



Employee Handbook

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Introductory Policies

Welcome to GreenWaste

Welcome! On behalf of everyone at GreenWaste (“GreenWaste” or “the Company”), we want to welcome you to our team. We wish you success and sincerely hope you will find a great deal of personal satisfaction in your position with our Company. As an employee of GreenWaste, you are an important member of a team effort. We hope that you will find your position with GreenWaste rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to embrace and follow this Employee Handbook and contribute to the success of GreenWaste.

This Employee Handbook is intended to provide guidelines and summary information about GreenWaste’s policies, procedures, benefits, and rules of conduct. This Handbook is not intended to be a contract, but to summarize the policies and practices in effect at the time of publication. Written employment contracts between the Company and some individuals may supersede some of the provisions of this Handbook. It is important that you read, understand, and become familiar with this Employee Handbook and comply with the standards that have been established.

Please feel free to talk to your manager or the HR Department if you have questions or need additional information.

About the Company

GreenWaste’s mission is to focus on innovation, people and commitment to be green first to revolutionize how we transform the world’s waste. GreenWaste specializes in the collection and processing of residential and commercial solid waste, recyclable materials, organic materials and construction and demolition debris. GreenWaste’s current and predecessor companies have been innovation pioneers in the recycling industry for almost four decades.

At GreenWaste, the environment is at the heart of our business – not only our natural environment but also our working environment. We promote a culture where our employees can be resourceful, authentic, courageous, and dependable. We proudly train and promote our employees, offer superior benefits, and endeavor to create an atmosphere of camaraderie. This level of respect extends to all of our employees, whether in the field or in an office.

Right to Revise

This Employee Handbook contains the employment policies and practices of the Company in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded, except as expressly stated in a contract signed by the CEO and the employee. Certain GreenWaste employees may be covered by a collective bargaining agreement (“CBA”). To the extent that any policy or provision of this Employee

Handbook conflicts with a provision of an applicable CBA, please refer to the CBA. If you have questions about whether something in this Handbook applies to you, please ask your supervisor or the HR Department.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In the case that any statutes or regulations conflict with this Employee Handbook, the Employee Handbook shall be interpreted to be consistent with such regulations. Nothing in this Handbook is intended to interfere with, nor should it be construed to interfere with, the right of employees to engage in lawful concerted activities or communications regarding wages, working conditions or terms of employment in accordance with Section 7 of the National Labor Relations Act or any other applicable law. As a result, GreenWaste reserves the right to modify, revise, delete, or add to any policy, procedure, work rule, benefit, or provision, with or without notice, as it deems necessary or appropriate, except for the policy of at-will employment. Changes to the policy of at-will employment may only be made in a written document that is signed by the CEO.

Any written changes to this Handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this Handbook.

This Handbook sets forth the entire understanding between you and the Company regarding duration and conditions of employment and the circumstances under which employment may be terminated. Nothing in this Handbook or in any other employee document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Statement of At-Will Employment Status

GreenWaste employees are employed on an at-will basis. Employment at-will may be terminated by the employee or the Company at any time, with or without cause, and with or without notice. Nothing in this Handbook shall limit the right to terminate at-will employment. No employee of the Company, other than the CEO, has any authority to enter into an agreement for employment on behalf of the Company for any specified period of time or to make an agreement for employment on other than at-will terms. Only the CEO has the authority to negotiate any such agreement, which is binding only if it is in writing and signed by the CEO.

Ethics Code

GreenWaste conducts its business honestly and ethically wherever its operations occur and are maintained. GreenWaste strives to continuously improve the quality of its services, products, and operations and maintains a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. All GreenWaste employees are expected to adhere to high standards above of business and personal integrity as a representation of our business practices. GreenWaste values include:

1. Integrity: Do What's Right for Each Other and Our Customers;

2. Creativity: Experiment and Try Something New, Big or Small;
3. Teamwork: Work Together to Help Our Communities Thrive; and
4. Innovation: Champion Ideas that Drive Sustainability Every Day.

GreenWaste officers, directors, and employees shall not knowingly misrepresent the Company and shall not speak on behalf of the Company unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about our Company or operations, or that of our customers or partners, is to be treated with discretion, kept confidential to the Company and only be disseminated on a need-to-know basis (see policies relating to privacy).

