
USE OF TOOLS AND EQUIPMENT .....	22
DRIVING COMPANY VEHICLES .....	22
USE OF CELL PHONES AND ELECTRONIC DEVICES.....	22
TRANSFERRING PRODUCTS IN PERSONAL VEHICLES PROHIBITED .....	23
SMOKING AND VAPING .....	24
RIDING IN TRUCKS/TRAILERS.....	24
FOOD AND DRINKS PROHIBITED IN PRODUCTION AREAS .....	24
UNAUTHORIZED FOOD VENDORS .....	24
USE OF RADIOS AND EARPHONES .....	25
<b>STANDARDS OF PERFORMANCE AND GENERAL EMPLOYMENT POLICIES .....</b>	<b>25</b>
DISCIPLINE AND STANDARDS OF CONDUCT.....	25
ELECTRONIC COMMUNICATIONS SYSTEM .....	26
PERSONAL APPEARANCE.....	27
FOOTWEAR POLICY .....	28
PERFORMANCE REVIEWS.....	28
CONFIDENTIALITY.....	29
CONFLICTS OF INTEREST .....	29
GIFTS TO MANAGEMENT .....	30
TERMINATION.....	30

## WELCOME AND INTRODUCTION

Greetings! We are happy to have you working with us at Altman Specialty Plants, LLC (“Altman Plants” or the “Company”) and hope our relationship will be mutually rewarding. We wish to welcome you and to inform you of the policies of Altman Plants.

We strive to create a working environment that encourages our employees to be enthusiastic and to work with a spirit of cooperation and excellence. The result will be high quality products and services, causing our customers to be as positive about us as we are about ourselves!

Our policies and benefits are designed to insure a great workplace. The issuance of this employee handbook reinforces our policy of open communication. Your ideas and suggestions for improvement are always welcome.

This handbook cannot anticipate every situation or answer every question about employment. ***This Employee Handbook is not an employment contract or a legal document.*** In order to retain necessary flexibility in the administration of policies and procedures, Altman Plants reserves the right to change or revise policies, procedures and benefits described in this handbook, other than the employment-at-will provisions, without notice whenever Altman Plants determines that such action is warranted. The failure to follow a policy or a violation of any Company policy will result in disciplinary action, up to and including immediate termination. Any specific policies that apply to a specific state are set forth in an addendum to this Employee Handbook. To the extent that there is any conflict between a state specific addendum and this Employee Handbook, the state specific addendum shall control.

Employees should discuss any policy-related questions with their supervisor. Altman Plants realizes that problems can occur and desires that employees address them by offering ideas and suggestions on how to correct them. It is our desire to maintain open and honest communication with our employees. If your immediate supervisor does not adequately address your concerns, you may take them to the next level of authority such as the Human Resources Department (“Human Resources” or “HR”), the general manager of your site or the President. Altman Plants wants to keep communications open and to solve problems as they occur and therefore maintain good relationships with all employees.

## GENERAL EMPLOYMENT PRACTICES

### AT-WILL EMPLOYMENT POLICY

Employment with Altman Plants is “at will,” unless otherwise specified in a written employment agreement. This means employment with Altman Plants is not for any specified period and may be terminated by you or Altman Plants at any time, with or without cause or advance notice. Advanced notice of resignation is requested as a professional courtesy.

In connection with this policy, Altman Plants reserves the right to modify or alter your position, in its sole discretion, with or without cause or advance notice, through actions other than termination, including demotion, promotion, transfer, change in reporting relationships, reclassification or reassignment. In addition, Altman Plants reserves the right to exercise its managerial discretion in imposing any form of discipline it deems appropriate. No person other than the President of Altman Plants has the authority to enter into an agreement contrary to this statement. To be valid, such agreement must be specific, in writing and signed by the President of Altman Plants.

### **EQUAL EMPLOYMENT OPPORTUNITY/ADA**

It is the policy of Altman Plants to provide equal employment opportunity for all applicants and employees without unlawful considerations of race, ancestry, color, creed, religion, national origin, sex, sexual orientation, gender, gender identity or expression, age, pregnancy, genetic information, disability, medical condition, marital status, military or veteran status or any other classification protected by applicable local, state or federal laws. This policy applies to all areas of employment including, but not limited to, recruitment, hiring, training, promotion, compensation, benefits, discipline and termination. Reasonable accommodation is available for qualified individuals with disabilities, or religious needs upon request.

### **NON-FRATERNIZATION**

The Company wishes to avoid the misunderstandings, complaints of favoritism, adverse impact on employee morale, and disruption to the workplace that can result from certain personal relationships between employees. Employees who hold a supervisory position are prohibited from engaging in a romantic or sexual relationship with a subordinate when, in the Company's sole determination, the relationship causes disruption to or has a negative effect on the work environment, creates a conflict of interest, or presents concerns regarding supervision, safety, security or morale.

Although the Company does not wish to interfere with employees' personal affairs, it reserves the right to take appropriate corrective measures. Altman Plants will confer with the employees to determine whether it is possible to adjust reporting or working relationships or make other changes, subject to business needs and other appropriate considerations. The Company retains the right to make the final decision as to any changes, including the potential termination of employment of one or both employees.

Employees who feel any unwelcome pressure to become romantically involved with any officer, manager, supervisor, employee or non-employee are urged to notify the Company promptly. In the absence of a complaint, Altman Plants will assume that any relationship is entirely consensual and welcome.

### **ANTI-HARASSMENT/DISCRIMINATION/RETALIATION**

Altman Plants is committed to providing a work environment free of unlawful harassment, discrimination or retaliation. Company policy prohibits sexual harassment, and harassment or discrimination based on race, ancestry, color, creed, religion, national origin, sex, sexual orientation, gender, gender identity or expression, age,

pregnancy, genetic information, disability, medical condition, marital status, military or veteran status or any other basis protected by federal, state or local law. **All such harassment and discrimination is unlawful.** Altman Plants' **zero tolerance** policy applies to all persons involved in the operation of Altman Plants and prohibits unlawful harassment or discrimination by any employee, contract worker, customer, vendor, or anyone else who does business with Altman Plants. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his/her employment or engagement. To the extent a customer, vendor or other person with whom Altman Plants does business engages in unlawful harassment or discrimination, Altman Plants will take appropriate corrective action.

### Prohibited Conduct.

Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. Such conduct makes a person feel either explicitly or implicitly that the conduct is required to be accepted as a term or condition of an individual's employment or engagement;
- ii. Such conduct makes a person feel that the rejection of such conduct is used as a basis for decisions concerning that individual's employment or engagement; or
- iii. it creates a hostile or offensive work environment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

### Complaint Procedure.

Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer, vendor or anyone else who does business with Altman Plants, should immediately report such conduct to their supervisor, any other member of management or Human Resources. Supervisors must immediately report such conduct or complaints of misconduct to Human Resources. Employees are free to call the Human Resources Employee & Compliance Tip Line at (760) 305-1818, which is the Company's dedicated phone number for employees' use to report claims.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, customer, vendor or other person who does business with this organization is exempt from the prohibitions in this policy.

All complaints will be investigated promptly, fairly and thoroughly by impartial, qualified personnel. Complaints will be designated confidential, to the extent possible. The complaint process will be documented and tracked for reasonable progress and will be closed in a timely manner. Appropriate options for remedial actions and resolutions will be considered. If at the end of the investigation misconduct is found, Altman Plants will take appropriate remedial action.

To the extent that an employee or contract worker is not satisfied with Altman Plants' handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency in their state for legal relief.

