



EMPLOYEE HANDBOOK

Effective Date 09/01/2010

GRIMEAWAY reserves the right to make changes to this handbook for the purpose of modifying, revising and updating company policy and this manual. Notice of changes including memos will be posted on the bulletin boards and become a part of this manual. Violation of any company policy may result in immediate termination. A copy of this policy may be found at www.grimeawayok.com

EMPLOYEE HANDBOOK

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GRIMEAWAY

Welcome to GRIMEAWAY

The following pages contain information regarding many of the policies and procedures of GRIMEAWAY. These policies are a condition of employment. Labor relation laws require that all employers maintain a written policy that is applied non-discriminately to all employees.

If you have questions or need assistance reviewing this document, please contact: YOUR SUPERVISOR.

Grimeaway services run 24/7 however our normal business or office hours are:

Monday through Friday: 8am to 5pm.

Saturday Closed

Sunday: Closed

Our main phone number is 580-272-0900 Ada office location.

& a toll free 24 hour call center # 1-800-570-3007

For life threatening emergencies call 911.

For facility emergencies call 911 or Ada Central Dispatch at 580-332-4466.

Disclaimer

This handbook is intended only to outline the employment policies, procedures and benefits of GRIMEAWAY. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. GRIMEAWAY reserves the right to change employment policies, procedures, benefits or this manual at any time without notice. It is the responsibility of the employee to stay abreast of policy. GRIMEAWAY will make every effort to notify employees of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

Introduction

GRIMEAWAY Mission Statement

To provide quality products and services to go above and beyond our customers' expectations. To treat our customers and coworkers with respect, in a kind and friendly manner. To be a positive influence in the community.

Career Opportunities

It is our desire to see each and every employee achieve their highest potential. We will do our best to provide the opportunity and offer training, education and guidance whenever possible. See your immediate supervisor if you have questions.

Open Door Policy

It is our objective to provide a work environment free from elements that would deter employees from performing their best work. All concerns may be expressed through our open door policy. Management at GRIMEAWAY maintains this open door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input.

If you feel you have been discriminated against in any way you are encouraged to express concern through this open door policy.

Code of Conduct

Employees of GRIMEAWAY are to conduct themselves in a responsible, professional and ethical manner. Report any unethical or dishonest behavior to your immediate supervisor.

Reported activities will be investigated by appropriate GRIMEAWAY management team members. The management team will determine appropriate means for resolution. Employees found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, up to and including termination.

GRIMEAWAY

Documented Workers

Worker Documentation

The Immigration Reform and Control Act outlines requirements for worker documentation, via a Form I-9, as follows:

Every U.S. employer must have a Form I-9 in its files for each new employee, unless:

The employee was hired before November 7, 1986, and has been continuously employed by the same employer.

Form I-9 need not be completed for those individuals:

Providing domestic services in a private household that is *sporadic, irregular, or intermittent*;

providing services for the employer as an independent contractor (i.e. carry on independent business, contract to do a piece of work according to their own means and methods and are subject to control only as to results for whom the employer **does not** set work hours or provide necessary tools to do the job, or whom the employer does not have authority to hire and fire); and

Providing services for the employer, under a contract, subcontract, or exchange entered into after November 6, 1986. (In such cases, the contractor is the employer for I-9 purposes; for example, a temporary employment agency.)

GRIMEAWAY requires employees to submit a Form I-9. All new employees must complete Section 1 of a Form I-9 no later than close of business on his/her first day of work. The employee's signature holds him/her responsible for the accuracy of the information provided. Grimeaway requires a photocopy of your drivers license or state issued ID and social security card.

GRIMEAWAY reserves the right to revise this policy without notice to comply with state and federal law.

GRIMEAWAY

Employment

Equal Opportunity Employment

Employees are hired based solely on GRIMEAWAY personnel requirements and the qualifications of each individual candidate.

We will not tolerate nor condone discrimination due to age, race, color, religion, sex, national origin or disability. We will comply with the spirit and letter of all local, state and federal laws pertaining to employment. Furthermore, we will not discriminate due to age, race, color, religion, sex, national origin or disability when making decisions regarding termination of employees.

Any questions or concerns regarding any aspect of this policy should be directed to the Human Resources department.

Eligibility for Employment

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States plus proper identity. A properly submitted form I-9 is required for employment.

Family Employment

GRIMEAWAY does allow family members and relatives of employees to be considered for employment, provided they are qualified for the position and no other conflict of interest exist. Recommendations shall be made by the General Manager however; hiring decisions will be the exclusive responsibility of the Human Resources department.

HIPAA Notice and Privacy Practices

The Health Insurance Portability and Accountability Act (HIPAA) includes components to ensure that your personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive information to health professionals. It is designed to ensure that protected health information is protected during its collection, use, disclosure and destruction of records at GRIMEAWAY. Breach of this policy should be reported to the Human Resources Department.

Moving Expense for Relocation

GRIMEAWAY does not pay relocation expenses for new hires or employees offered positions requiring relocation. Grimeaway however may consider on a case by case basis.

GRIMEAWAY

Part-Time Employment

GRIMEAWAY does offer part-time employment positions. Employees who work 32 hours or less per week will be considered part time. Direct all questions regarding benefits for part-time workers to the Human Resources department.

Employment of Minors

Generally, regular employees must be 18 years of age or older. Occasionally, we hire students or others who are 16 years old, however this must be approved in advance by the Human Resources department.

Minimum Wage

GRIMEAWAY adheres strictly to minimum wage standards as outlined by the United States Government.

Criminal Convictions

Criminal convictions are taken seriously at GRIMEAWAY. We reserve the right to disqualify any applicant for employment that has been convicted of a criminal offense.

Furthermore, conviction of a crime may result in an automatic termination. GRIMEAWAY will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well-being of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, up to and including termination. In the event an employee is arrested that employee may be suspended without pay pending the outcome of their case.

Violence

Threats of violence and acts of violence are strictly prohibited. Employees threatening or committing acts of violence will be subject to arrest and or appropriate disciplinary action, up to and including termination. Report any such activity to your immediate supervisor or the Human Resources department.

GRIMEAWAY

Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by the vast majority of society. A “weapon” can also be any object which would do harm to another when used as such. GRIMEAWAY shall deem any such object a “weapon” for the purpose of enforcing of this policy.

Due to the nature of the business activities of GRIMEAWAY, certain employee job functions mandate possession of approved weapons. These employees are required to be duly licensed and carry only properly registered weapons, and only at the direction of GRIMEAWAY.

An employee may carry a firearm while working at Grimeaway under the following conditions.

- 1.The employee is law enforcement and authorized by law
- 2.The employee has a valid concealed carry permit and is authorized by law.
- 3.The employee submits written notice and request to the operations director.
- 4.After receiving written authorization from the Operation Director, owner or CEO.

All laws concerning the carrying of firearms shall be adhered to at all times.

Box cutters and knives maybe carried for job related activities but shall not be visibly carried.

Other than as described above, possession of weapons is prohibited on Company property and while on duty performing company business at any location. Any employee on duty or on company premises in possession of a weapon will be subject to appropriate disciplinary action, up to and including termination. Report any weapon possession to your immediate supervisor or the Human Resources department.