Nothing in this Ethics Code or any other policy or provision in this Handbook shall operate to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of their employment.

Violation of this Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed is within the discretion of the Company and may be influenced by the existence of voluntary disclosure of any ethical violation and whether the violator cooperated in any subsequent investigation.

Code of Conduct

GreenWaste wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all of our employees, customers, and other stakeholders. Every employee has a shared responsibility toward creating and maintaining that work environment. By deciding to work at this Company, you agree to follow the Company's rules.

While it is impossible to list every item that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment.

- Violating the policies and procedures set forth in this Handbook;
- Falsifying employment records, employment information, or other Company records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing another employee to record your work time, or falsifying any time record, either your own or another employee's;
- Theft or deliberate or careless damage or destruction of any Company Property, the property of any employee, or the property of a Company customer;
- Removing, misusing or borrowing Company Property without prior authorization;
- Provoking a fight, threatening assault or battery, or fighting during working hours or on Company Property;
- Participating in harassment, horseplay or practical jokes on Company time or Company premises at any time;
- Engaging in criminal conduct whether or not related to job performance;

- Insubordination, meaning refusing to follow legitimate instructions of a superior directly related to performance of one's job or the use of abusive or threatening language toward a member of management;
- Using abusive, threatening, intimidating, harassing, foul, or inappropriate language or behavior during work hours or at any time on Company premises;
- Excessive or unapproved absenteeism, tardiness, or unacceptable patterns of absenteeism or tardiness. Absences protected by state or federal law, including protected paid sick time, do not count as violations of this policy;
- Failing to timely notify a supervisor when unable to report to work;
- Unreported absence during a scheduled workday;
- Failing to provide a physician's certificate when required by law or requested by the Company pursuant to applicable law (e.g., related to a workers' compensation claim, leave of absence, or part of the interactive process for potential accommodation of a disability);
- Inappropriate and/or unprofessional attire at the workplace and/or during work hours (although nothing herein is intended to violate an employee's right with respect to religious dress and grooming);
- Theft, fraud, embezzlement, or other dishonesty;
- Any unlawful or unwelcome harassment of another employee (verbal, physical, auditory, or visual) based on a protected class, including sexual harassment, such as offensive gestures, unwelcome advances, jokes, touching, or comments of a sexual nature made to or about another employee, vendor, contractor, consultant, visitor, or customer (or the general public while performing work for the Company), or display or distribution of sexually explicit content;
- Obtaining employment or promotion based on false or misleading information;
- Possession, distribution, sale, transfer, manufacture, use, or being under the influence of alcohol, illegal substances, or controlled substances or prescription drugs not medically authorized and/or which impair the ability to perform the job while in the workplace or on work time;
- Engaging in unauthorized employment elsewhere while receiving paid benefits from the Company, including paid benefits related to illness, or while on an extended absence (unless otherwise allowed by law);
- Knowingly assisting anyone in the commission of any crime or engaging in any conduct that rises to the level of a crime;
- Failing to accurately record time and punch in and out pursuant to the policies in this Handbook and/or working "off the clock;"
- Taking unpaid leave not approved by Company HR or permitted by law;
- Unauthorized use or misuse of Company supplies, information, equipment, facilities, time, funds, email, documents, or computer codes/passwords;
- Failing to maintain confidentiality or privilege of confidential or privileged Company information or documents;
- Defaming or making untrue or misleading statements about the Company, its mission, customers, vendors, or employees;
- Carrying firearms or any other dangerous weapons on Company premises at any time (Necessary work equipment that may be dangerous is exempted for employees whose duties require the use of such.);

- Failing to obtain permission to leave work for any reason during normal working hours, not including meal and rest periods (except in the case of an emergency condition);
- Failing to observe working schedules, including rest and meal periods;
- Sleeping or malingering on the job;
- Failing to promptly report work-related injury or illness;
- Violating any safety, health, security, or Company policy, rule, or procedure;
- Violating any applicable law, statute, regulation, ordinance or permit;
- Refusing to repay documented overpayment of any compensation;
- ; and
- Working overtime without the approval of your direct supervisor.

