



“LET’S BE THE BEST”

EMPLOYEE HANDBOOK

LAST UPDATED APRIL 2008

Welcome to our company. We want you to enjoy working here and we want to be proud of you as an employee.

This handbook has information to assist you in becoming more familiar with the policies and procedures of Outside Unlimited, Inc. Naturally, this handbook cannot contain all of the details of company policies and procedures on every subject mentioned, but we hope that it will touch on most of the major topics of interest to you.

I trust you will take the time to read through the material and keep it handy to use as a reference. If you have any questions, please do not hesitate to ask your supervisor. Your supervisor will have the answers or will know how to get them for you.

Good luck for success and satisfaction in your new job.

Sincerely,
Outside Unlimited, Inc,
Joseph P. Medved
President

Outside Unlimited, Inc.

Outside Unlimited, Inc was founded by Joseph P. Medved, who started the business by maintaining neighborhood landscape plants and lawns. In 1979, this business began expanding into landscape installation, and in 1981 it was incorporated under the name of Outside Unlimited, Inc. The business has expanded into an award winning company and is currently one of the major Landscape Contractors in the area.

Outside Unlimited, Inc., is currently engaged in all segments of the landscape industry including landscape installation, landscape design, landscape construction, erosion control, seeding, sodding, hydro seeding, grounds maintenance, fencing, tree work, and irrigation. Also, a plant nursery is maintained where much of the plant material is grown.

We at Outside Unlimited, Inc. pride ourselves on our quality and experienced professional work, as stated in our mission statement:

***“EXEMPLARY PEOPLE, PRODUCING EXCEPTIONAL RESULTS, FOR
EXTRAORDINARY CUSTOMERS”***

Outside Unlimited, Inc. is dedicated to meeting and exceeding our customer’s goals and expectations with the highest quality products and services, produced in the timeliest fashion, by the finest landscape professionals.

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I Company Policies

Equal Employment Opportunity

It is our policy and intent of our company to provide equal opportunity to all qualified persons. This policy prohibits discrimination.

The company's policy applies to all phases of the personnel process, including recruitment, hiring, placement, training, promotion, benefits, compensation, company sponsored social activity and all other terms and conditions of employment.

Harassment

We are committed to maintaining a working environment free of harassment and intimidation. Racial epithets, ethnic slurs, unwelcome sexual advances, request of sexual favors and other verbal or physical conduct of a sexual nature is considered to be in conflict with company's policy on Equal Employment Opportunity. Violations of this policy on the part of any employee may be cause for termination of employment.

If you feel you have been a victim of harassment, immediately report any such activity to Human Resources.

Privacy/Personnel Records

The company maintains personnel records about every employee. We have established guidelines about information in this file concerning the types of employee information that will be collected and maintained and who may have access to it.

Our basic guidelines concerning your personnel file provide that the company will:

- Collect and maintain information about you only for employee relations or legal reasons.
- Limit internal access to those with legitimate reason to know.
- Provide you will the opportunity to review or make copies of your personnel file in the presence of the president, supervisor, or Human Resources. If you disagree with any information in your record and the company does not change or remove it, you may submit your comments in a written statement to be inserted in your file.

The personnel records are routinely checked in order to verify dates of employment or current last position. Medical, counseling, insurance, security and other investigative records or related personal information are also treated confidentially and generally not disclosed except where required by law or when legally permitted.

I Company Policies Continued

Alcohol & Drugs

Your reputation and health as well as the reputation of Outside Unlimited, Inc. could be seriously damaged by your possession of illegal drugs, being under the influence of alcohol or illegal drugs, and using illegal prescription drugs while on duty.

Let it be clearly understood that our company policy strictly prohibits the possession and/or use of illegal drugs, the illegal use of prescription drugs or alcohol on company premises, personal vehicles while on company parking lots, company vehicles and/or equipment and/or job sites. Also, reporting to work under the influence of illegal drugs, the illegal use of prescription drugs including alcohol is strictly prohibited.