Alcohol, Drugs & Illegal Substance Abuse

Possession of alcohol, illegal drugs or other illegal substances is not permitted on company property, or while on duty in the employment of GRIMEAWAY. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs or other illegal substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. Report any suspicious activity to your immediate supervisor or the Human Resources department.

GRIMEAWAY

Sexual and Other Unlawful Harassment

It is the objective of GRIMEAWAY to provide a working environment free from discrimination and conduct commonly referred to as sexual harassment.

The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It is general in nature and may not always be clear when evaluating everyday situations.

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

Sexual harassment refers to behavior inappropriate in the workplace because it is offensive, unwelcome behavior which would not occur but for the sex of the offended person. Both sexual harassment, and accusations of sexual harassment, are disrupting to the work environment.

If you or a co-worker experiences what you believe to be sexual harassment or accusations of sexual harassment, report it promptly to your immediate supervisor or the Human Resources department. GRIMEAWAY will investigate any employee, regardless of job position when such allegations are made. Based on available information, GRIMEAWAY will take appropriate action and communicate on a need-to-know basis.

Appropriate disciplinary action, up to and including termination will be taken against any individual for sexual harassment charges determined to be valid.

Domestic Violence Statement

GRIMEAWAY recognizes that domestic violence can have an adverse impact on employee job performances and may also impact co-worker’s performance.

GRIMEAWAY will assist employees affected by domestic violence, both the victim and the abuser within reasonable guidelines. Information will remain confidential as long as the safety of others is not at risk.

Job Postings

GRIMEAWAY may or may not posts available hiring positions allowing current employees to apply for the position. All applicants must meet education and/or experience requirements for consideration. All positions for hire will be posted on line at www.grimeawayok.com or within their home office.

GRIMEAWAY

Seniority

GRIMEAWAY does consider length of continuous service when making decisions for advancement, job placement, layoffs or staff reductions. Other factors may also be considered for these important decisions.

Credit Union

GRIMEAWAY is not affiliated with a credit union.

Bonus Checks

Bonus checks are a reflection of the success of GRIMEAWAY and vary with the general economy and company profits. During difficult business times the bonus program may be reduced or eliminated, solely at the discretion of the company. During prosperous times bonus checks may be distributed annually during the month of December.

Stock Options

GRIMEAWAY does not offer stock options to employees.

RESERVED

~~GRIMEAWAY offers to its employees, the opportunity to purchase company stock. Requests for information regarding this program should be directed to the Human Resources department.~~

Personnel File

GRIMEAWAY maintains a confidential personnel file for each employee. Files are controlled by the Human Resources department. Employees must acquire permission to view his or her personnel file from the Human Resources department. These files are the property of GRIMEAWAY; no documents may be altered or removed by the employee. Every reasonable effort is made to keep the information confidential; access is limited to staff members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by a court of law.

Policies & Procedures

Attendance

Punctual attendance is mandatory for efficient job performance. In cases of absence for any reason notify your immediate supervisor as well as the front office as soon as reasonably possible. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination.

GRIMEAWAY

Parking

GRIMEAWAY employees are required to park in the employee parking area. All other parking is reserved for customers and visitors.

Work Schedule Requirements

With variations in work load based on demand from our customers, it is our responsibility to meet critical deadlines, sometimes with little notice. As a result, you may be required to work overtime be it pre-planned or spontaneous. Overtime is mandatory when required; it is a condition of employment.

Staff Meetings

Group meetings of several employees as well as meetings of all employees are occasionally scheduled. Every effort is made to schedule these meetings during the hours worked by the vast majority of employees. Written notification for mandatory meetings will be distributed in advance. All employees are required to attend, when requested, even if it is not during their scheduled work hours.

Bulletin Boards

Bulletin boards may be placed in designated areas throughout the facility display notices and announcements for employees to review. It is the responsibility of each employee to review the bulletin boards several times per week to be aware of information posted.

Suggestion Box

GRIMEAWAY always encourages employees to submit suggestions, comments or new ideas which may benefit the company or working conditions. If you wish to remain anonymous, every precaution will be made to preserve your privacy. Management will check the suggestion box on a regular basis for new submissions.

Time Cards

All employees are required to turn in daily time cards reflecting hours worked unless authorized to be exempt, as with supervisory and management personnel. For vacation, paid leave or holidays, time cards must be turned in accounting for these days/hours.

Lunch Break

Regardless of shift worked, all employees are required to take a lunch break. Lunch break are for 30 minutes. Schedules may vary from employee to employee based on work schedule and from one department to another. It is the responsibility of your immediate supervisor to establish your lunch break schedule.

GRIMEAWAY

Breaks

It is in the best interest of our employees and GRIMEAWAY to provide a break from work several times throughout the work day. Typically you will receive two refreshment breaks, one before and one after the meal break. Schedules may vary from employee to employee based on work schedule and from one department to another. It is the responsibility of your immediate supervisor to establish your break schedule.

Workplace Dress Code

GRIMEAWAY encourages employees to dress comfortable, with consideration given to maintaining a professional appearance. Appropriate attire should be worn at all times in keeping with commonly recognized standards. If you interface with clients or are scheduled to meet with clients on an occasional basis, be prepared and dress appropriately. Be considerate of the company's image as well as your image with customers and your co-workers. Uniforms shall be worn.

Medical Attention

GRIMEAWAY requires employees to notify a supervisor when medical attention is required for any reason, accident or illness. Employees requiring transportation to a medical facility must be taken by trained medical personnel. Transportation and medical costs are the responsibility of the employee.

Compensation

Compensation for employment is based on performance. Rates are established by mutual agreement between the employee and GRIMEAWAY. Raises also, are based on performance, growth and productivity. All requests for salary increases and/or promotion will be fairly considered by supervisors and the Human Resources department. Employment is based on an as-needed basis. Employees are not guaranteed tenure or retirement benefits.

Overtime

Hours of work performed by hourly employees, over 40 hours in any seven day period, qualify for payment at a rate of 150% of the employee's regular hourly pay. All overtime must be approved in advance by your immediate supervisor to qualify.

All hours during a work week that are calculated in the total for overtime must be hours actually worked. Vacation, sick days, personal days to any other non-working benefit days do not count in the calculation of overtime.

GRIMEAWAY

Mileage Expense for Business Use of Personal Vehicle

GRIMEAWAY will compensate an employee for use of their personal vehicle in the fulfillment of company business. All expenses must be pre-approved by your immediate supervisor. If approved, a fee of .25 cents per mile will be paid for documented business travel.

Commissioned Sales

Authorized Sales personnel who are compensated based on commissions are responsible for the entire sales process. This responsibility includes all communication with the client throughout the life of the project and including collection of all invoices related to the project. Commissions may be paid as an advance, however, commissions are not earned until all phases of the project are completed and all invoices are paid in full. Commission rates are negotiated based on the terms of the sale and the accuracy of the bid versus actual task required to completing the project.

Wage and Salary Disclosure

Compensation programs are confidential between the employee and GRIMEAWAY. Disclosure of wages or compensation to any third party or other employee is prohibited and could be grounds for termination.

Payroll Schedules

Employees are paid every two weeks. Regardless of shift schedule, the work week begins Monday and ends Sunday. Payday is every other Friday. In the event payday falls on a holiday, paychecks will be distributed before the holiday.