This policy is not intended to limit the Company's right to discipline or discharge employees for any reason permitted by law. Nothing in this policy shall operate to prohibit or in any way limit an employee's right to discuss the terms and conditions of their employment, as provided by law, including related to unlawful acts in the workplace, such as harassment or discrimination, or any other conduct an employee believes to be unlawful.

This policy does not alter the policy of at-will employment. While we value our employees, the Company retains the right to terminate an employee on an "at-will" basis. Either you or GreenWaste remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Employee Relations

Harassment, Discrimination, and Retaliation Prevention

GreenWaste is an equal opportunity employer and makes employment decisions based on merit, business needs, and financial limitations. The Company is committed to providing a work environment free of unlawful harassment, discrimination, and retaliation. Company policy prohibits discrimination, harassment, and retaliation based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), reproductive health decision making, gender (including the fact that an individual is transgender, transitioning or transitioned), gender identity (a person's identification as male, female, a gender different from the person's sex at birth, or transgender), gender expression (a person's gender-related appearance or behavior, whether or not stereotypically associated with the person's sex at birth), race (including traits historically associated with race, such as hair texture and protective hairstyles including braids, locks, and twists), ethnicity, creed, religion (all aspects of religious beliefs, observances, or practice, including religious dress and grooming practices), color, national origin (including language use restrictions and possession of a driver license issued under California Vehicle Code section 12801.9), citizenship or immigration status, ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer and genetic characteristics), genetic information, marital status, registered domestic partner status, age (40 or older), sexual orientation, military and veteran status, membership in the federal or state military reserves, political activity or affiliation, or any other basis protected by federal, state, or local law or ordinance or regulation.

Reproductive health decision making includes, but is not limited to, "a decision to use or access a particular drug, device, product, or medical service for reproductive health." The Company will never require, as a condition of employment, continued employment, or a benefit of employment that applicants or employees disclose information relating to reproductive health decision-making.

Transgender is a general term that refers to a person whose gender identity is different from the person's sex assigned at birth. A transgender person may or may not have a gender expression different from the social expectations of the sex assigned at birth. A transgender person may or may not identify as "transsexual." "Transitioning" is a process some transgender people go through to begin living as the gender with which they identify, rather than the sex assigned to them at birth. A transgender person does not need to have completed any particular step in a gender transition to be protected by the law.

National origin includes, but is not limited to, the individual's or ancestors' actual or perceived: (1) physical, cultural, or linguistic characteristics associated with a national origin group; (2) marriage to or association with persons of a national origin group; (3) tribal affiliation; (4) membership in or association with an organization identified with or seeking to promote the interests of a national origin group; (5) attendance or participation in schools, churches, temples, mosques, or other religious institutions generally used by persons of a national origin group; and (6) name that is associated with a national origin group.

Company policy also prohibits unlawful discrimination and harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

All such discrimination or harassment is unlawful and can result in discipline, up to and including termination of employment. In addition, the Company prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination or any violation of the Company's Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of the Company's Equal Employment Opportunity Policy.

Harassment Prevention

The Company's anti-harassment policy applies to all persons involved in the operation of the Company and prohibits unlawful harassment by any employee of the Company, including managers and coworkers, as well as directors, vendors, customers, independent contractors, interns, volunteers, persons providing services pursuant to a contract, and any other persons with whom you come into contact while working.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) such conduct has the purpose or effect of substantially interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct including but not limited to epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, comments, recordings, or messages;
- Visual displays including but not limited to derogatory and/or sexually-oriented posters, screenshots, websites, posts, photography, cartoons, drawings, emails, or gestures;
- Physical conduct including but not limited to assault, battery, unwanted touching, intentionally blocking normal movement, violently throwing or hitting objects, or interfering with work because of sex, race, or any other protected basis;
- Threats, requirements, requests and demands to submit to sexual requests or advances as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment or unethical or unsafe behavior; and,

- Communication via electronic and/or other media of any type that includes any conduct that is prohibited by California and/or federal law, or by the Company's policies.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category. Harassment based on gender may include the intentional use of pronouns and names that do not correspond with a person's gender identity.