### *Retaliation Prohibited.*

Employees and contract workers are also protected by law from retaliation for opposing or reporting unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by Altman Plants or a government agency with respect to such complaints. Altman Plants will take disciplinary action up to and including the immediate termination of any employee who retaliates against another employee or contract worker for engaging in any of these protected activities. Contract workers will be subject to termination of their engagement with Altman Plants for engaging in retaliation.

Please contact a member of the Human Resources Department if you have any questions about this policy or require further information on the subject of sexual or other harassment, retaliation or discrimination.

### **OPEN DOOR POLICY**

To facilitate open communication and promptly resolve problems, employees are encouraged to bring any work-related questions or concerns to the attention of management. We welcome such discussions because it allows Altman Plants to maintain a productive and harmonious atmosphere. You will not be subject to any adverse employment actions for raising good-faith concerns in a professional manner. Although any member of management may be contacted to discuss a problem or concern, we recommend that you try to resolve the situation first with your immediate supervisor, as that person is generally in the best position to evaluate the situation and provide an appropriate solution. However, if you are not satisfied with your supervisor's decision or are uncomfortable discussing the issue with your supervisor, you may also go to the next level of management or Human Resources.

To ensure that problems or complaints are properly addressed, employees are encouraged to submit complaints or concerns in writing, but verbal communication on an initial basis is also accepted. Although Altman Plants will strive to reach a result that is satisfactory to all parties concerned, Altman Plants must maintain the ability to make decisions that are in the best interest of Altman Plants as a whole.

## **EMPLOYEE CLASSIFICATIONS AND RECORDS**

### **EMPLOYEE CLASSIFICATIONS**

#### **Definitions**

- **Production Employees** - Employees who work in an agricultural occupation, which includes but is not limited to positions related to the preparation, care and treatment of land, and the planting, care and harvesting of plants or other horticultural commodities. Production employees may be classified as either exempt or non-exempt based on their position.
- **Exempt Employees** - Exempt status is determined by federal and state law. Employees who fall under this category are paid a fixed salary and perform certain duties, as required by law. Exempt employees are not subject to minimum wage or overtime laws.
- **Non-Exempt Employees** – All employees who are covered by the federal or state minimum wage and overtime laws are considered non-exempt. Employees working in non-exempt jobs are entitled to be paid at least the applicable minimum wage per hour and a premium for overtime, if applicable.
- **Regular Full-Time** - Employees regularly scheduled to work 40 hours per week. Regular full-time employees are eligible for all Company benefits subject to the terms and conditions of the benefit plan or policy
- **Regular Part-Time** - An employee regularly scheduled to work less than forty (40) hours per week. Part-time employees are not eligible for Company benefits except as required by law and described herein.
- **Seasonal/Temporary Employees** - Employees who are hired for a limited period of time and/or for a specific project. These employees may be scheduled to work full or part-time and are not eligible for any benefits except those required by law.

***Part-time and seasonal/temporary employees are excluded from vacation and holiday pay.***

### **INTRODUCTORY PERIOD**

Altman Plants employees are subject to a 90-day introductory period. During this 90-day introductory period, you and your supervisor will evaluate your performance and begin to set goals and develop action plans for your future development within Altman Plants. Any Seasonal/Temporary employee who is converted to a regular full-time or part-time employee will be subject to the 90-day introductory period beginning on the conversion date.



An introductory period may be extended beyond 90 days, in the Company's sole discretion, if it is determined that additional time is necessary to thoroughly evaluate an employee's adaptation and performance. Altman Plants will endeavor to notify the employee prior to the expiration of the primary 90 days if the introductory period is to be extended beyond the primary 90 days. Employees are not guaranteed employment through the end of the introductory period or any extension thereof. Nothing in this policy alters or changes the at-will nature of your employment.

## **EMPLOYEE RECORDS**

You have a personnel file, which is kept by the Human Resources Department. You may inspect your file by requesting an appointment 24 hours in advance. You may request photocopies of items in your file in writing, but originals cannot be removed from the HR office. A Human Resources Representative will accompany you during your appointment. Alternatively, you may request all or part of your file upon written request in accordance with applicable state law.

It is important that you notify the Human Resources Department of any changes in your personal information. This includes changes in your name, address, telephone number, marital status, number of dependents, and citizenship status. This information is required for Social Security, income tax, and other purposes required by law.

Occasionally, Altman Plants receives requests from outside sources for information concerning current or former employees. It is our policy to release only dates of employment and job titles. Upon Company approval, we will release additional information with prior written authorization from you.

## **HOURS OF WORK AND PAYROLL PRACTICES**

### **HOURS OF WORK**

Operations may vary with time of year, seasonal and promotional concerns, and economic conditions. This could result in fluctuations in working hours and reporting times. Your supervisor will change your working hours and reporting time in accordance with business needs. When hours vary, your supervisor will try to notify you in advance.

Normal working hours shall consist of the hours determined for you by your supervisor and deemed appropriate for the effective execution of your responsibilities.

Due to concerns with liability and security, employees are permitted to spend time on nursery grounds only during the course of their work and authorized breaks. Employees should arrive at work not earlier than 15 minutes prior to clocking in and leave the property within 15 minutes of clocking out unless specifically authorized to do otherwise.

Employees shall not clock in more than seven (7) minutes before their schedule shift begins. Employees must clock out within seven (7) minutes after the end of their shift unless otherwise approved by a supervisor. Without exception, employees must accurately report all work time and will be paid for all minutes worked.

### **ABSENCE AND TARDINESS**

The ability of Altman Plants to operate efficiently in meeting its production schedules depends on your regular and punctual attendance. Your attendance and promptness is also a measure of your job performance and may be considered as a factor in continued employment, performance appraisals, merit increases and promotions.

If you are unable to report to work at your scheduled time, you must notify your supervisor (or in that person's absence, their supervisor, the office manager or the General Manager) before the start of each workday. When you call, you must give the reason for your absence and the time you anticipate returning to work.

Failure to call in or report to work for three (3) consecutive workdays is considered job abandonment and will result in termination. Altman Plants will consider you to have voluntarily resigned your employment.

Frequent unexcused absence and tardiness imposes undue hardships on Altman Plants in terms of lost production, additional overtime requirements and missed schedules. Thus, it is considered misconduct and detrimental to the best interest of Altman Plants and your fellow employees. Such misconduct is cause for disciplinary action, up to and including termination. Altman Plants will endeavor to accommodate an employee's request to change his or her work schedule to attend school or for other personal responsibilities, in the Company's sole discretion. Reasonable accommodations for religious observances will be provided upon request.

## **WAGE AND SALARY**

It is our policy to pay fair wages in relation to the amount paid for positions of comparable responsibility in the community and in our industry. Your individual pay is based on the value of your job to Altman Plants and the manner in which you perform your job. Altman Plants' compensation plans are based on scope of responsibility and performance.

***Compensatory time off is strictly prohibited and not sanctioned by Altman Plants. Any informal agreement to the contrary is not binding on Altman Plants.***

## **PAY PERIOD AND PAYDAY**

Employees are paid bi-weekly every other Friday, for the two-week period that ends the previous Sunday. The payroll period begins at 12:00 a.m. on Monday and ends the second Sunday thereafter at 11:59 p.m. You will be paid by check or direct deposit on the above-mentioned payday. If the regular payday falls on a Company holiday, you will be paid on the last business day before the holiday.

Paychecks will be released only to the employee unless a problem arises which makes this impossible. In this case, employees should provide a signed written release before a check can be given to another person. Direct deposit is available through the Payroll Department.