Paychecks

Payroll checks shall be distributed on payday as established in the Payroll Schedule section of this handbook. Federal, state and any other required taxes will be withheld from wages as will any voluntary deductions.

Payroll Deductions for Federal Tax, State Tax, FICA and Medicare

As required by law, GRIMEAWAY withholds taxes from employee earnings, as well as social security (FICA) and Medicare. GRIMEAWAY also participates in matching programs as required.

Reserved

~~IRAs -- Individual Retirement Accounts~~

~~GRIMEAWAY encourages employees to plan for retirement. IRA saving programs offer the employee advantages for retirement as well as tax savings at the time of purchase. Contact the Human Resources department for details and information regarding automatic payroll deductions.~~

GRIMEAWAY

Working Away From the Office

Electronic media opens the door to new opportunities for working away from the office. As a general rule we discourage this practice. However, there may be certain and specific circumstances where doing so could benefit both the employee and GRIMEAWAY.

If you wish to consider this option discuss it with your immediate supervisor. If the supervisor concurs, they will request authorization from the Human Resources department. Monitoring procedures may be put in place during the off-site working arrangement. All arrangements for such activities are considered temporary and may be terminated without notice.

Performance & Evaluation Reviews

Quarterly performance and evaluation reviews will outline the competencies you need to perform your job functions successfully. Your contributions to your department and GRIMEAWAY are also reviewed and documented. Your supervisor will discuss job requirements for your duties and identify your specific skills. Together you will establish plans for your growth and development. All performance reviews will become a permanent part of your personnel file.

Reimbursement of Expenses

Expenses to be reimbursed by GRIMEAWAY must be approved in writing prior to expenditure. To receive reimbursement you must furnish the Accounting department with two items: receipts for all expenses (other than per diem or mileage) and a properly completed expense form (available from your immediate supervisor).

We appreciate your expenditures on behalf of GRIMEAWAY and will make every effort to reimburse you in a most timely fashion.

If you require an advance for expenses, see your immediate supervisor.

Reporting Personal Information Changes

Employees must notify the Human Resources department whenever there is a change in their personal information on file with GRIMEAWAY This includes address, phone number, income tax withholding information, emergency contacts and if applicable, any information which may impact your insurance coverage's.

GRIMEAWAY

Gifts, Entertainment & Meals

GRIMEAWAY employees and their families are not allowed to give or receive business gifts, favors, meals or entertainment to or from any customers or suppliers of GRIMEAWAY, except as approved by the Human Resources department.

If you or a co-worker is approached to give or receive such gifts you are required to request permission from the Human Resources department.

Visitors

Due to the nature of our business, security clearances and non-disclose agreements with our clients, visitors are not allowed in production or restricted areas. All visitors who are not visiting for business purposes will be restricted to the regular lobby area. All business visitors must have authorization to enter production areas. See your immediate supervisor for authorization. Notify a supervisor immediately if you become aware of any unauthorized visitors.

Personal Property

GRIMEAWAY is not responsible for personal property of employees in facilities, vehicles or parking areas. Any personal items brought on premises deemed inappropriate by GRIMEAWAY, will be removed without notice. As always, be considerate of the company's image as well as your image with customers and co-workers.

Personal Cell Phones

Use of personal cell phones, mobile phones or personal digital assistants is approved for business contact during standard working hours. Please limit personal calls to communication regarding important family matters where time is of the essence. If personal calls begin to interfere with your job you will not be allowed to carry one while on Grimeaway time.

Text Messaging

Use of personal cell phones, mobile phones or personal digital assistants for text messaging is approved for business contact during standard working hours. Please limit personal text messaging to communication regarding important family matters where time is of the essence. Under no circumstance will you text message while driving or operating company equipment.

Personal Safety

At GRIMEAWAY the safety of our employees is a top priority. We will make every effort possible to ensure the safest working environment possible. If you have suggestions or concerns discuss them with your immediate supervisor or the Human Resources department. If you feel you are in danger performing your job duties, stop working and report the hazard to your immediate supervisor. Failure to comply with all health, safety and environment policies and procedures may result in disciplinary action, up to and including termination.

GRIMEAWAY

Food & Beverage

Without exception, food and beverage is strictly prohibited within immediate proximity of any computers, servers, related hardware, application storage areas or production equipment. In all other areas, employees should be mindful of potential business visitors within the work area. Meals should be eaten in a specified lunch area.

Smoking

Smoking is not allowed in GRIMEAWAY facilities. Smoking is allowed only in designated areas outdoors. While smoking, please be considerate of others. All smoking materials must be extinguished properly and disposed of in appropriate receptacles.

Office Parties

Office parties for employees of GRIMEAWAY may be held on company premises with permission from senior management. No alcoholic beverages are allowed at these functions.

Solicitation

As a courtesy to other employees GRIMEAWAY does not allow solicitation of political information, religious information or items for sale. Solicitation for sale of items involving fund raisers for school projects and the like may be considered. See your immediate supervisor for approval.

Moonlighting

OPTION 1

Due to conflict of interest, GRIMEAWAY does not allow employees to "moonlight" offering any services provided by GRIMEAWAY. Failure to comply with this policy may result in disciplinary action or termination of employment.

Company Property

Confidential Information Security

As a matter of course employees of GRIMEAWAY will have access to confidential and proprietary information. This information includes, but is not limited to, personnel information, pricing, client lists, contractual agreements, intellectual property and marketing/sales strategies. It is a condition of employment that you not disclose this information to third parties during or after employment. Disclosure of GRIMEAWAY confidential information without express written approval is prohibited.

GRIMEAWAY

Facilities Security

It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave. See your immediate supervisor if you will be left with this responsibility. This includes, but is not limited to, turning off appropriate lights and closing and locking all doors and windows.

Report any potential security risks to your immediate supervisor.

Office Supplies, Postage & Company Accounts

GRIMEAWAY postage, postage systems, shipping accounts and accounts with various vendors and suppliers are to be used for company business purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination.

Company Vehicles

Use of company vehicles for personal purposes is prohibited. If you have been assigned a company car, it should be used strictly for company business and for travel to and from company business locations and activities. Employees found to be using company vehicles for personal use may be subject to appropriate disciplinary action, up to and including termination.

Company Equipment

Company property, such as laser printers, copiers, computers and all production tools, are to be used for GRIMEAWAY business purposes only. Use of unauthorized equipment may result in appropriate disciplinary action, up to and including termination.

All vehicles, offices, trailers and equipment including computers shall be locked and secured at all times when not in use. If you need assistance securing company property see your immediate supervisor. Equipment such as wands, surface cleaners, chemicals and fuel cans shall be secured either in a building or under lock at all times when not in use.

Company Credit Cards and Fuelman cards

Employees given credit cards shall not use the cards for personal purchases. Any Company purchase must be authorized by the home office with the exception of an EMERGENCY in which case your supervisor can authorize. Fuel cards shall be used only on company vehicles and equipment. Employees that violate this policy shall be subject to termination and criminal prosecution. An emergency shall include out of town flats, minor repairs, oil, supplies for job etc. All receipts must be turned into the home office with completed JOB SVT's.

GRIMEAWAY

Phone Systems, Voice Mail and Personal Calls

Telephone systems, equipment and operators are in place to provide business services of the company. Employees are to limit the personal use of these items to emergency situations only. Lengthy calls should be made during breaks on your own phone.