Such prohibited harassment conduct violates this policy, even if not unlawful. Employees are expected to behave professionally and respectfully at all times. Prohibited conduct is unacceptable in the workplace and any work-related settings, including but not limited to business trips and business-related social or charitable functions. Engaging in prohibited conduct can result in discipline, up to and including termination of employment.

Non-Discrimination

GreenWaste is dedicated to the fulfillment of this policy in regard to all applicants and employees (including unpaid interns, volunteers, or persons providing services pursuant to a contract) in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms conditions and privileges of employment.

The Company is committed to complying with all applicable laws providing equal employment opportunities to all individuals, including the Fair Pay Act (which prohibits wage differentials based on gender, race or ethnicity) and the Fair Employment and Housing Act, and prohibits unlawful discrimination based on any of these characteristics. While a wage differential may be justified by bona fide factors such as (a) a seniority system; (b) a merit system; (c) a system that measures earnings by quantity or quality of production; and (d) a bona fide factor other than sex, race, or ethnicity, such as education, training or experience, an employee's prior salary cannot, by itself, justify any disparity in compensation under these bona fide factors. No employee or applicant shall be required by the Company or any of its management to disclose prior salary history, nor will an employee's salary be based on their prior salary. The Company will also comply with all applicable laws regarding fair pay, pay scale disclosures and pay reporting.

Anti-Retaliation

The Company encourages any employee who has a complaint to bring such complaint to their supervisor or manager, General Manager, HR Department, CEO, General Counsel, or ethics hotline. The Company will not retaliate against you for filing a complaint, either internally or with any outside agency, or participating in any workplace investigation and, similarly, the Company policy is not to tolerate or permit retaliation by Company employees for the same.

Reasonable Accommodation

GreenWaste intends to comply with all applicable laws ensuring equal employment opportunities. To that end, the Company recognizes and supports reasonable accommodation for any qualified job applicants or employees with known physical or mental disabilities or religious beliefs or practices who can perform the essential functions of the job, with or without a reasonable accommodation, where the accommodation does not impose an undue hardship or burden on the Company. The Company will also accommodate an employee's gender transition.

Any employees who believe they need a reasonable accommodation to perform the essential functions of the job should contact their supervisor or the HR Department. The Company will engage in an interactive process with all such individuals in good faith, to identify and consider possible reasonable accommodations that would enable them to perform the essential functions of their jobs. If an accommodation is reasonable and will not impose an undue hardship or burden on the Company, the Company will make the accommodation. The interactive process is often ongoing and requires the employee's participation.

The Company will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management or employees.

Complaint Process

GreenWaste will not tolerate any violation of this policy. If you believe that you have been unlawfully discriminated or retaliated against or harassed, have witnessed any form of harassment, discrimination, or retaliation, or know that someone has violated this policy, please bring it to the attention of your supervisor or manager, General Manager, HR Department, CEO, General Counsel, or ethics hotline as soon as possible after the incident. If any supervisor receives a complaint, they must bring it to the attention of the HR Department so that the Company can resolve the complaint. You will be asked to provide details of the incident or incidents, names of individuals involved, and names of any witnesses. It is best to communicate your complaint in writing, but this is not mandatory. The Company encourages all individuals to report any incidents of harassment, discrimination, or retaliation immediately so complaints can be fairly and quickly resolved.

The Federal Equal Employment Opportunity Commission and the California Civil Rights Department ("CRD") (formerly known as the Department of Fair Employment and Housing) investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office can be found online.

When the Company receives allegations of misconduct, it will immediately undertake a fair, timely, effective, thorough, and objective investigation of the harassment allegations in accordance with all legal requirements. The Company will reach reasonable conclusions based on the evidence collected.

The Company will maintain confidentiality to the extent possible. However, the Company cannot promise complete confidentiality. The Company's duty to investigate and take

corrective action may require the disclosure of information to individuals with a need to know or as required by law.

Complaints will be:

- Responded to in a timely manner;
- Kept confidential to the extent possible;
- Investigated impartially by qualified personnel in a timely manner;
- Documented and tracked for reasonable progress;
- Given appropriate options for remedial action and resolution; and
- Closed in a timely manner.