We reserve the right to conduct a random unannounced Drug and Alcohol Test on any employee. Employees with a Commercial Driver's License are required to take a Drug and Alcohol Test periodically and in accordance with applicable federal and state law requirements.

II Employee Development

Classification of Employees

Introductory:

An employee appointed to a regular position by the company shall be considered introductory for a period of three (3) months. During the introductory period, an employee may be terminated from employment at anytime without the right of an appeal.

Regular Full-Time:

An employee who has successfully completed the introductory period shall be considered regular. Regular employees are full-time if they are regularly scheduled to work at least 40 hours per week with the intent to work on a year round basis.

Regular Part-Time:

After completing the introductory period, an employee will be described as part-time if employed to perform work which can be accomplished on less than a full-time weekly schedule.

Seasonal:

An employee who works during peak periods only (i.e. summer season) will be considered seasonal. Although subject to the introductory period, once this is completed, the seasonal worker will not have to re-complete that period if they stop working and return later for another reason.

Basic Training

At Outside Unlimited, Inc. we believe it is to our mutual benefit to provide the very finest job preparation. The training will be on-the-job under the supervision of an experienced person. You will acquire the skills and knowledge to use tools and equipment that are essential to the position to which you were hired. The training process will be on going and will enable you to learn the operation of more advanced equipment and new techniques in the field.

Advanced Training

In some cases, additional outside workshops, seminars and clinics will be necessary to attend. These sessions will sharpen your skills, update your knowledge and provide a deeper understanding of your job and the landscaping industry in general.

II Employee Development (continued)

Tuition Reimbursement Policy

Outside Unlimited supports the continuous learning and education of our employees. Towards that end, we have established a reimbursement program for expenses incurred through accredited academic institutions.

If you are a regular full-time employee and have been employed for at least one (1) year you are eligible for participation in this program as long as the courses are job-related. The course must be approved in advance.

Outside Unlimited will reimburse up to a maximum of 90% of tuition for continuing education through an accredited program that either offers growth in an area related to his or her current position or that might lead to promotional opportunities. This can include college credit courses, continuing education unit courses, seminars and certification tests. You must secure a passing grade of “C” or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade card or certification must be presented to show hours or certification received.

Contact Human Resources for more information.

Performance Review

The ability to do your job well is critical. Outside Unlimited’s philosophy is one of continuous quality improvement in the work that we do, services we provide and professional working relationships that we maintain. Towards the end, you should continuously evaluate your performance as your manager or department head will do the same. If you ever have questions about your performance or opportunities for improvement or professional growth, talk to your manager or department head.

We also conduct formal performance reviews at least once a year. Generally these reviews will take place on or about the employee’s anniversary date. New employees will be given an oral evaluation at the end of the introductory period and then again at the employee’s anniversary date. A performance review may also be conducted in the event of a promotion or change in duties and responsibilities. Should any employee’s performance indicate a need for improvement, a follow-up review will occur after a period of time to allow for that improvement. When a written appraisal has been prepared, you will be allowed to review it and add any comments you wish. It is your responsibility to take advantage of this process and to develop the skills necessary to perform your job satisfactorily.

III Compensation

While job satisfaction is made up of many factors in addition to the amount of your paycheck, salary is important. Our salary policy is designed to reward good performance and to compensate employees on a fair and equitable basis.

Salary Structure

Our salary structures are established according to the marketplace through our participation in salary surveys. By using these survey results, we are able to monitor the relative value of a wide variety of positions.

Your Paycheck

You will receive your paycheck every week on Friday. There are fifty-two pay periods per year. The pay period starts on a Friday and ends on a Thursday.

Salary Actions

The most common salary actions result from the following:

Merit Review: This program is designed to recognize and reward individual performance. The amount of merit increase, if any, follows internal guidelines used by a supervisor or the Vice President. These guidelines indicate the percent of merit increase that you are eligible for based on your performance rating.

Promotional Increases: Promotional increases, if applicable, may occur throughout the year and are directly linked to changes in job responsibilities.

Decreases: While infrequent, salary decreases can happen. Usually this will occur when your job duties and responsibilities are reduced.