Conservation and Recycling

Conserving energy and resources is a priority at GRIMEAWAY. Employees are required to conserve power and water in all reasonable ways. Recycling containers are provided throughout the facility for collection. Containers are marked for various materials. Please be certain to separate all recyclables and put them into the appropriate containers.

Computer Related

Computers and Related Equipment

GRIMEAWAY provides employees access to computers, printers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of GRIMEAWAY. Employees found to be using company computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination.

Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify your immediate supervisor.

Employees shall not use company systems to knowingly violate any city state or federal laws.

Computer games and personal software may not be installed on company equipment.

Company equipment shall not be used to create or store personal information or projects.

Company equipment shall not be used to store or display images depicting violence, sexually explicit material or are racially offensive material.

Software installed on company computers must be properly licensed and installed at the direction of the computer systems supervisor.

Employees are not permitted to download any software (free or otherwise) without express permission from the computer systems supervisor.

GRIMEAWAY

Internet

Company computer systems, connected to the internet, are connected for business purpose only. Accessing the internet for personal use is prohibited. Employees are expressly prohibited from allowing any third party to use company provided computers or internet services.

Conducting company business on the internet must be done following all guidelines and policies for conducting business in conventional settings.

Do not expect privacy on company computers. Our software and systems have the capability of tracking each visit, each email, each chat and each file transfer, by every computer on the system.

GRIMEAWAY maintains the right to limit internet access.

GRIMEAWAY will comply with any reasonable requests from law enforcement to review internet activities of any employee.

While accessing the internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent GRIMEAWAY to the world at large while online.

For protection of the company network and proprietary information, security measures have been installed on the systems. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

Email & Electronic Communication

Company provided email is provided for business purposes only. Personal use should be kept to an absolute minimum.

All emails, sent or received, are company records and as such, are accessible to appropriate staff members.

No anonymous emails can be sent from company systems. All employees are required to identify themselves by name and email address.

Chat room participation is prohibited except for business related forums which require approval from your immediate supervisor.

Username and PIN numbers

Computer usernames and fuel pin numbers shall remain confidential and shall not be shared among employees. Anyone caught violating this policy will be subject to termination. If you need a username and or PIN number notify your supervisor who should then send the Operations Director an emailed request.

Policies for Leave of Absence

Eligibility

Paid and non-paid leave of absence is a benefit of working at GRIMEAWAY. To qualify for these leave of absence benefits the employee must be a full time employee and have completed a minimum of ninety (90) days continuous employment with GRIMEAWAY. Full time employees are employees who have been assigned a regular 40 hours per week work shift. Employees scheduled for less than 40 hours weekly are not eligible. GRIMEAWAY reserves the right to, without notice; revise these leave of absence policies.

If you have questions contact the Human Resources department.

Personal Leave of Absence

GRIMEAWAY will make every reasonable effort to consider personal leave of absence. Apply for unpaid personal leave of absence authorization from the Human Resources department. Many factors are considered when determining eligibility for personal leave of absence and is granted or denied solely at the discretion of GRIMEAWAY. When granted, the maximum allowable is 30 days per calendar year.

Reserved

Sick Leave

~~Sick leave benefits are earned at a rate of one day of paid sick leave for every 2 completed calendar months worked. Eligible employees can earn up to six days of sick leave per year. Unused sick leave may be carried to the next year, not to exceed a maximum of 6 days carried forward. At the end of employment with GRIMEAWAY, employees will not be paid for unused sick leave days.~~

~~Notify your immediate supervisor or the Human Resources department in advance when you plan to use sick leave for scheduled medical procedures or doctors appointments.~~

If you are sick and unable to attend work or if you must leave before the end of your shift because of illness, notify your immediate supervisor as early as reasonably possible.

Personal Time

GRIMEAWAY does not offer paid personal time as part of compensation packages. Hours not worked will be deducted from the employees check. See supervisor for options to make up the time.

Short-Term Disability Leave

Notify your immediate supervisor or the Human Resources department in advance when you plan to use short term disability leave for scheduled medical procedures or pregnancy related disability. GRIMEAWAY reserves the right to verify any employee's inability to perform job duties through consultation of medical experts selected by GRIMEAWAY.

GRIMEAWAY

Unpaid Family & Medical Leave

GRIMEAWAY employees are eligible to take unpaid leave as per the terms of The Family and Medical Leave Act of 1993. Consult the Human Resources department for details and notify your immediate supervisor if you choose to take this unpaid leave of absence.

Funeral Leave

GRIMEAWAY will provide reasonable time off for employees to attend funerals of friends and loved ones. Contact the Human Resources department concerning your specific needs.

Jury Duty

Notify your immediate supervisor if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law.

Military Duty

In accordance with requirements of law, GRIMEAWAY will provide military leave of absence and reinstatement for qualifying employees.

Severe Weather Closings

In the event the company must close for the day due to severe weather or emergencies, the company will make every reasonable effort to notify you..

If weather conditions are so severe that you are unable to travel to work, contact your immediate supervisor. Under no circumstance shall an employee work outside during an electrical storm. Check with your supervisor to see when the storm may break. Your supervisor may reschedule the job after checking the weather and obtaining authorization from the Operations Director.

Benefits

Overview

Benefits to employees are provided at the will of GRIMEAWAY and GRIMEAWAY reserves the right to modify or eliminate benefits without notice under conditions of law. The benefits listed herein are intended to be a general description only. Details of specific benefits are outlined in the documentation for the benefit program.

Eligibility

To qualify for benefits a full time employee must have completed one full year continuous employment. Full time employees are employees who have been consistently assigned a regular 40 hours per week work shift. Employees scheduled for less than 40 hours weekly are not eligible. GRIMEAWAY reserves the right to, without notice, revise these eligibility requirements.

If you have questions contact the Human Resources department.

GRIMEAWAY

Group Medical Insurance

GRIMEAWAY does not offer group medical insurance benefits to employees. It is the responsibility of each employee to provide their own medical coverage.

Life Insurance Policies

GRIMEAWAY does not offer life insurance policies to employees at this time.

401K Plan

GRIMEAWAY does not offer a 401K plan at this time.

Retirement

GRIMEAWAY does not offer a retirement plan at this time.

Worker's Compensation

State and federal law governs eligibility requirements. All premium costs are paid by GRIMEAWAY. Claims are paid directly to employees. All employees are expected to return to work immediately upon release by their physician.

Employees are required to report job-related injuries immediately. Failure to comply could result in difficulty with the employee's claim.

Report to your immediate supervisor all accidents or injuries.

Holidays

GRIMEAWAY provides the following holiday schedule for all employees. Eligible employees qualify for paid days. Non-qualifying employees are required to take the days off without pay unless otherwise approved in writing by your immediate supervisor.

Holiday Schedule:

New Year's Day	Paid
Memorial Day	Paid
Independence Day	Paid
Labor Day	Paid
Thanksgiving Day	Paid
Christmas Eve	Half day - Non Paid
Christmas Day	Paid

Holidays falling on Sunday will be observed on the following Monday, those falling on Saturday will be observed the preceding Friday.

Employees wishing to observe national-origin holidays or religious holidays not listed in the Holiday Schedule must obtain permission from their immediate supervisor for time away from work. However a maximum of 7 holidays will be paid to any employee.