If the Company determines that unlawful harassment, discrimination, or retaliation has occurred, appropriate and effective remedial action will be taken in accordance with the circumstances involved. The Company will also take appropriate, reasonable action to deter future misconduct.

If the Company determines that any employee is responsible for unlawful harassment, discrimination, or retaliation, that employee may be subject to appropriate disciplinary action, up to and including termination of employment. Employees who engage in unlawful harassment may also be held personally liable for the misconduct. A representative of the Company will advise all necessary parties concerned of the results of the Company's investigation. The Company will not retaliate against you for filing a complaint or participating in an investigation and will not knowingly tolerate or permit retaliation by its employees.

Training

The Company provides employee training in compliance with applicable law. Employees may also refer to the Civil Rights Department (CRD) sexual harassment prevention online training course appropriate for their position at: <https://calcivilrights.ca.gov/shpt/>.

Anti-Bullying Policy

The Company is committed to providing a workplace that is free from violence, harassment, intimidation, and other disruptive behavior. To that end, the Company has a zero-tolerance policy for abusive behavior and bullying. Such behavior is prohibited and can result in discipline, up to and including termination of employment, even if it is not based on a protected class and even if it does not rise to the level of illegal conduct.

Prohibited behavior includes, but is not limited to, the following behavior:

- Verbal conduct including but not limited to epithets, derogatory jokes or comments, slurs, or unwanted invitations, comments, recordings, or messages;
- Visual displays including but not limited to derogatory posters, screenshots, websites, posts, photography, cartoons, drawings, emails, or gestures;
- Physical conduct including but not limited to assault, battery, unwanted touching, intentionally blocking normal movement, violently throwing or hitting objects, or interfering with work;

- Threats and/or unreasonable demands;
- Retaliation for reporting or threatening to report bullying, Company policy violation, unethical or unsafe behavior.

Whistleblower Protections

The Company encourages all of its employees to voice concerns promptly if they have a good faith belief that a Company policy or practice is, or will likely be, in violation of any law or regulation. You are also encouraged to voice your concern promptly if you are aware, or in good faith believe, that there has been a violation of law or any Company rule or policy including, any other policies set forth in the Employee Handbook. You may communicate such concerns pursuant to the Problem Resolution policy below, or to the CEO, General Counsel, or ethics hotline.

Where applicable, the Company will endeavor to protect the anonymity of the reporting employee as far as practicable, although the Company will not always be able to do so.

The Company is committed to protecting its employees and encouraging integrity and ethical behavior. In accordance with Whistleblower Protection regulations, the Company will not tolerate harassment, retaliation, or any type of discrimination against an applicant, employee, or former employee who:

- Makes a good faith complaint regarding suspected Company or employee violations of the law, including but not limited to anti-harassment and anti-discrimination laws, on behalf of himself/herself or any other person;
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, or participates in a proceeding in relation to alleged violations of the law.

Invoking protected rights includes filing an EEO or CRD complaint, serving as a witness, or participating in any other way in an EEOC or CRD matter, even if the underlying discrimination allegation is unsuccessful or untimely, participating in the Company's internal complaint process about discrimination or harassment, even if a charge has not yet been filed with the EEOC or CRD.

Asserting such rights either in the form of invoking them or opposing their violation is called "protected activity."

Opposing the violation of rights can be formal or informal (regardless of whether the words "harassment" or "discrimination" were used) and can include the following:

- complaining or threatening to complain about alleged discrimination against oneself or others;
- refusing to obey an order reasonably believed to be discriminatory;
- advising the Company on EEO compliance;
- resisting sexual advances or intervening to protect others;
- requesting reasonable accommodation for disability or religion; or
- complaining to management about EEO-related compensation disparities.

This means management and, when applicable, the HR Department will carefully review actions against an employee to ensure they are properly supported and not retaliatory.

Negative employment sanctions, such as increased scrutiny or reprimands without justification, demotion or termination, as a result of an employee's decision to provide good faith information regarding alleged violations of the law, will not be tolerated. In addition, discrimination, threats, abusive behavior, harassment and adverse actions related to immigration or work status toward the employee or their close family member as a result of the employee's decision to provide good faith information regarding alleged violations of the law is prohibited. Anyone violating this policy will be subject to discipline, up to and including termination of employment.