## **ELECTRONIC TIME CLOCK**

Non-exempt employees are required to keep an accurate and complete record of their attendance and hours worked. Time punch records are official business records and may not be altered without your supervisor's approval and may not be falsified in any way.

The following guidelines pertain to time records:

- a) All time worked must be accurately and completely recorded on the time clock on a daily basis. Non-exempt employees with access to a time clock must clock in and out at the start and end of the workday as well as the start and end of the meal period and any personal time (except as otherwise specified in the rest and meal policy).
- b) "Off-the-clock" work is expressly prohibited. Employees will be paid for all time worked and should not perform any work when not clocked in to work.
- c) Coworkers may not clock in or out for another employee.
- d) All time records must be verified by supervisors attesting to the accuracy of the time punches.
- e) Non-exempt employees must receive prior approval from their supervisor before working overtime.

## **REST AND MEAL PERIODS**

Breaks for non-exempt employees vary by company division and department. Breaks that are less than thirty (30) consecutive minutes in length are paid, and breaks that are thirty (30) consecutive minutes or longer are unpaid. Non-exempt employees may take a meal break that is fewer than 30 minutes or work during unpaid meal breaks only if the work is authorized in advance by the employee's immediate supervisor or manager or there are emergency circumstances. In either case, the employee should report to his or her supervisor or manager that he or she has taken a shorter (or no) meal break or that his or her meal break was interrupted by work so that the non-exempt employee is paid for some or all of the break as required by federal or state law. If a non-exempt employee takes a meal break that is shorter than 30 minutes, no meal break, or works during an unpaid meal break without prior authorization or emergency circumstances, the employee will be paid as required by law but will be subject to discipline.

No additional pay will be given for paid breaks that are not taken, either because the employee declines the break or Altman Plants declines to provide it. Further, paid or unpaid breaks not taken cannot be accumulated or used to extend another break or to leave early.

It is Altman Plants' policy that employees are to take meal breaks free of all work duty and that employees will not perform work during meal breaks. Non-exempt, non-production employees are to clock out and take an uninterrupted meal break. Production employees will either clock out and in or have a work stoppage during the meal period where all work operations cease. Production employees' time records will reflect their meal periods provided during the work stoppage. All other non-exempt employees who do not have access to a time clock must record their meal periods on Company documentation to accurately reflect the meal period taken.

No manager may instruct an employee to refrain from taking meal breaks or otherwise discourage or impede them from doing so. Employees who are instructed to miss their meal break or to take a late or shorter meal break, or are discouraged from taking a meal break, must report the issue immediately to Human Resources.

In the event that an employee voluntarily performs work during their meal break without management's knowledge, that employee must notify Human Resources within 24 hours of the following: (1) that the employee voluntarily worked during the meal break without management's knowledge; (2) the amount of time spent working during the meal period; and (3) a description of the work performed during the meal period. Employees may be required to acknowledge the foregoing in writing. Unless Human Resources is notified within 24 hours to the contrary, it will be presumed that when an employee is on a meal break, he or she has performed no work for Altman Plants. If an employee chooses to voluntarily perform work during meal breaks without management's knowledge, that employee may be subject to disciplinary action.

If, on occasion, a manager advises an employee that business need require him or her to work through a meal break or take a late or shorter meal break, the employee must record the time worked and notify Human Resources that he/she was required to miss, shorten or delay the meal period due to a management directive.

### **OVERTIME PAY**

Non-exempt employees may be required to work beyond their regularly scheduled workday whenever it is deemed necessary or appropriate by their supervisor or Company management. Altman Plants will attempt to provide reasonable advance notice, but that may not always be possible. Employees are expected to cooperate with such requests. Non-exempt employees will be paid an overtime premium in accordance with state and federal law, if applicable.

**Overtime is calculated on the actual number of hours worked, and does not include vacation, holiday, or sick pay.**

A supervisor must previously approve all overtime before the work is performed. Compensatory time off and “make up” time are strictly prohibited. Employees working overtime without prior approval will be subject to disciplinary action.

### **TRAVEL TIME FOR NON-EXEMPT EMPLOYEES**

Non-exempt employees who perform all of their job duties at a single work site are not eligible for additional compensation for commuting to and from work or for driving during working hours. However, there are situations where an employee may be required to travel as part of his or her employment with Altman Plants, whether from job site to job site throughout the day or on an out-of-town multi-day trip. Non-exempt employees are paid for all time spent traveling as set forth in this policy.

Rate. Travel time will be paid at the employee’s regular hourly rate. Employees must keep accurate records of their time spent in travel status and record such time as “travel time.”.

Overtime. Travel time is counted as work time when calculating overtime.

Non-compensable Time. Employees are not paid for their regular commute time or for breaks from travel when out of town. For example, Altman Plants does not pay for time spent once an employee reaches the hotel for an out-of-town assignment, as the employee is then free to eat, sleep, sightsee or engage in other purely personal activities. Further, if travel from home to the airport is the same or substantially the same as the distance (and time) between the home and the regular place for reporting to work, travel time to the airport and back is not compensable. Travel time to a job site that is the same distance away as the employee’s regular work site is not compensable. Driving a company car does not automatically entitle an employee to travel time, even if the employee is performing small tasks such as refueling the vehicle.

Travel Pay Examples. Example 1: When an employee is required to report to a work site other than the regular site and goes directly to that site without first going to the regular site, Altman Plants will pay the employee for any time in excess of the employee's normal commute time to and from the regular work site. For example, if an employee normally commutes 30 minutes to work, and if the employee is assigned to work site that is 2 hours away, the employee would be paid for 1.5 hours for the trip to the other work site, and an additional 1.5 hours of pay for the return trip.

Example 2: An employee whose regular work schedule is 8 am to 5 pm, Monday through Friday, works until 3 pm on Friday at the regular work site. The employee then goes to the airport and flies to another location, so he can work at a different work site the following morning. The trip takes 5 hours, from 3 pm to 8 pm on Friday. The employee stays at the hotel overnight and then works at the other work site from 8 am to 3 pm on Saturday. Afterwards, the employee immediately travels to the airport and flies' home, arriving at 6:30 pm. The employee would receive travel pay for a total of 8.5 hours, i.e. Friday (3 pm to 8 pm) and Saturday (3 pm to 6:30 pm). The employee would also be entitled to overtime.

Example 3: An employee required to travel to deliver equipment, goods or materials for Altman Plants at a work site other than his regular work site will be paid for the time incurred driving to make the delivery at the employee's regular rate of pay. Depending on when and from where the trip is made, normal commute time may be deducted.

Expense Reimbursements. Employees will be reimbursed for all necessary expenses incurred while traveling on Company business in accordance with Altman Plants' travel and expense policies. When an employee uses his or her own personal vehicle to travel for business reasons, Altman Plants will reimburse the employee at Company established reimbursement rates.

Exempt Positions. Exempt employees are not covered by travel time rules and do not receive extra pay for travel time.

## **WAGE AND HOUR COMPLAINT PROCEDURE**

If you believe you have been compensated incorrectly or have been improperly classified as exempt or non-exempt, you must report such concerns immediately to Human Resources. Such concerns will be investigated and if merited, will be immediately corrected. Altman Plants will not retaliate against any employee for raising a concern and will not permit others to retaliate against such an employee.

## **WAGE GARNISHMENTS**

If a court-ordered wage garnishment is received by Altman Plants, Altman Plants is required by law to withhold the required amount from an employee's bi-weekly paycheck. Upon receiving a court order, Altman Plants will notify the employee immediately and begin withholding wages in accordance with the order. Altman Plants will not take any negative employment actions based on an employee's garnishment.