GRIMEAWAY

Reserved

Vacations

~~GRIMEAWAY provides paid vacation time for all eligible employees. To qualify for vacation benefits a full time employee must have completed one full year continuous employment. Employees are encouraged to take a vacation every year. If you wish to work through your vacation and carry paid vacation over to the following year, you must get approval from your immediate supervisor and notify the Human Resources department. A maximum number of days can be carried forward, based on the numbers of years of service.~~

Vacations Schedule:

~~1 to 2 years service — 5 days Paid Vacation — 5 days maximum carryover
3 to 5 years service — 10 days Paid Vacation — 15 days maximum carryover
6 to 10 years service — 15 days Paid Vacation — 25 days maximum carryover
11 to 20 years service — 20 days Paid Vacation — 40 days maximum carryover
Over 20 years service — 20 days Paid Vacation — Unlimited days carryover~~

~~Additional non-paid vacation days may be considered in order to extend vacations providing you acquire written approval from your immediate supervisor. Workloads are considered when choosing to grant or deny these requests. Paid company holidays which occur during your vacation are not counted as vacation days.~~

COBRA

GRIMEAWAY, in accordance with federal law offers continued medical benefits to employees who lose eligibility for coverage via termination or other circumstances. COBRA (Consolidated Omnibus Budget Reconciliation Act) provides employees and their qualified beneficiaries the opportunity to continue health coverage under the company's health plan. The employee pays full cost for coverage at our group rate, plus an administration fee.

The Human Resources department will provide details of COBRA coverage and procedures for applying at the time an employee loses eligibility.

Education - Tuition Reimbursement

Employees wishing to further their formal education or participate in trade-specific training may qualify for reimbursement of all or part of the cost of tuition and books for classes. Authorization from their immediate supervisor must be granted prior to enrolling in classes. To participate in this program the employee must successfully accomplish the following:

1. Request and receive written approval prior to participating in the class.
2. Attain at least a "B" average grade or equivalent.
3. Submit a written request for reimbursement
4. Provide proof of payment and final grades

GRIMEAWAY

Not all education programs qualify and tuition reimbursement may vary depending on the chosen courses. Agreements for continued employment may be required in some cases. See your immediate supervisor for details. GRIMEAWAY reserves the right to modify or eliminate this program without notice.

Employee Discounts

GRIMEAWAY offers full-time employees a discount on our products and services. Discounts vary depending on the products or services. If you wish to take advantage of discounts offered, contact your immediate supervisor.

Discipline Policies

Problem Resolutions

The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees.

We recommend the following:

For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it. If no resolution is reached, both employees together should approach a supervisor and allow the supervisor to participate in the resolution. If a resolution is not reached, it should be turned over to the Human Resources department. The Human Resources department will gather and review all information and provide a solution with the best interest of all parties.

If a supervisor is involved as a party in the initial dispute, it must be turned over to the Human Resources department at the outset.

Decisions of the Human Resources department will be final.

Violation of Company Policy

Employees found to be in violation of company policy will be given official notice of the infraction. All reasonable attempts to resolve the problem will be made to constructively resolve the situation. Appropriate disciplinary action, up to and including termination, may be taken if the violation continues.

Employees who believe they have been falsely charged with an infraction can appeal the charge to the Human Resources department. All appeals must be in writing clearly defining the reason you believe the charge was false. The Human Resources department will review all available information and make a ruling. All decisions of the Human Resources department are final.

Notices of violation, appeals and final disposition documentation will become a permanent record in the employee's personnel file.

GRIMEAWAY

Job Preparedness

Cleaning techs shall ensure that they have the proper equipment and materials to complete the job they are scheduled for. Make sure their equipment is properly working and that their vehicles are operational. Any vehicle and or equipment problems shall be reported immediately to the General Manager. This includes, leaks, lights, flats etc. If you leave without checking your equipment and get a citation you will be solely responsible for paying any fines. If the negligence results in the job not getting completed then you will not be paid.

Quality of work

You will be paid only once for any given job. Make sure that you properly complete the job satisfactorily and obtain a signed SVT (service verification ticket) upon completion. You will not be paid for a re-do job that you were originally scheduled on. In the event that you are unavailable to re-do the job and someone else is assigned the job you will not be paid for the job at all. Any reports of unsatisfactory work will result in disciplinary action.

In the event that there is no one available to sign the SVT before and after pictures shall be taken and turned in with the SVT.

Job Completion

Jobs shall be completed the day that they are scheduled with the exception of large multiday jobs. In the event that a job takes longer than the time scheduled the General Manager shall be notified immediately who will then inform the Operations Director. In the event that a return has to be made it will be done the following day and thereafter until the job is completed.

All scheduled jobs shall be completed on the day they are scheduled and shall not be moved or rescheduled without authorization and good reason. The General Manager shall be notified immediately who shall then inform the Operations director and update the schedule accordingly.

Termination of Employment

Termination

Employees of GRIMEAWAY are not given tenure. The employee of GRIMEAWAY may choose to terminate employment at any time.

Employees choosing to terminate their employment with GRIMEAWAY are required to return all company property to their immediate supervisor before leaving the premises on their final day of employment. Upon receipt of all company owned property, the employee will receive their final paycheck including any earned vacation pay, if applicable.

GRIMEAWAY may terminate employment at any time for any reason. If an employee is terminated for a severe violation of policy they will be escorted from the premises immediately. Any personal property, plus their final paycheck including any earned vacation pay, if applicable, will be given to the employee upon receipt of all company owned property.

The Human Resources department will provide opportunity to all employees leaving GRIMEAWAY to have an exit interview. Request for exit interviews must be made with reasonable time for the Human Resources department to schedule the interview.

GRIMEAWAY considers personnel files confidential. Any request for employment confirmation will be provided only with employment dates and positions held.

Severance

GRIMEAWAY does not offer severance benefits for employees terminating employment for any reason.

Acknowledgement

I have read the policies outlined in this handbook. I understand that while this is not an employment contract I am bound to abide by the policies set herein.

I further understand that GRIMEAWAY may modify, revise and update policy and/or this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with GRIMEAWAY representatives and I fully understand the contents.

With this knowledge I accept the policies outlined herein as a condition of employment.

Employee signature _____

Date _____

GRIMEAWAY

GRIMEAWAY reserves the right to make changes to this handbook for the purpose of modifying, revising and updating company policy and this manual. Notice of changes including memos will be posted on the bulletin boards and become a part of this manual. Violation of any company policy may result in immediate termination.

END OF EMPLOYEE HANDBOOK

GRIMEAWAY

GRIMEAWAY

SAFETY MANUAL

Effective Date 09/01/2010

GRIMEAWAY

SAFETY MANUAL

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GRIMEAWAY Employee Safety Manual

The following pages contain information regarding safety issues at GRIMEAWAY. This safety manual is intended for distribution with the GRIMEAWAY Employee Handbook.

If you have questions or need assistance reviewing this document, please contact your supervisor.

Grimeaway services run 24/7 however our normal business or office hours are:

Monday through Friday: 8am to 5pm.

Saturday Closed

Sunday: Closed

Our main phone number is 580-272-0900 Ada office location.

& a toll free 24 hour call center # 1-800-570-3007

For life threatening emergencies call 911.