Deductions

There are payroll deductions. The company is required to make a deduction from each paycheck for your contribution to federal, state and local governments. Another deduction is for your Social Security. For participating employees, you can authorize additional deductions for insurance premiums and other programs.

Time and a Half for Over-time

Time and a half will be paid to hourly employees for over forty (40) hours per pay week of actual time worked (the 40 hours cannot include paid time off and/or holiday pay). Time and a half will also be paid for over eight (8) continuous hours of snow removal.

IV Company Procedures

Safety

Outside Unlimited, Inc. is dedicated to the safety of its workers. The utmost care must be taken at all times to ensure that safe work practices are utilized. This means using all guards on equipment, wearing head and eye protection and leather top work boots, safe use of chemicals, no smoking near flammable materials and cautious and courteous driving.

With assistance from the field, we can utilize our resources to identify and control work related hazards. All employees are encouraged to actively participate by notifying your supervisor or Company Vice President of any needed safety improvements. All field workers are required to attend weekly safety meetings and to complete the safety sheet for attendance.

If any injury or accident occurs, these procedures should be followed:

- Report all accidents to your supervisor immediately, regardless of the nature or severity;
- Seek medical assistance if the situation warrants. Failure to receive treatment may result in serious complications and may jeopardize your eligibility for medical benefits under our workers' compensation policy;
- An Employer's Accident/Injury Report on all employee accidents must be completed within 24 hours of the accident/injury and turned into the Human Resource Department.

Failure to report an injury or accident immediately is in direct violation of an important company procedure.

Attendance

In no area do we have more employees than our needs require. This means that when an employee is absent, it may cause a change in other employee's work schedules or cause jobs to go undone. Therefore, a conscientious effort should be made by all employees to be prompt and on the job when they are scheduled to work.

If you are going to be late or absent from work, notice of at least (1) day is required or notice as soon as practical. Unreported absences or tardiness' are considered unacceptable conduct on your part and will lead to disciplinary action. A reasonable absence or tardiness will be acceptable if prior notification is given and approval is given. For sick days, a physician's statement will be required to verify the illness. Any time missed due to illness, absence or tardiness will not be compensated for.

Rules for salaried employees are subject to the terms agreed upon in the employment agreement.

IV Company Procedure (continued)

Care of Equipment and Company Property

It is the duty of all employees to take due care with regard to company equipment and property. Part of the pride you have in the company is shown in the manner you treat its property. Any breakage that occurs to any equipment should be reported to a supervisor immediately. This will eliminate unnecessary down time for that piece of equipment and allow for proper and timely completion of the job.

It is understandable that equipment will break under normal operating conditions, but carelessness and abuse in using the equipment will make that user responsible for repair or replacement of that equipment or property. The repair cost or replacement cost will be shown to the employee and the cost may be deducted from their check, in accordance with federal and state wage and hour laws. Willful or careless destruction and damage to company property will not be tolerated.

Company vehicles and Company Gas cards are to be used for Company Business ONLY. Company vehicles are to be used to and from work ONLY-Any other use is PROHIBITED. Only specified drivers may drive Company Vehicles.

Company cell phones are to be used by Employees Only for Company Business Only.

Internet and Email Usage Policy

Outside Unlimited's email and Internet system are intended to be used for business purposes only. Use for informal or personal purposes is not prohibited. As a condition of initial and continued employment, all employees acknowledge Outside Unlimited's right to monitor, review and/or disclose email message and Internet records, when appropriate, without notification to or permission from the employee sending or receiving the messages. Employees should always ensure that the business information contained in email/Internet messages is accurate, appropriate and lawful. Specifically, usage related to pornography and racially derogatory, discriminating, threatening or abusive communication is prohibited. Abuse of the email or Internet systems, through excessive personal use, or use in violation of the law will result in disciplinary action, up to and including termination of employment.