Any employee who believes they have engaged in protected activity and has been subject to unlawful retaliation as a result is strongly urged to contact the HR Department, the CEO, or General Counsel. The Company takes such issues very seriously and will promptly investigate the matter and provide the employee with a response.

Nothing in this policy means any employee has the right to neglect job duties, violate Company rules, or do anything else that would otherwise result in consequences for poor performance evaluations or misconduct. The Company retains the right to discipline or terminate employees for poor performance or improper behavior and engaging in protected activity will not automatically insulate an employee from such legitimate business action.

Problem Resolution

Suggestions for improving GreenWaste are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good faith complaints, questions, and suggestions also are of concern to the Company. Although you may contact the hotline at any time, we ask you to first discuss your concerns with your supervisor, following these steps:

- Within a week of the occurrence, bring the situation to the attention of your immediate supervisor, who will then investigate and provide a solution or explanation.
- If the problem persists, you may describe it orally or in writing and present it to the HR Department, which will investigate and provide a solution or explanation. If you need assistance with your complaint, or prefer to make a complaint in person, contact the HR Department. We encourage you to bring the matter to the HR Department as soon as possible after you believe that your immediate supervisor has failed to resolve it.
- If the problem is still not resolved, you may present the problem orally or in writing to the CEO or General Counsel of GreenWaste, who will attempt to reach a final resolution.

This procedure, which we believe is important for you and the Company, cannot guarantee that every problem will be resolved to your satisfaction. However, GreenWaste values your observations, and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Personnel File Access

You have a right to inspect or receive a copy of the personnel records that the Company maintains relating your employment with the Company. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made. Any request to inspect or copy personnel records should be made in writing to the HR Department.

You may designate a representative to conduct the inspection of your personnel records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. The Company may take reasonable steps to verify the identity of any representative you have designated to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available in compliance with law. If you request a copy of the contents of your file, you may be charged the actual cost of copying any pages.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, the Company may produce such records in response to requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required. Personnel records also may be shared with the Company's outside counsel or other representatives such as accountants or auditors.

Proof of Eligibility to Work

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9 on the first day of employment. If this form and verification of employment eligibility is not completed during the first three days of employment, we are required by law to terminate your employment. If you are currently employed and have not complied with this requirement or if your status has changed, please inform your supervisor.

Former employees who are rehired must also complete the I-9 form if they have not completed an I-9 with Company within the past three years or if their previous I-9 is no longer retained or valid.

Employees who have temporary documents, which authorize them to work in the United States, are responsible for ensuring that these documents are renewed as required by the federal government to continue working for the Company. Failure to comply with these Federal regulations may result in termination of employment with the Company. The Company utilizes the e-Verify system to compare the completed I-9 form with federal government's records. If employees have any questions regarding this policy, they should contact the HR Department.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Any misrepresentations, falsifications, or material omissions in any of this information may result in exclusion of an individual from further consideration for employment or - if the person has been hired - disciplinary action, up to and including termination of employment.

The Company will not engage in any unfair immigration-related practices, including requesting more or different documents than are required under federal law, refusing to honor documents that on their face reasonably appear to be genuine, refusing to honor documents or work authorization based upon the specific status or term of status that accompanies the authorization to work, or reinvestigating or re-verifying an incumbent employee's authorization to work. An applicant or employee subject to an unlawful immigration-related practice may file a complaint with the Division of Labor Standards Enforcement ("DLSE").

In compliance with California law, the company and its agents will not provide voluntary consent to an immigration enforcement agent to enter nonpublic areas of a place of labor unless the agent provides a judicial warrant or provide voluntary consent to an immigration enforcement agent to access, review, or obtain the employer's employee records without a subpoena or court order, unless otherwise required by Federal law or subject to specified exceptions under the Labor Code.

Names and Addresses

GreenWaste is required by law to keep current all employees' personnel data. Employees are responsible for notifying the HR Department in the event of a change in personnel data, as it must legally be kept current and such changes may affect your receipt of important Company information.