For facility emergencies call 911 or Ada Central Dispatch at 580-332-4466.

Disclaimer

This safety manual is intended only to outline the safety policies and procedures of GRIMEAWAY. This manual is not intended to be all-inclusive. GRIMEAWAY reserves the right to change safety policies and procedures or this manual at any time without notice. It is the responsibility of the employee to stay abreast of all safety policy. GRIMEAWAY will make every effort to notify employees of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

Introduction

GRIMEAWAY Management Statement of Safety

Health and safety of every GRIMEAWAY employee is a primary consideration in every phase of operations. Our policy is to conduct every operation and activity in a responsible manner, avoiding recognized hazards to promote health and safety for employees, customers and vendors by complying with all applicable safety, health and environmental laws and regulations of jurisdictions where we conduct business. The management of GRIMEAWAY is committed to achieving the goals of this policy and ensuring that our facilities comply. Your participation and compliance with all safety rules and policies will assist in accomplishing our mission for the safety and well being of our entire staff.

Safety & Accident Prevention Is Everyone's Job

Safety procedures outlined in this manual are considered basic, minimum requirements in helping to provide a healthy, safe work environment. It is not meant to be all-inclusive or cover every possibility. Exercising good judgment, reason and common sense is expected from all employees.

Employees are responsible for adhering to the directions of management and these guidelines. Specific safety issues and environmental requirements vary depending on job duties. Management will inform you of specific hazards as well as safety, health and environmental procedures for specific job duties. If for any reason you do not fully understand your safety-related responsibilities, ask your supervisor or team leader for clarification. All employees have the authority to stop ANY activity if there is a clear threat to health or safety. Violation of any health, safety and environment rules or policies may result in disciplinary action, up to and including termination.

In Case Of Emergency

Immediately contact your home office or call 1-800-570-3007 in the event of any health, safety or environment emergency including, but not limited to, injuries, medical emergencies, accidents, chemical leaks or spills, fire, equipment safety issues or any other situation deemed to be hazardous in any way.

Safety

Accident Prevention

Accidents are the result of unsafe conditions, behavior or actions. Accidents can be prevented with a conscious effort to obey all health, safety and environment rules as well as notices and posted safety posters. Employees can reduce the probability of accidents by using common sense.

Some simple ways to reduce accidents include:

- Always wear safety equipment as recommended.
- Be aware of activity around you.
- Walk – never run in the facility or on job sites.
- Never carry heavy or large items without proper assistance.
- Never use or handle chemicals without proper training.
- Never operate machinery or equipment without proper training.
- On stairs, use handrails and watch your step.
- Keep your work area clean, organized and safe from hazard.
- Think about what you are doing and what potential hazards may exist.
- Report all unsafe conditions or activities to your supervisor.

Accident Reports

All accidents and near accidents must be reported to your supervisor and the Operations Director immediately. Reporting a near accident could help avoid a serious accident in the future. All accidents which result in an injury must be reported immediately. Supervisors must complete a written accident report ASAP after providing first aid or obtaining medical attention.

Medical treatment outside the work place, for all work-related injuries must be authorized by the companies insurance claims rep. The employee may be responsible for the cost of unauthorized treatment. Failure to properly follow these procedures could compromise benefits of Workers' Compensation.

All reported accidents and near accidents will be investigated to identify risk of future accidents and identify measures required to rectify unsafe conditions. If the accident was caused by the affected party or another employee, appropriate disciplinary actions may be initiated.

Failure to report any accident or near accident may result in disciplinary action, up to and including termination.

GRIMEAWAY

Leave of Absence

The Family and Medical Leave Act (regulated by the Department of Labor), Worker's Compensation and GRIMEAWAY policies may affect eligibility and length of time off for work-related accidents. See the GRIMEAWAY Employee Handbook for leave of absence details. If you have questions direct them to home office.

Workplace Housekeeping

A clean, organized work area promotes positive health, safety and environment conditions which can help prevent accidents. The following are some of the ways to maintain good housekeeping:

- Store tools, materials and supplies in approved storage areas.
- Keep all walkways, pathways and exits clean and free of hazardous clutter.
- Position cords and cables safely away from traffic.
- Be considerate of fellow employees when using common areas.
- Be the example of a clean work area to those around you.

Office Area Housekeeping

Help avoid accidents in the office area by keeping it clean, organized and free from hazards. The following are some of the ways to maintain good housekeeping within office areas:

- Store office supplies in approved storage areas.
- Keep all walkways, pathways and exits clean and free of hazardous clutter.
- Position cords and cables safely away from traffic.
- Follow safety instructions for copy machines, printers and other equipment.
- Do not overload electrical outlets.
- Disconnect power to all equipment prior to cleaning and maintenance.
- Open only one filing drawer at a time. Load heavy items in lower drawers.
- Use approved ladders rather than furniture to reach overhead storage.

Dress Code for Safety

Long hair as well as certain types of clothing, shoes and accessories may impose unsafe conditions in certain areas of the facility. Loose clothing, neck ties, long hair, jewelry and hanging accessories may get tangled in machinery and cause injury. Some jobs require safety glasses, hard hats or other personal protection equipment be worn at all times.

Safety requirements may vary throughout the day in some areas, based on work functions being performed. Please adhere strictly to notices and management warnings regarding safe dress policies in specific areas of the facility. Area managers have authority to define safety issues in their area as it relates to safety policy, including dress codes.

If you have questions or concerns contact your home office 1-800-570-3007

GRIMEAWAY

Personal Protective Equipment (PPE)

In an effort to ensure a safe environment, it may be necessary to require the use of various PPEs when performing certain job functions. The Occupational Safety and Health Administration (OSHA) requires employers to provide protective equipment, (for example, eye, face, hand, feet and head protection) any time an employee encounters the potential of injury. PPEs must be worn as required by management and area safety rules. Safety requirements for PPEs are posted within specific areas.

Employees are responsible for cleaning and maintaining provided PPEs. If you require replacement PPEs or have questions about the safety status of your existing PPE, contact your supervisor immediately

PPEs – Eyes & Face

Delicate tissues of the eye, mouth and nose are susceptible to damage from many substances. Dust, liquids, gasses, fumes from solvents and particles can produce serious damage, burns or irritation, including potential permanent damage. On jobs where potential conditions exist, safety glasses, goggles, face shields or safety hoods must be worn.

Safety glasses, with fixed side shields must be worn by anyone entering an area where eye protection is required. Additional face and/or eye protection requirements are posted within specific production, lab and storage areas. No sunglasses allowed in areas posted for safety glasses.

These safety rules apply to workers, employees, office staff, vendors, contractors and visitors.

PPEs – Feet

Steel-toe, safety shoes are required in areas of the facility where a potential of foot injuries exists due to any heavy object striking the foot. Fork lift operators, truck drivers, material handlers and machine shop employees and anyone working in production and storage areas must wear safety shoes. Sandals, open-toe shoes, and mesh shoes are not allowed.

PPEs – Hands

Gloves or other hand protection may be required if the employees hands are exposed to hazards such as harmful substances, potential chemical burns, cuts or abrasions. When hands are exposed to chemicals such as isopropyl alcohol, solder paste, flux or any other eroding chemicals, employees must wear approved protective latex gloves. When hands are exposed to harsh abrasion, welding sparks, heat, or puncture hazards employees must wear approved protective gloves. Adhere to safety warnings and guidelines from glove manufacturers.