## **REIMBURSEMENTS**

Reimbursement is authorized by your supervisor and/or by the Accounting Department for reasonable expenses incurred in carrying out the required duties of your position, including use of your personal mobile phone or computer. Travel and Business expense reimbursement policies are outlined separately and will be included as part of your orientation, if applicable.

## **EMPLOYEE BENEFITS**

### **GROUP INSURANCE**

Altman Plants has various insurance programs for eligible employees. Altman Plants pays a part of the insurance premium and requires that employees make a contribution to their coverage through payroll deductions. There is no Company contribution toward coverage for employee's family members. There are applicable waiting periods before an employee becomes eligible to participate in the insurance program. Altman Plants' benefit plans are specifically defined in legal documents, including insurance contracts and official plan documents that are available for review. The descriptions in this Employee Handbook are only brief summaries for your general information. If there are any conflicts between the summaries contained in this handbook and the official plan documents, the provisions of the official plan documents will control. Altman Plants reserves the right to modify or discontinue any of its employee benefits or plans on a prospective basis at any time. You will be notified of any changes in benefits that affect you.

***All Company benefit plans are explained in detail in the respective plan book of each contracted provider. For a detailed explanation of these benefits please refer to insurance company materials.***

### **HOLIDAYS**

Altman Plants recognizes the following six paid holidays for all regular full-time employees of Altman Plants who have worked for at least 90 days:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

On holidays, eligible regular employees will be paid for an 8-hour work day. If one of the above holidays falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday.

To be eligible for holiday pay, employees must work on the last scheduled workday before the holiday and the first scheduled workday following the holiday unless the absence is approved in advance by the employee's supervisor, or as required by law.

***Part-Time and Seasonal/Temporary employees are not eligible for holiday pay.***

If a holiday falls within an employee's scheduled vacation, the employee may receive holiday pay for that day, or may extend the vacation period by the number of holidays that fall within the vacation period. Altman Plants reserves the right to schedule work on a paid holiday. Non-exempt employees who are scheduled to work on a paid holiday will be paid their holiday plus their regular rate. Holiday pay hours are not counted in the calculation of overtime.

**VACATIONS AND VACATION PAY**

Regular full-time employees are eligible to accrue vacation after the completion of their 90-day introductory period. Upon completion of the 90-day introductory period, employees will begin to accrue paid vacation. Employees terminated before successfully completing the 90-day introductory period will not receive any vacation pay-out as accrual does not actually begin until after this period.

Regular full-time employees will earn paid vacation, on a pro rata basis, for work performed from the 91<sup>st</sup> day of employment according to the following schedules.

Non-Exempt, Non-Production Employees and Exempt Employees:

<b>Years of Service</b>	<b>Accrual Rate/Per Pay Period</b>	<b>Accrual Rate/Per Year</b>
91st day – 12 months	3.08 hours	Approximately 7.5 days
2 <sup>nd</sup> – 5 <sup>th</sup>	3.08 hours	10 days (80 hours)
6 <sup>th</sup> and +	4.62 hours	15 days (120 hours)

Production Employees and Drivers:

<b>Years of Service</b>	<b>Accrual Rate/Per Pay Period</b>	<b>Accrual Rate/Per Year</b>
91st day – 12 months	1.54 hours	Approximately 4 days
2 <sup>nd</sup> - 3 <sup>rd</sup>	1.54 hours	5 days (40 hours)
4 <sup>th</sup> – 7 <sup>th</sup>	3.08 hours	10 days (80 hours)
8 <sup>th</sup> and +	4.62 hours	15 days (120 hours)

Vacation time should be scheduled with the approval of the supervisor. Requests should be made as far in advance as possible in order to better facilitate the scheduling of business priorities. Management reserves the discretion to approve or disapprove any vacation request. Employees are responsible for submitting personal action forms acknowledging vacations. In the event of a conflict concerning vacation scheduling, business necessities and/or employee seniority will usually prevail.



Maximum allowable accrued vacation hours are capped at 140 hours for employees who accrue less than 3 weeks' vacation per year. The maximum allowable accrued vacation hours for employees who accrue 3 weeks per year are capped at 180 hours. When accrued vacation hours reach this cap, vacation hours will no longer accrue until the employee has used some portion of the accrued vacation, thereby reducing the total amount of accrued vacation below the permitted maximum.

Vacation hours do not accrue during unpaid leaves of absence or if an employee is suspended without pay. Also, vacation hours will not accrue during any pay period where an employee performed no work, unless the employee is on an approved vacation for the entire pay period. Vacation hours are not counted in the calculation of overtime. Exempt staff must use accrued vacation in full-day increments, and non-exempt staff may use accrued vacation in one-hour increments.

Accrued but unused vacation will be paid out upon termination of employment.

#### Vacation Blackout Policy

Due to the seasonal nature of Altman Plants' business and the vital importance of the various seasons to Altman Plants' business objectives, Altman Plants has a vacation "blackout" period within which no vacation will be approved. The vacation blackout period for our various locations is as follows:

Texas:	March 1 <sup>st</sup> through June 1 <sup>st</sup> of each year.
Florida:	February 15 <sup>th</sup> through June 1 <sup>st</sup> of each year.
Colorado:	March 15 <sup>th</sup> through June 15 <sup>th</sup> of each year.
Arizona:	February 15 <sup>th</sup> through June 1 <sup>st</sup> of each year.
New Jersey:	April 1 <sup>st</sup> through June 15 <sup>th</sup> of each year
Georgia:	March 1 <sup>st</sup> through June 15 <sup>th</sup> of each year

Poinsettia Season: For those employees involved with sales, operations, production or delivery of poinsettia plants, a vacation blackout for the period of November 1<sup>st</sup> through December 15<sup>th</sup> of each year will apply should your manager determine that your position is essential to the business needs during poinsettia season.

Time off in one or two-day increments during a vacation blackout period may be approved by managers on a case-by-case basis.

**All vacation requests are subject to management approval.**

#### **SICK LEAVE**

All employees who qualify will be given 24 hours of paid sick leave on January 1<sup>st</sup> of each year (or upon their hire date, if after January 1<sup>st</sup>). Exempt and non-exempt production employees and drivers become eligible to use paid sick leave after twelve

months of continuous employment AND AFTER missing two consecutive unpaid work days. Exempt and non-exempt non-production employees may begin using their paid sick leave on their 90<sup>th</sup> day of employment. Sick leave may not be used unless it is available. Paid sick leave hours are capped at 40 hours or 5 days. When accrued sick leave hours reach this cap, further hours will not accrue until used and hours fall below the 40 hour/5-day cap. At all times, the Company will comply with state law and with any applicable city or county paid sick leave ordinance that differs from this policy.

Please notify your supervisor of your intended use of sick leave in advance, when possible. In the case of an emergency, please call your supervisor at least one hour before the scheduled start of your shift or as soon as practicable.

Employees may use paid sick leave for themselves or a family member for diagnosis or treatment of a medical condition, preventative care, illness or injury, or if you are a victim of domestic violence, sexual assault or stalking. "Family member" is defined as a child, parent, spouse, domestic partner, grandparent, grandchild or sibling. Paid sick leave may be used in minimum increments of two hours. For the purposes of this policy domestic partner will be that as defined by applicable law. Altman Plants may require medical certification for any absence lasting longer than three work days. Altman Plants may also require a return to work release from a medical care provider for any illness or injury lasting three (3) days or more, prior to allowing an employee to return to work.

If an employee is absent for an extended period of time and exhausts his or her accrued sick leave, the employee may be granted unpaid leave appropriate to the situation, as determined by Human Resources and Company management.