IV Company Procedure (continued)

Uniforms and Equipment

You must purchase from Outside Unlimited, Inc. uniforms and equipment that include the following:

5 Shirts
Hat (Baseball Type)
Hooded Sweat Shirt
Knife and Sheath
Pruners and Sheath

Uniform payment will be deducted from your check in three \$50.00 deductions. The care and maintenance of the uniforms are your responsibility. Other parts of the necessary uniforms that must be worn daily and provided by the employee are as follows:

Leather Top Work Boots
Khaki Work Pants
Winter Snow Boots
*Rain Gear

*Rain Gear- must be of high grade quality. A hooded jacket and bib type pants with suspenders. No ponchos will be allowed. You may contact your supervisor in order to have them explain how they are available through Outside Unlimited, Inc. The rain gear must conform to the uniform color of the company.

Note: Field Staff- There is to be NO facial or ear piercings worn during work hours. This is a safety hazard that could cause injury.

Our public image is very important, so it is mandatory that you be in uniform when you are at work. Wearing an incomplete uniform or not meeting appearance standards is unacceptable.

Conduct

As an employee of Outside Unlimited, Inc. you are required to abide by certain Standards of Conduct. These were listed on the Standards of Conduct form that was signed by you with your application. Along with the others already listed, the following list is not all-inclusive and represents just some examples of unacceptable employee conduct:

Not following instructions of supervisor
Improper or inadequately performing duties
Incorrect cash handling or security procedures
Leaving work without permission
Negligence
Falsification of company records
Theft or attempted theft

IV Company Procedure (continued)

If you have any questions concerning the Standards of Conduct, it is your responsibility to ask your supervisor.

Cell Phones

Personal cell phones are prohibited from use except during your lunch break.

Outside Unlimited, Inc. may, in its sole discretion, issue cell phones to certain employees. It is our expectation that cell phone use be conducted in the same manner as the use of any other company property or equipment, including regular telephones. Cell phones should be used with care and use should be limited to business purposes. Outside Unlimited, Inc. will review telephone records for any inappropriate or personal use of a company cell phone. Outside Unlimited, Inc. strongly discourages employees from using cellular phones while driving a vehicle in the course of business. Any injuries, accidents, traffic violations or any other result of an employee's use or misuse of a cell phone will be at the employee's expense.

Transportation

It is the responsibility of each employee to provide transportation to and from work. This was a precondition of your employment and there are no exceptions. Outside Unlimited, Inc. will provide transportation to and from the job site at a rate of \$10.00 per day, which is deducted weekly from your paycheck. Drivers are exempt and will be paid.

Correct Address and Home Telephone Number

It is imperative that we have your correct address and home telephone number. Notify Human Resources and the Payroll Manager of any changes.

Criticisms and Grievances

We welcome constructive criticism on the part of every member of our company. Airing a grievance with a fellow worker often enhances the problem, whereas a discussion of the same problem with your supervisor may bring about a speedy and satisfactory solution. We expect your cooperation in this matter. No employee may be subject to retaliation or reprisal for airing a criticism or grievance with his/her supervisor.

Creditors

Creditors are prohibited from contacting an employee at the work location during regularly scheduled hours. You should make every effort to meet your financial obligations.

IV Company Procedure (continued)

Solicitation & Distribution

Employees are prohibited from soliciting in working and non working areas on their working time but may solicit in non working areas on their non working time. Working time does not include break periods, meal times or other periods when you are not engaged in performing your work tasks. Employees are prohibited from distributing literature of any type in all areas at all times except non working areas during non working time.

Non-employees are prohibited from soliciting or distributing literature anywhere on the company premises or worksite, at all times. Solicitations of funds in any manner or for any purpose shall not be permitted by any employee on the job unless approval of the President or his designee has been secured.

Lunch Time Regulation

Lunch is not to be eaten inside company vehicles with the following exceptions as may be determined by the crew supervisor.

- 1) While traveling (not driving)
- 2) Raining
- 3) Cold weather

All members of the crew are to have lunch as a group in the same area. Do not leave the job site without supervisor's approval. Vehicles must be kept clean and free of any trash, garbage, or other debris. **Note:** Field Staff- lunch is to be brought to work each day as we do not go out for lunch.