GRIMEAWAY

PPEs – Hard Hats

Hard hats are required on all construction, oil field or areas with non-permanent items positioned higher than six feet above floor level, overhead storage or potential falling objects. Maintenance workers, fork lift operators and warehouse employees are required to wear hard hats at all times while performing job functions.

Chemical Safety

All chemicals, even those generally considered safe, have the potential to be harmful when improperly used, mixed or stored. The OSHA Hazard Communication standard and the “Right-to-Know” laws require that all employees be given detailed information about the hazards of the chemicals they work with and how to store and control them. Chemical containers should also be labeled with the NFPA diamond indicating flammability, health, reactivity hazards and other special hazards.

Our goal is to assure all chemicals used on site are evaluated for harmful components and the information concerning their hazards is provided to employees. Employees will be notified when special hazard classes are conducted. All containers shall also be labeled with a Sharpie if not already marked. At no time shall you mix different types of chemicals.

Area Chemical List MSDS

Chemical manufacturers and distributors are required by OSHA to develop Material Safety Data Sheet (MSDS) and distribute them to end users. All departments that use chemicals have a notebook with a copy of the MSDS for each chemical used in the area. An inventory of chemicals used by that department is listed in the front section of the binder.

The MSDS includes the name of the chemical, name of the manufacturer, emergency phone number, fire and explosion information, first aid measures, spill, leak, and disposal procedures, and special precautions. Facts about chemical reactions, chemical hazards, and health hazards may also be included.

The master file for each MSDS is located on the website at www.grimeawayok.com

NFPA Chemical Hazard Label on All Packaging

The National Fire Protection Association (NFPA) has developed a color coded, numerical system for indicating the health, flammability and reactivity hazards of chemicals. In addition, a special precaution symbol may be used if necessary.

NFPA labels are required on all chemicals packaging. Chemicals transferred to new containers must have a NFPA label placed on them immediately.

GRIMEAWAY

Handling Flammable Liquids

Vapors from flammable liquids represent the single most dangerous source of fire in the work place. Employees must be fully aware of the hazard presented by each flammable liquid and take proper safety measures to eliminate the risk of injury. Some of the safety guidelines to follow when dealing with flammable liquids include:

- Avoid contact with the skin.
- Always wear the required PPEs to avoid irritation to the skin and eyes.
- Open flames and smoking are prohibited near flammable liquids.
- Identify all containers with NFPA labels.
- Store flammable liquids in approved safety containers, in good condition.
- Never store flammable liquids in open containers.
- Use only in approved adequately-ventilated areas.
- Mix liquids or chemicals only as specified in approved operating procedures.
- Containers must be grounded and connected to each other when pouring.
- Keep minimal amounts of flammable liquids at your workstation.

Compressed Gas Cylinders

Only employees with proper training are allowed to handle compressed gas cylinders. Compressed gas cylinders are safe when used and handled properly, but can be a serious safety hazard when proper care is not observed. Some considerations when handling gas cylinders:

- All cylinders must be properly identified and labeled using DOT labels.
- Cylinders, empty or full must be stored in an upright position.
- All cylinders must be fastened to a secured fixture to avoid being toppled.
- Close valves on all empty or full cylinders when not in use.
- Never attempt to repair cylinders, valves, or safety relief devices.
- Cylinders must not be rolled on their sides, dragged or slid.
- Cylinders shall be stored in assigned places away from corrosives.
- Store cylinders in a dry, well ventilated and appropriately marked room.

Hazardous Waste

Hazardous wastes including chemicals, oils, fuels, solvents, and others are materials that can be harmful to humans or the environment. All hazardous waste must be disposed of properly. See the MSDS for each material for disposal instructions. Never dispose of any chemicals in a drain, toilet or trash receptacles. For questions, assistance or information on the identification, collection and disposal of chemicals and hazardous waste materials contact your supervisor.

GRIMEAWAY

Emergency Evacuation Procedure

Evacuation drills are conducted annually. If an evacuation alarm sounds, be calm and do the following:

- Immediately stop all work activity.
- Turn off the source of any open flames.
- Close valves on all gas cylinders in use.
- Proceed to the closest exit.
- Calmly walk, do not run or panic.
- Assist anyone needing help to evacuate building
- Do not use elevators, use the stairs.
- Once outside, keep streets clear for emergency vehicles.
- Remain at least 100 feet from the building.
- Re-enter the building only when given the “all clear” by management.

In Case Of Fire

In the event of a fire, your first responsibility is safely exit the building and call 911. If available, use a fire alarm box. Then notify management of the emergency.

GRIMEAWAY employees are neither required nor expected to use fire extinguishers and should never put themselves at risk in order to put out a fire. In the event a situation develops where quick action can put out a fire before it spreads, without endangering yourself or others, you may choose to use one of the fire extinguishers located throughout the facility. Do not use water on oil, gas or solvent fires. Consider these basics when using an extinguisher:

- Stand approximately 10 feet away from flames.
- Pull the safety pin at the top of the fire extinguisher.
- Aim the nozzle at the base of the flames.
- Squeeze the handle sweeping from side to side along the base of the fire.

Electrical

Only trained and authorized personnel are allowed to work on electrical equipment and wiring. These are employees who are trained and familiar with the construction, operation and hazards of electrical equipment. If you need electrical work or repair performed in your area, contact your home office.

Machinery Guards & Equipment Safety

Machine guards and other safety devices are provided for your protection. They may only be removed by authorized personnel for purposes of making repairs, cleaning, and lubricating. All guards must be replaced before starting or operating machinery. Guidelines for safety include:

- Obey safety dress code to avoid personal injury.
- Keep hands away from of all moving machinery parts.
- Make sure properly functioning safety guards are in position.
- Never attempt to adjust, clear or repair any operating machinery.
- Obey safety signs and wear required PPEs.

GRIMEAWAY

Welding Cutting & Brazing

Only trained and authorized personnel are allowed to engage in welding, brazing and cutting torch activities. These are employees who are trained and familiar with the safe operation and potential hazards of these activities. If you need welding, brazing or cutting work performed in your area, contact your home office

Power Hand Tools

Improper use of power tools can result in injury. Before using any power tool, review the safety guidelines as provided by the tool manufacturer. Inspect power cord connections and plugs before connecting power source. Use power tools only for their intended purpose. If you have questions or need assistance or information, contact your supervisor.

Ladders

Unsafe or improper use of ladders can cause severe damage, including death. Ladders should be used only by trained personnel where the use of a ladder is part of their job description.

Some safety rules for using ladders include:

- Never use a defective ladder – Inspect before each use.
- All ladders must be fitted with non-slip feet.
- Metal ladders shall not be used to perform electrical repairs or installation.
- Never place a ladder in front of a closed door.

For access to materials, supplies or products which require the use of a ladder, contact your supervisor.

Fork Lifts

Unsafe or improper use of a fork lift can cause severe damage, including death. Fork lifts should be used only by certified fork lift operators.