Misuse or abuse of sick leave may be grounds for disciplinary action up to and including termination. ***Any unused sick leave is not paid out at termination.***

## **LEAVES OF ABSENCE**

While regular attendance is crucial to maintain business operations, Altman Plants recognizes that, for a variety of reasons, employees may need time off from work. Altman Plants has available several types of leaves of absence. Some are governed by law and others are discretionary. For all planned leaves, however, you must submit a request at least 30 days in advance; in case of an emergency, the request should be made as soon as you become aware of the need for leave. All leaves must have the approval of Company management.

All requests for a leave of absence will be considered in light of their effect on Altman Plants and its work requirements, as determined by Company management, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, Altman Plants will engage in an interactive process with you to determine if a leave is the most

appropriate accommodation. You must provide a certification from your health care provider to support a leave for medical reasons. Failure to provide the required certification and/or authorization to Altman Plants in a timely manner may result in delay or denial of leave. If you fail to return to work on the first workday following the expiration of an authorized leave and have not requested an extension, you will be deemed to have voluntarily resigned from Altman Plants and will be taken off the payroll. Should you require an extension of leave, you must request such extension, and have it approved before the expiration of the currently approved leave.

While Altman Plants will make a reasonable effort to return you to your former position or a comparable position following an approved leave of absence, there is no guarantee that you will be reinstated to your position, or any position, except as required by law. All leaves are unpaid. Except as specified below: (1) employees who are on leaves of absence will continue to accrue vacation during any portion of the leave the employee is receiving pay or pay benefits from Altman Plants; (2) employees may use any accrued vacation and, if applicable, sick leave upon request; and (3) group health insurance coverage will be continued during a leave of absence in accordance with federal and state law. Use of vacation and/or paid sick leave during an otherwise unpaid leave will not extend the period of an approved leave of absence.

Holidays that fall during a leave of absence will not be paid.

### **MILITARY LEAVE**

It is the policy of Altman Plants to comply with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) and applicable state laws which protect job rights and benefits for veterans and members of the reserves. When an employee must be absent from work for active duty or training, a military leave will be granted. The maximum length of leave is a cumulative absence that may not exceed five years. You will be eligible for COBRA-like continuation of coverage of health benefits for up to 24 months. Reinstatement and reemployment are based on the length of military service and will be granted in accordance with USERRA.

### **FAMILY AND MEDICAL LEAVE (FMLA)**

Eligible employees are entitled to up to 12 weeks of unpaid leave in a 12-month period in order to care for a child after birth or placement for adoption or foster care, to care for a spouse, domestic partner, child or parent who has a serious health condition (as defined by the FMLA leave laws), or for their own serious health condition (as defined by the FMLA leave laws).

Employees are eligible if they have been employed by Altman Plants for more than one year and have worked for 1,250 hours over the previous 12 months. The employee must also work at a location where Altman Plants employs 50 or more employees within a 75-mile radius of that location. The period of eligibility is calculated using a 12-month rolling back method. Leave may be available, under some circumstances, on an intermittent or reduced leave schedule. Use of accrued paid vacation time or sick time will run concurrently with unpaid FMLA leave but will not extend the period of leave.

Employees are required to provide notice in advance regarding the need for such leave. Notice must be given at least 30 days in advance when the need for leave is foreseeable and as soon as practicable when the need for leave is not foreseeable. Notice should be given by the employee to the immediate supervisor **AND** the Human Resources Department.

Altman Plants requires employees to provide written medical certifications for leaves relating to serious health conditions. A “serious health condition” is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a healthcare provider. Altman Plants, at its own expense, has the right to request a second medical opinion. While you are on leave, Altman Plants may request you to report on your status and the date you expect to return to work. When leave is requested, Altman Plants will notify you of the requirement for medical certification and when it is due. Failure to provide the requested medical certification in a timely manner will result in denial of leave until it is provided. Appropriate certification forms can be obtained from Human Resources.

During FMLA leave, your health benefits will be maintained on the same terms and conditions as if you were working for the maximum period of time required by law. You will be responsible to pay for your portion of any premiums during any leave in order to maintain your health benefits and to make all necessary arrangements for this prior to taking your leave. COBRA continuation benefits may begin after this period of time has been exhausted, and you will be notified prior to the expiration of your Company-sponsored benefits. Under certain circumstances, if you do not return to work, Altman Plants is allowed to recover the cost of benefits incurred in your absence.

If you do not return to work on the first workday following the expiration of an approved family and medical leave and have not requested an extension of leave in advance, with appropriate documentation, you will be deemed to have resigned from your employment. Upon your return to work, you will be restored to your original or equivalent position with equivalent pay, benefits and employment terms, to the extent required by law. Further, you will suffer no loss of benefits or seniority rights that you accrued prior to the start of your leave. In certain circumstances, “key” employees may not be eligible for reinstatement following a family and medical leave. Altman Plants will provide written notice to any “key” employee who is not eligible for reinstatement.

FMLA leave runs concurrently with worker’s compensation leave. The Human Resources Department can provide details of leave designation to you.

When leave is related to a work-related injury or illness, an employee may be eligible for partial wage-replacement benefits from Altman Plants’ workers’ compensation insurance carrier. For non-occupational injuries or illnesses, an employee may be eligible for partial wage replacement payments if said coverage is available through an applicable state disability insurance program.

A release from a health care provider, including an explanation of any necessary reasonable accommodations or physical work limitations will be required before an employee returns to work from a medical leave.

For more information regarding family or medical leave and to determine if you are eligible, please contact the Human Resources Department.

FMLA leave is also granted to provide care to a recovering service member or when an emergency situation arises based on an immediate family member's military duty. Please see Human Resources for more information on these types of FMLA leave.

### **PERSONAL LEAVE**

Altman Plants allows for a discretionary unpaid personal leave for employees who request leave that does not fit into any of the above-stated leave categories. The length of leave and expected return date will be determined by the employee and manager before leave begins. Personal leave is generally for a period not to exceed 30 days. All benefits (except preapproved health benefits) will be suspended during this type of leave, but employees may use any accrued vacation time. There is no guarantee of reinstatement to the same or comparable position for personal leaves. Failure to return to work as anticipated, and without requesting an extension, will be considered a resignation of employment. You will be responsible to pay for your portion of any premiums during any leave in order to maintain your health benefits and to make all necessary arrangements for this prior to taking your leave.

### **BEREAVEMENT LEAVE**

Bereavement leave provides unpaid time off for eligible full-time employees in the event of a death in their immediate family. Employees may use their vacation during a bereavement leave. To be eligible for bereavement leave, employees are expected to notify their supervisors at the earliest opportunity so that the supervisor can try to arrange coverage for the employee's absence. In addition, the Company may require verification of the need for the leave.

An immediate family member for purposes of the Company's bereavement leave policy includes the following:

- Spouse
- Child (including foster children and step-children)
- Parent (including legal guardian and step-parent)
- Grandparent
- Grandchild
- Sibling
- Domestic partner

Eligible employees are provided with 3 unpaid days off per deceased immediate family member under this policy. Altman Plants understands the deep impact that death can have on an individual or a family, therefore additional unpaid time off may be granted at

Altman Plants' discretion. Such arrangements must be approved by the employee's supervisor. Employees may use their accrued vacation hours for bereavement leave.

Please contact a Human Resources Representative with any questions on leaves of absence.

## **JURY DUTY**

Altman Plants encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees will be granted a leave of absence without pay for this purpose, provided the employee gives his or her manager reasonable advance notice. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or partial workdays, when their presence in court is not required. Jury duty is unpaid, but employees may choose to use their accrued vacation during jury service. Exempt employees will be compensated in accordance with state and federal law.