V Employee Benefits

Holidays

Employees are entitled to six (6) paid holidays;

New Year's Day	Fourth of July	Labor Day
Memorial Day	Thanksgiving Day	Christmas Day

To be eligible for holiday pay, you must be a regular full time employee and you must have successfully completed your ninety (90) day introductory period. Non-exempt employee's must also work the last scheduled work day prior to the holiday and the first scheduled work day following the holiday in order to be eligible for holiday pay. Holiday pay will be equal to eight (8) hours at your base rate. Should the occasion arise that you are expected to work on one of the days (i.e. snow removal) please accept it gracefully. The company will provide another day off.

Vacation Policy

All regular full-time employees are entitled to paid vacation as per the following schedule of service:

Completion of:

1-4 years	one week (5 work days)
5-10 years	two weeks (10 work days)
11 years +	three weeks (15 work days)

***All salaried/hourly field employees are eligible for paid vacation after one year of service.

Vacation time is based upon a calendar year. Unused vacation time cannot be carried over into the next calendar year. Outside Unlimited has a "use it or lose it" vacation policy unless a specific exception has been approved by the Vice President.

Vacation requests should be submitted to your supervisor at least thirty (30) days prior to dates of vacation approval. Part time employees and seasonal employees are not entitled to paid vacations.

Due to the seasonal nature of this business, vacation time between the months of March and June, September through mid November cannot be guaranteed. Please try to schedule them at other times of the year. If work commitments are such that you are asked to postpone your vacation, please accept it gracefully.

Any earned but unused vacation time will be paid out upon termination of employment. Any earned but unused vacation throughout the calendar year will be paid to the employee monetarily at the end of the year.

V Employee Benefits (continued)

Personal Days

All regular full-time employees are entitled to two (2) personal days per year at the completion of one year of service. Unused personal days cannot be carried over into the next calendar year.

Any earned but unused personal days will be paid out upon termination of employment. Any earned but unused personal days throughout the calendar year will be paid to the employee monetarily at the end of the year.

Family and Medical Leave

EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee must have:

1. worked for Outside Unlimited for a total of 12 months;
2. have worked at least 1,250 hours over the previous 12 months; and work at a site of Outside Unlimited in the United States or in any territory or possession of the United States where at least 50 employees are employed by Outside Unlimited within 75 miles.

LEAVE ENTITLEMENT

An eligible employee may take up to a total of 12 work-weeks of unpaid leave during a backward-rolling calendar year for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition

Spouses employed by the same employer are jointly entitled to a combined total of 12 work-weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently- which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

V Employee Benefits (continued)

FMLA (continued)

If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to Outside Unlimited's approval. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Employees are required to use accrued paid leave to cover all of the FMLA leave before being absent without pay.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
 - (1) A health condition (including treatment therefore or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, which also includes:
 - treatment two or more times by or under the supervision of a health care provider; or
 - one treatment by a health care provider with a continuing regimen of treatment; or
 - (2) Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
 - (3) A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
 - (4) A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
 - (5) Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

"Health care provider" means:

- doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or

V Employee Benefits (continued)

FMLA (continued)

- podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a sublimation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or
- nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
- Any health care provider recognized by Outside Unlimited or Outside Unlimited group health plan benefits manager.

MAINTENANCE OF HEALTH BENEFITS

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave.

In some instances, Outside Unlimited may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

JOB RESTORATION

Upon return from FMLA leave, you will be restored to your original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a "no fault" attendance policy.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly-paid "key" employees after using FMLA leave during which health coverage was maintained. In order to do so, Outside Unlimited must:

- notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
- notify the employee as soon as Outside Unlimited decides it will deny job restoration, and explain the reasons for this decision;
- offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and

V Employee Benefits (continued)

FMLA (continued)

- make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

A "key" employee is a salaried "eligible" employee who is among the highest paid ten percent of employees within 75 miles of the work site.

If you do not return to work upon the expiration of the leave you will be considered to have voluntarily quit your employment. The cost of any health benefits that Outside Unlimited paid on your behalf will be owed by the employee to Outside Unlimited and may be deducted from your final paycheck.

NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

Employees seeking FMLA are also required to provide:

- medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- second or third medical opinions (at Outside Unlimited's expense) and periodic recertification upon request; and
- periodic reports during FMLA leave regarding the employee's status and intent to return to work.

When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt Outside Unlimited operation.

Group Insurance

Health Insurance is available to regular full time employees on the first of the month after ninety (90) days of employment. The term and conditions of the health plan are set by the insurance carrier and not by Outside Unlimited, Inc. Certain health requirements may be necessary to be eligible for this program. The rates are set by the insurance carrier and not by Outside Unlimited, Inc. and might be subject to change. For more information on this program, ask Human Resources.

Continuation of Health Insurance under COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the company or other wise loses coverage as a result of a qualifying event, the employee is entitled to continue participating in the company's group health plan for a prescribed period of time, usually 18 months. In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for

V Employee Benefits (continued)

COBRA (continued)

qualified dependents. COBRA coverage is not extended to employees terminated for gross misconduct.

Under the Uniformed Services Employment and Reemployment Rights Act of 1994, better known as USERRA, an employee who is out on a military leave of absence will retain the health insurance coverage for the first 31 days of uniformed service. Employees out on military leaves of absence, which extends beyond 31 days, will be eligible for COBRA benefits for up to 24 months.

If a former employee chooses to continue group benefits under COBRA, he/she must pay total applicable premium. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or become eligible for Medicare.

For detailed information or questions on COBRA, employees are requested to check with the Human Resource Department.

Company Socials

The company generally sponsors various social affairs during the year for employees. The dates will be announced as they occur.

Other Benefits

The company pays substantial Social Security tax which when added to a like amount paid by the employee, is designed to provide Social Security retirement benefits.

The company also pays Workman's Compensation insurance. This is designed to provide benefits to you when you are ill or injured as a result of a work-related incident resulting from a covered disability during employment time.

401 K Plan

A voluntary 401K saving - investment for retirement plan is available. You are encouraged to consider participating in the plan. You are eligible for this benefit after one year of service. See your supervisor for details.

Short -Term Disability / Life Insurance

Short-term: A voluntary insurance paid by Employee to protect against loss of income due to a medical condition and/or injury away from work. Life: A voluntary insurance paid by Employee. See Human Resources for details.

VI Resignation / Termination

Resignation

Employees who wish to resign should be aware that there is a proper procedure. For hourly employees, a two (2) week notice is required. For Supervisory / Management position, a thirty (30) day notice is required. Following this procedure can be advantageous if you wish a reference completed that does not reflect a Quit Without Notice statement. If notice is not provided in accordance with this policy, Outside Unlimited will not pay out the employee's earned, unused vacation leave.

Involuntary Termination

Since you are employed at the will of both yourself and the company, the employment is terminable at any time with or without cause or notice at the option of either the employee or the company. Even though this is true, the company has a human resource investment in trained employees. It is to our benefit to provide an opportunity to correct behavior for individual's whose performance is unsatisfactory.

The following are steps that we may take to provide that opportunity for correction. These steps, however, in no way alter, amend or modify the at-will nature of your employment relationship. We reserve the exclusive right to terminate an employee at anytime, to duplicate or skip any of the steps listed below.

Except in cases of discharge for cause, you may be first warned verbally that your performance or conduct is unsatisfactory. If the unsatisfactory performance continues, a written warning may be issued restating what was discussed in the verbal warning and informing you that if the problem continues, depending on the seriousness of the offense, either suspension or termination will follow. Also, you may be shown specific problem areas and given suggestions on how to perform the job satisfactorily. If your performance remains poor or you are suspended, the length of the suspension will be determined according to the offense.

Upon return to work after suspension and your performance is still unacceptable, termination will likely result. Although dismissal action is instituted by your immediate supervisor, the approval of upper management is required for actual dismissal.

EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge that I have read and understand Outside Unlimited's Employee Handbook. I agree that I will abide by Outside Unlimited's policies.

Employee Signature

Employee Printed Name

Date