Some safety rules for using fork lifts include:

- Operators are required to possess a valid certification card.
- Safety shoes, hard hat and safety glasses are required during operation.
- Do not exceed fork lift weight limitations.
- Do not lift loads taller than six feet in height.
- With or without a load, always travel with the forks as low as possible.
- No raising or lowering the forks while the fork lift is in motion.
- Passengers are prohibited from riding on the load or the fork lift at any time.
- Travel in reverse when the load obstructs your forward view.
- Fueling should be done according to manufacturer guidelines.
- Add fuel only at designated locations.
- Use beeper or horn while fork lift is in motion, especially at blind corners.
- Pedestrians always have the right of way.

If you need to access materials, supplies or products which require the use of a fork lift, contact your supervisor.

GRIMEAWAY

Pallet Jacks

Unsafe or improper use of a fork lift can cause severe damage to people and items in tow on the pallet jack. Before using a pallet jack, seek permission and instruction from management.

Some safety rules for using pallet jacks include:

- Safety shoes, hard hat and safety glasses are required during operation.
- Do not exceed pallet jack weight limitations.
- Do not lift loads taller than four feet in height.
- Passengers are prohibited from riding on pallet jacks at any time.
- Use caution while the pallet jack is in motion, especially at blind corners.
- Pedestrians always have the right of way.

If you need to access materials, supplies or products which require the use of a pallet jack, contact your supervisor.

Material Handling & Lifting

Serious injury can occur when lifting and moving supplies, materials and products. It is recommended that material moving aids such as fork lifts, pallet jacks and carts be used whenever possible.

Some material handling may require manual lifting. Using proper lifting techniques can reduce the potential of back sprains by reducing strain on the back and abdomen. Proper lifting technique is attained by bending at the knees while maintaining a straight back. Lift upward with your legs. Never lift more than you can comfortably handle.

National Institute for Occupational Safety and Health (NIOSH) lifting guidelines, listed below, are recommended when lifting.

- Maintain your feet apart firmly, bend the knees and keep the back straight.
- Get the center of the weight as high above the ground as possible.
- Get the object as close as possible to your body.
- Lift with the arms first, and roll the object over your knee.
- Stand up with the load, using the legs, thus reducing strain on the back.
- Turn your feet, not your hips or shoulders, if your task requires turning.
- Avoid twisting your back while carrying a load.
- Get help if load is too heavy or too bulky.
- Never lift any material if your back is sore.

For assistance moving or handling materials, supplies or products which exceed your abilities ask for help.

GRIMEAWAY

Safety First

It is the responsibility of every employee to put safety first while performing job duties at GRIMEAWAY. If you notice any hazardous conditions or have questions regarding safety issues not covered in this manual immediately contact the Operations Director.

Acknowledgement

I have read the policies outlined in this safety manual. I understand that while this is not an employment contract I am bound to abide by the policies set herein.

I further understand that GRIMEAWAY may modify, revise and update this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with GRIMEAWAY representatives and I fully understand the contents.

With this knowledge I accept the policies outlined herein as a condition of employment.

Employee signature _____

Date _____

GRIMEAWAY reserves the right to make changes to this handbook for the purpose of modifying, revising and updating company policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any company policy may result in immediate termination.

END OF SAFETY MANUAL

GRIMEAWAY

GRIMEAWAY Drug Testing Policy

Current and prospective employees who now work, would work if engaged, or in the near future may possibly work, in safety-sensitive areas will be asked to submit to drug and alcohol testing per GRIMEAWAY policy. Prospective employees will not be asked to submit to testing unless an offer of employment has been made. Negative test results for drugs and/or alcohol are a condition of employment. This policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Not all GRIMEAWAY employees are subject to drug and alcohol testing. Employees who do work, would work if engaged, or at sometime in the near future may possibly work, in the following areas or job positions are subject to drug and alcohol testing:

1. Drivers
2. Equipment Operators

Any drug and/or alcohol testing requested by GRIMEAWAY will be paid for by GRIMEAWAY and conducted by a laboratory licensed by the state.

This drug and alcohol testing program is limited to testing for the following:

CNS Depressants
CNS STIMULANTS
Hallucinogens
Dissociative Anesthetics
Inhalents
Cannabis

Other substances found, will not be reported.

Each employee asked to submit to a drug or alcohol test will be notified of their results by GRIMEAWAY within 24 hrs of receiving the lab results. Every reasonable effort will be made by GRIMEAWAY to maintain confidentiality regarding results. If the test results are confirmed positive, the employee will be given the opportunity to explain. The employee may also have the same sample retested at a laboratory of the employee's choice, providing the lab is licensed by the state.

GRIMEAWAY

GRIMEAWAY does not tolerate the use of alcohol or nonprescription drugs on company premises or during work hours at any other employment location as required by GRIMEAWAY. If an employee is suspected of working while under the influence of illegal drugs and/or alcohol, the employee may be suspended and required to submit to a drug and/or alcohol test. Suspension shall be without pay until the results of the test are obtained by GRIMEAWAY. If the results are negative, the employee will be reinstated and compensated for normal hours of work missed as a result of the suspension. Positive test results may result in termination of employment.

All employees and prospective employees are hereby notified that test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. Results will be sent to federal agencies as required by federal law. In all other instances every reasonable effort will be made by GRIMEAWAY to protect the confidentiality of the information.

All prescribed medication may be taken at work as long as it does not constitute a safety hazard or place the employee in an intoxicated state.

GRIMEAWAY

Drug Test Consent Form

I, _____ have applied for employment with GRIMEAWAY. I understand that as a condition for my being considered for employment at the position for which I am applying, I may be required to undergo pre-employment and random drug and/or alcohol testing. I willingly agree to this testing and understand that if my test results are positive, I shall not be considered further by GRIMEAWAY for this position.

I hereby authorize any laboratory, physician or medical professional retained by GRIMEAWAY to conduct such testing and to provide the results to GRIMEAWAY. I further release GRIMEAWAY and any person affiliated with GRIMEAWAY and any such institution or person conducting the testing, from liability therefore.

Signature Date

Applicant Name (Please print)

No Compete and Nondisclosure Agreement

For valuable consideration and as an inducement for employment by GRIMEAWAY, I _____, acknowledge that GRIMEAWAY may disclose trade secrets, client lists, engineering research results, vendor lists or other confidential material, and agrees to retain said information as confidential and agrees not to disclose same to any third party. I _____, further agree to make every reasonable effort to prevent accidental disclosure.

I agree to put forth my best effort to perform the functions of my job, while abiding by the non-compete and nondisclosure terms of this agreement.

Upon expiration or termination of this agreement and for a period of 3 years following employment, I agree not to compete with GRIMEAWAY within a 100 mile radius of GRIMEAWAY, located in Ada, Oklahoma. Or from my hire location of _____.

Competition is defined, for the purpose of this agreement, as having ownership in, being employed by, managing, consulting for or rendering services to any organization or individual that is or was a client of GRIMEAWAY during employment with GRIMEAWAY or for any other business substantially similar to or competitive with GRIMEAWAY or any of the following types of business: Pressure cleaning, janitorial commercial or residential, carpet cleaning, paint striping, auto detailing.

I agree to compensate GRIMEAWAY for damages in the amount of \$10,000.00 for each violation of the non-compete covenant.

This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns, and personal representatives.

In witness whereof, _____ and GRIMEAWAY have signed this agreement.

GRIMEAWAY Date

EMPLOYEE Date