## **HEALTH, SAFETY AND SECURITY**

### **DRUGS AND ALCOHOL**

Altman Plants is committed to protecting the health and safety of all employees by ensuring that they are fit for duty while on the job. It is the intention of Altman Plants to provide and maintain a safe, drug-free environment for all employees. The intent of this policy is:

- a. Maintain the safety of trucking and other safety-sensitive operations;
- b. Comply with the Department of Transportation Mandatory Drug Testing Program, The Drug Free Workplace Act of 1986, and other applicable federal safety programs;
- c. Ensure the effective performance of employees;
- d. Guard against liability resulting from the actions of employees;
- e. Protect Company property and employees; and
- f. Deter illegal activities.

In keeping with its commitment to provide a safe and health work environment, Altman Plants maintains a strict zero tolerance policy against the use of alcohol and the unlawful use of drugs in the workplace. Employees may not consume or possess alcohol, or use, possess, sell, purchase or transfer illegal drugs at any time while on Altman Plants' premises or while using Company vehicles or equipment, or at any location during work time. Also, employees may not report to work with illegal drugs (or their metabolites) or alcohol in their bodily system. "Illegal drug" means any drug that is not legally obtainable under state or federal law or that is legally obtainable but has not been legally obtained. Medical marijuana is an illegal drug under federal law, and as such, is included in this policy. It also includes prescription drugs not being used for

prescribed purposes or by the person to whom it is prescribed or in prescribed amounts. It further includes any substance a person holds out to another as an illegal drug.

When there is reasonable belief that drugs or alcohol are being used on Altman Plants' property or in vehicles and the employee's behavior is being affected, the employee may be required to undergo a medical evaluation which may include drug screening.

When an employee reports a workplace accident or injury, the employee may be subject to a post-accident drug and alcohol test, depending upon the circumstances. An employee may be suspended pending the results of a drug and alcohol test, and is subject to discipline, up to and including termination, should the drug and alcohol test results be other than negative.

Employees who hold safety sensitive positions covered by the Department of Transportation's Mandatory Drug Testing Program will be subject to random testing in accordance with those regulations. Providing a urine specimen, which is found to contain evidence of illegal drug use without a satisfactory medical explanation, will result in disciplinary action up to and including termination of employment.

The following will result in termination of employment:

- a. Failure to cooperate with any drug and or alcohol testing request or program, or other medical evaluation, including the requirement to submit urine or blood samples for testing when requested.
- b. Altering a urine or blood sample with the intent to deceive.
- c. Positive test result.
- d. Failure to sign a statement agreeing to comply with Altman Plants' Drugs and Alcohol Policy.

The conviction of any employee for driving (personal or company vehicle) under the use of drugs or alcohol or the conviction for violating any criminal drug statute may result in discipline, up to and including termination of employment.

If you feel you have developed an addiction to, dependence upon or problem with alcohol or drugs, legal or illegal, you are strongly encouraged to seek assistance before a violation of this policy occurs. Any employee who requests time off to participate in a rehabilitation program will be reasonably accommodated. However, you may not avoid disciplinary action, up to and including immediate termination, by entering a rehabilitation program after a violation of this policy is suspected or discovered.

## **SAFETY**

Altman Plants has a documented Injury and Illness Prevention Program ("IIPP"). All employees are provided with access to Altman Plants' IIPP and are asked to provide input regarding Altman Plants' safety policies and procedures. To help facilitate this communication, Altman Plants has an active workplace safety committee. Ideas or

concerns regarding workplace safety and health should be communicated to your immediate supervisor and/or any member of the safety committee.

In conjunction with the use of the IIPP, employees are asked to use common sense in the workplace. Keeping work areas clean, walkways clear, and floors clean and dry are simple ways to prevent accidents and help to make our workplace look presentable.

Failure to follow safety standards or otherwise causing an unsafe condition to exist, or committing an unsafe act, may result in disciplinary action up to and including termination of employment.

### **REPORTING ACCIDENTS**

All accidents, no matter how minor, and/or unsafe working conditions must be reported to your supervisor, the office manager or the Human Resources Department as soon as possible. Supervisors and office managers must report accidents to the Human Resources Department immediately.

If an on-the-job injury requires outside medical assistance and causes an employee to lose time from work, the employee will be paid up to eight hours for time lost due to the injury on the day of the accident. If an injury is suffered on the job, workers' compensation insurance will cover medical and hospital expenses.

### **AGRICULTURAL CHEMICALS**

Altman Plants is aware of the hazards of using agricultural chemicals. When these chemicals are used, only authorized and trained personnel will be allowed to handle them. If your supervisor has not specifically authorized your contact with any chemical, you are to avoid contact with it.

Employees will not be allowed to enter production areas that have been treated with an agricultural chemical until authorized in accordance with the manufacturer's recommendations for re-entry. Any employee who violates this policy may be subject to discipline up to and including termination.

If an employee feels he or she has been exposed to an agricultural chemical, the employee must report to his/her supervisor immediately.

### **SECURITY**

Altman Plants requires that employees who have been given special access to Company premises, records, and items of monetary or proprietary value use discretion with regard to release of sensitive information.

Altman Plants accepts no liability with regard to the loss of personal property of employees. Employees are discouraged from bringing belongings with monetary or sentimental value to work.



## **VEHICLE PARKING**

Any private vehicle parked on the property is parked at the vehicle owner's risk. Altman Plants is not responsible for damage or theft by others to these vehicles. If a Company vehicle or Company property damages a private vehicle, an investigation will be conducted.

## **USE OF TOOLS AND EQUIPMENT**

Some equipment and tools are maintained for general use. General use equipment (i.e. shovels and wheelbarrows) should be properly used and returned to their holding area at the conclusion of the job. Other equipment such as pruning shears may be loaned directly to employees. When loaned to an employee, the employee may be asked to sign a document of responsibility for the item. If worn or broken during normal use, the item will be replaced by your supervisor. Please notify your supervisor promptly of any broken or damaged tools or equipment. At the time of termination, all assigned tools and equipment must be returned to your supervisor.

## **DRIVING COMPANY VEHICLES**

Some Company employees are provided with vehicles for use in their jobs. Altman Plants requires all drivers of off-premise Company vehicles to have a current valid driver's license. Company policy strictly prohibits anyone without a valid driver's license from driving a vehicle off Company property. Further, any employee who becomes uninsurable by Altman Plants' insurance carrier is not to drive any Company off-premises at any time. Any employee whose job duties include driving may be subject to termination if he or she becomes uninsurable.

Only employees who have been trained on and authorized to use a vehicle or other motorized farm equipment may use it. **No Company vehicle or private vehicle will be driven over 10 MPH on Company property.**

Company vehicles are to be used for job-related activities. No person, other than authorized employees are permitted to drive a Company vehicle.

All traffic laws and regulations are to be obeyed at all times, including all posted speed limits and laws regarding the use of cell phones while driving. Drivers who are "ticketed" in Company equipment for moving or parking violations are responsible for paying for these citations and fines. Equipment violations will normally be paid by Altman Plants. Drivers are expected to report all known issues or defects on the Daily Driver Inspection Form and to an Altman Plants mechanic prior to driving the vehicle.

## **USE OF CELL PHONES AND ELECTRONIC DEVICES**

### **1. Safe Use.**

Employees may be provided with cell phones or electronic wireless communications devices for business use, or they may use their personal cell phones or electronic devices from time to time for business use. Altman Plants requires the safe use of cell phones and electronic devices by employees while conducting Company business. Employees must never place themselves or others at risk to fulfill business needs. An

electronic device, for purposes of this policy, is any device used to transmit mobile communications or information. Electronic devices include, but are not limited to, phones, iPad/tablets, laptops, and eBook readers.

Employees must not drive a motor vehicle while using a cell phone or electronic device unless the phone or device is specifically designed and configured to allow **hands-free** listening and talking, and it is used in that manner while driving. Additionally, under no circumstances should an employee view or send text or email messages via cell phone or electronic device while driving.

The use of hands-free devices (cell phones and electronic devices) while driving is permissible only if all the following conditions are met:

- Use of the device does not cause distraction (e.g., fiddling with the device or taking eyes off road to get it to function properly);
- Conversations do not interfere with the driver's ability to drive safely; and
- Road conditions are generally good and do not threaten your own or another's safety.

This policy applies to all Altman Plants employees while driving for business purposes, regardless of whether driving and/or placing or accepting business calls is part of the employee's job, and regardless of whether the person is driving a Company vehicle or any other vehicle.

Altman Plants reserves the right, in accordance with applicable law, to hold any employee fully responsible to the Company for any liabilities created, in whole or in part, by the employee's improper use of a cell phone or electronic device while driving. Failure to comply with this policy will result in disciplinary action, up to and including termination of employment.

## 2. Excessive Use.

Excessive use of telephone and electronic wireless communication devices during the work day can interfere with employee productivity and can be distracting to others. For non-exempt employees, personal calls should be made during off-duty meal and rest periods. Use of your phones or wireless communication devices for non-business-related personal use during working hours must be approved by your supervisor. If your supervisor approves the use of a phone or electronic wireless communication device during work hours, the use must be kept to a minimum and be brief.

## **TRANSFERRING PRODUCTS IN PERSONAL VEHICLES PROHIBITED**

All store to store transfers of Altman Plants' products must be transported by Company delivery trucks, without exception. At no time is it permissible for any employee to transport Altman Plants' products in their personal vehicle, without the express written permission from the National Field Sales Manager. If an employee is found in violation of this policy, the employee will be subject to corrective action and possible termination of employment. Do not risk your job by transporting plants or other products in your

vehicle. If you feel you need to have products transferred between stores, and a delivery truck is not immediately available to you, please reach out to your supervisor who will arrange for one of the Company's delivery trucks to complete the transfer if it is deemed necessary. You must complete a Product Transfer form for all transfers and submit the completed form to customer service and your supervisor on the day of the transfer.

This policy is in place not only to protect our Company assets, but to protect our employees from being suspected of theft. If you see or hear of anyone transporting Altman Plants' product in their personal vehicle, please reach out to your Regional Sales Manager or the Human Resources Employee & Compliance Tip Line at (760) 305-1818.

### **SMOKING AND VAPING**

In keeping with the Company's intent to provide a safe and healthy work environment, all smoking and vaping, including the use of e-cigarettes, is prohibited throughout the workplace, except that individuals are permitted to smoke or vape in specifically designated smoking areas. No smoking or vaping is permitted in Company vehicles or in Production areas. No smoking or vaping of any illegal substance (including THC, cannabis oil etc.) is permitted. This policy applies equally to all employees, customers, and visitors. Washing your hands is required after smoking and before handling plants to avoid transmission of any viruses found in tobacco products.

### **RIDING IN TRUCKS/TRAILERS**

No one transporting employees should carry more passengers than can fit in the appropriate designated area. On Company property only, passengers may ride in the bed of a pickup only if each passenger can sit with sufficient space. No one is allowed to ride on the edge of cages or truck beds. Passengers may only ride on the trailers in the approved cage or passenger area. There should never be passengers on the tractors. If the vehicle or carrier is equipped with seatbelts, they must be worn at all times.

### **FOOD AND DRINKS PROHIBITED IN PRODUCTION AREAS**

Since food or drinks may become contaminated when they are stored in working areas, the Company prohibits eating or drinking (other than water) in all areas of production. This policy is for the safety of employees. Food is to be eaten in designated areas, such as break areas or the lunch area/room only. Any employee who eats or drinks in any work area will be subject to disciplinary action.

### **UNAUTHORIZED FOOD VENDORS**

The Company prohibits the sale or purchase of food, beverages and merchandise from unauthorized vendors. No employee should sell food, beverages or merchandise without written permission from the Company.

## **USE OF RADIOS AND EARPHONES**

No Production employee or driver is permitted to wear earphones in or over their ears. The only exception to this policy is when the General Manager of a particular nursery location has determined that there is no safety risk in allowing employees to wear earphones while working. "Earphones" means any headset, radio, CD or tape player or other similar device that provides the listener with radio, music or other recorded or sound emitting information through a device attached to the head and that covers all or a portion of both ears. A person using headphones or earphones is less likely to be aware of the surrounding environment. Earphones and can totally block out sounds like an oncoming vehicle. Radios and music players may be used with prior consent from a manager and must be kept at a reasonable volume. Any employee who works around equipment must keep sound at a minimum. Any employee who does not follow this policy will be subject to disciplinary action, up to and including termination.

## **STANDARDS OF PERFORMANCE AND GENERAL EMPLOYMENT POLICIES**

### **DISCIPLINE AND STANDARDS OF CONDUCT**

As an at-will employer, Altman Plants may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any particular sequence. As a general rule however, Altman Plants in certain circumstances may engage in progressive discipline consisting of 1) verbal warning, 2) written warning, 3) suspension and 4) discharge. Altman Plants may, in its sole discretion, decide to skip progressive discipline steps. Moreover, at any time Altman Plants determines it is appropriate, an employee may be discharged immediately. Employees who are suspended without pay are not entitled to use sick or vacation hours.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit Altman Plants' right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on Company property and/or conducting Company business (on or off Company property). Engaging in any conduct Altman Plants deems inappropriate may result in disciplinary action, up to and including immediate termination of employment.

- (a) Dishonesty, falsification of Company records (including leaving the Company premises without clocking out);
- (b) Unauthorized use or possession of property that belongs to Altman Plants, a coworker or of the public;

- (c) Possession or control of alcohol, illegal drugs, weapons, explosives or other dangerous or unauthorized materials, including reporting to work under the influence of alcohol or drugs;
- (d) Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may disrupt the workplace, endanger others or damage property;
- (e) Insubordination, failure to perform assigned duties or failure to comply with Altman Plants' health, safety or other rules;
- (f) Unauthorized or careless use of Altman Plants' materials, equipment or property;
- (g) Unauthorized and/or excessive absenteeism or tardiness;
- (h) Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace;
- (i) Sexual or other illegal harassment or discrimination;
- (j) Unauthorized use or disclosure of Altman Plants' confidential information;
- (k) Violation of any Company policy.

None of the above requirements or restrictions or other provision in this handbook shall be interpreted to prevent or interfere with the right of employees to discuss wages and other terms and conditions of employment, to the full extent such communications are protected by the National Labor Relations Act or any other law.

### **ELECTRONIC COMMUNICATIONS SYSTEM**

Altman Plants makes every effort to provide its employees with the best available technology. Some employees have access to computers, e-mail, instant messages, telephones, cellular phones, voicemail, fax machines, and the internet (hereafter collectively referred to as "electronic communications system"). The electronic communications system provided or paid for by Altman Plants and any information stored on it is Company property and will be treated as such. The electronic communications system is provided for the purpose of facilitating Altman Plants' business.

Incidental and infrequent personal use of Company computers and voicemail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

Although employees have to use certain codes to restrict access to computers, voicemail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voicemail and electronic mail messages are considered Company records. ***There should be no expectation of privacy when using Company equipment.***

Altman Plants maintains the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems without prior notice. Altman Plants reserves the right to obtain access to all voicemail and electronic mail messages left on or transmitted over Company-owned or provided systems.

***SEXUAL HARASSMENT AND ALL OTHER FORMS OF UNLAWFUL HARASSMENT THROUGH THE USE OF ELECTRONIC COMMUNICATION DEVICES OR ANY OTHER MEANS IS STRICTLY PROHIBITED AND SUBJECT TO DISCIPLINE UP TO AND INCLUDING IMMEDIATE TERMINATION.***

**SOCIAL MEDIA**

If you participate in social networking (e.g. Facebook, WhatsApp, Twitter, Google+, etc.) outside working hours, you should be careful with what you say. For example, an employee may not use or disclose confidential and/or proprietary information acquired in the course of employment with Altman Plants. Confidential/proprietary information includes, but is not limited to, trade secrets and information related to the Company's business plans and strategies. Confidential/proprietary information does not include comments you make regarding your own work terms and conditions of employment. Also, you may not make comments about any other employee that are disparaging, stereotyping or otherwise degrading relative to that employee's age, sex, race, religion, color, national origin, disability, sexual orientation, or membership in any other protected group.

When engaging in social networking outside of work, you must not make any representations on behalf of Altman Plants. You should make clear that you are speaking personally and not on behalf of Altman Plants (without mentioning Altman Plants by name). When on Company property, to protect employees' privacy rights, as well as the Company's trade secrets and other confidential information, the use of cameras or other video or audio recording devices is prohibited without the prior approval of senior management and of the person(s) being recorded. Photographs and video/audio recordings of the Company's products, premises or employees cannot be taken during paid work time, except as approved by the Company. This policy will not, however, be construed to prohibit employees engaging in protected concerted activity.

**PERSONAL APPEARANCE**

To a large extent, the success of Altman Plants is due to the quality of people that Altman Plants employs. Employees are expected to dress in a manner compatible with the nature of their assigned responsibilities. If you have questions regarding appropriate dress standards, you are encouraged to speak with your supervisor in advance to avoid potential problems.

We generally have a casual workplace. However, employees who are not, in the opinion of management, dressed appropriately will be sent home to change into acceptable attire. In this case, the employee will not be paid for the time away from work.

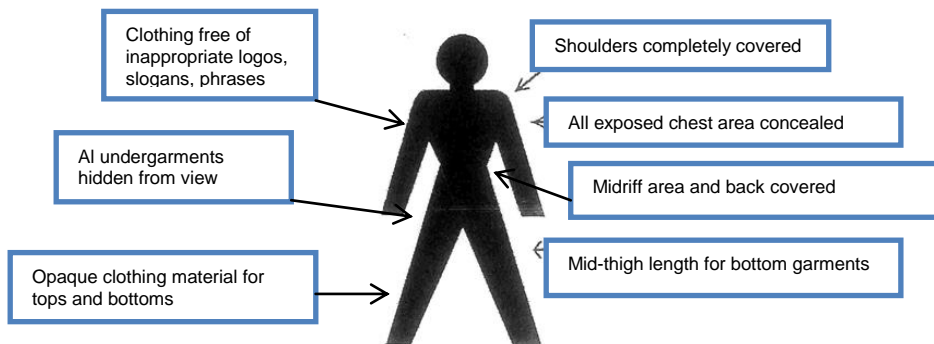
Purpose - This policy has been developed to ensure that all employees understand the importance of appropriate grooming and hygiene in the workplace or when otherwise representing Altman Plants. The standards of grooming and hygiene outlined below set forth the minimum requirements to which all employees are required to adhere.

Hygiene - Every employee is expected to practice daily hygiene and good grooming habits.

Fragrance - Recognizing that employees and visitors to the workplace may have sensitivities or allergies to fragrant products, including but not limited to perfumes, colognes, fragrant body lotions or hair products, certain locations may be designated as fragrance free workspaces.

Jewelry - Employees may wear tasteful jewelry that does not interfere with the employee or other individuals' abilities to perform their jobs safely.

Please follow the below guidance on appropriate dress for work:



## FOOTWEAR POLICY

Employees are expected to dress in a manner compatible with the nature of their assigned responsibilities, including proper protective footwear for drivers and Production employees. Production employees and drivers, and any other employees who visit a Production area, are expected to wear footwear that is closed toed in nature and has a non-slip sole, such as work boots or trail type shoes. Tennis shoes (that do not have a non-slip sole), sandals, flip flops or open toed shoes are not acceptable footwear for Production areas, Production employees and drivers.

## PERFORMANCE REVIEWS

Performance reviews are established to provide useful and constructive information to employees and supervisors about an employee's work performance.

Altman Plants will endeavor to conduct a performance review of each employee from time to time. The time for each review may differ based upon business needs. All reviews are in written form and employees are given the opportunity to make comments

on the review form that becomes part of their personnel file. A positive review does not guarantee an increase in compensation or continued employment.

### **CONFIDENTIALITY**

In the course of your employment with Altman Plants, you may have access to “Confidential Information” regarding Altman Plants, which may include its business strategy, future plans, financial information, contracts, suppliers, customers, personnel information, payroll information or other information that we consider proprietary and confidential. Maintaining the confidentiality of this information is vital to our competitive position in the industry and, ultimately, to our ability to achieve financial success and stability. You must protect this information by safeguarding it when in use, using it only for the business of Altman Plants and disclosing it only when authorized to do so and to those who have a legitimate business need to know about it. This duty of confidentiality applies during and even after your employment with Altman Plants.

### **CONFLICTS OF INTEREST**

A conflict of interest exists when the interests or concerns of any employee or any member of her/his family or any party, group or organization in which the employee is actively involved may be seen as competing with the interests or concerns of Altman Plants.

An employee, or any member of his/her family, acting individually, or on behalf of any group, organization or business to which she/he has allegiance or obligation should not utilize her/his position at Altman Plants for personal, professional, political or monetary gain. Employees shall not perform services for any supplier or customer of Altman Plants as an employee, consultant or in any other capacity.

Employees should not use for personal advantage or for the advantage of any private business or other business organizations, confidential information or material acquired in the discharge of her/his duties (such as rosters, mailing lists, telephone directories, engineering drawings, and other technical information).

Neither employees, nor any member of their family, should accept any gift, entertainment, services, loans or promises of future benefits from any person who personally or whose employer might benefit or appear to benefit because of the employee’s connection to Altman Plants. Employees are expected to work out for themselves the most gracious methods of declining gifts and entertainment.

Altman Plants’ Conflict of Interest Policy Statement must be signed by all employees on the date of employment to verify acknowledgment and acceptance of its provisions.

Any matters or questions that arise will be referred to the Human Resources Department for necessary action.



## **GIFTS TO MANAGEMENT**

In order to avoid any appearance of impropriety, employees are prohibited from giving gifts (including money) to management personnel of Altman Plants, and managers are prohibited from accepting any gifts from employees.

## **TERMINATION**

If you are planning to leave Altman Plants, you are requested to give at least two weeks' notice as a professional courtesy. This gives Altman Plants opportunity to recruit and train your replacement.

Employees may be subject to involuntary termination through layoff due to lack of work or realignment of work functions. This generally happens as a result of a business necessity.

Upon termination of employment, all employees will be required to return all Company equipment and supplies. A Human Resources representative may conduct exit interviews on the employee's last day of work.