If any of the following have changed or will change in the coming future, contact the HR Department as soon as possible:

- Legal name
- Mailing address (physical or electronic)
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses
- Driver's license validity/status if driving a Company vehicle

Personal Health Information

It is the policy of GreenWaste to not maintain the personal health information of its employees or use any such information for employment decisions. As the Sponsor of the GreenWaste Health Plans, however, GreenWaste is required to maintain summary health information such

as age, gender, home zip code, and enrollment status for the purposes of administering the Plans. GreenWaste may also be required to maintain personal health information for insurance claim purposes. GreenWaste is required by law to protect the privacy of this information and as such GreenWaste will comply with all federal and state privacy laws. Such information may be subject to disclosure where a CBA applies.

Communicable Disease Policy

GreenWaste’s decisions involving persons who have communicable diseases will be based on current and well-informed medical judgments concerning the disease, legal requirements related to the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (COVID-19), Ebola, MERS, meningitis, polio, tuberculosis and other reportable diseases. GreenWaste may choose to broaden this definition in its best interest and in accordance with information received through the Centers for Disease Control and Prevention (“CDC”), California Public Health Department (“CDPH”) and/or local public health department.

GreenWaste will not discriminate against any job applicant or employee based on the individual having a communicable disease and will comply with any obligations to engage in the interactive process and provide reasonable accommodations. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease except that GreenWaste reserves the right to exclude a person with a communicable disease from the workplace facilities, programs, and functions if the Company finds, based on a medical determination, law, public health guidance, policy or other such recommendation, such restriction is required by law or necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

GreenWaste will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Reasonable efforts will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

Job Duties

Your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or the Company. Your cooperation and assistance in performing such additional work is expected and appreciated.

GreenWaste reserves the right, at any time, with or without notice, to alter job responsibilities, reassign, transfer job positions, or assign additional job responsibilities. Employees should not perform job duties for which they are not properly trained or certified.

Employee Classifications

- Exempt – Exempt employees include all regular and temporary employees who are classified by the Company as exempt from the overtime provisions of the Federal Fair Labor Standards Act and applicable California laws and Wage Orders. But for a few narrow exceptions, exempt employees are paid a salary regardless of hours worked in a day or week.
- Non-Exempt – Non-exempt employees include all regular and temporary employees who are covered by the provisions of the Federal Fair Labor Standards Act or applicable California laws and Wage Orders. Employees in this category must be paid the applicable minimum wage, are paid for actual hours worked, are entitled to meal and rest periods, and are entitled to premium pay for work in excess of 40 hours in a workweek, eight hours in a day, and work on the seventh consecutive day in the same workweek.
- Full-Time – Employees who are regularly scheduled for and do work 30 or more hours per week on average. Regular, full-time employees are generally eligible for Company-sponsored benefits, subject to the eligibility requirements in the benefit plans.
- Part-Time – Employees who are regularly scheduled for and do work fewer than 30 hours per week. Part-time employees are generally not eligible for Company-sponsored benefits, unless required by law.
- Regular – Regular employees are those who are hired to work in a non-temporary or non-project-specific status. Regular employees may be classified as full-time or part-time, exempt or non-exempt.
- Temporary – Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified by the HR Department of a change. Temporary employees are not eligible for employee benefits except those mandated by applicable law.
- Inactive Status – Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state or federal leave of absence will be placed on inactive status. Unless health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Contact the HR Department for more information.

Bridging of Service Time

GreenWaste will give service credit to employees previously laid off by the Company, provided the break in service does not exceed 365 days. Generally, the break in service time will be deducted from the employee's original service date. Employees whose break in service is less than the 60-day waiting period for health benefits will be reinstated into the health benefit plan in which they were enrolled prior to their layoff.

Work Schedule

Your supervisor will assign your individual work schedule, which may be changed or adjusted at Company's sole discretion. All employees are expected to be on site at the start of their scheduled workday, ready to perform their work.

The Company's workday begins at 12:00 a.m. and ends at 11:59 p.m. The workweek begins on Monday at 12:00 a.m. and ends on Sunday at 11:59 p.m.

In accordance with applicable laws, non-exempt employees are generally permitted one full day of rest following six (6) consecutive days worked in any workweek (as defined above) when the employee works six (6) or more hours each of those days, depending upon scheduling and business needs as well as availability and interest in additional hours.

Timekeeping

Exempt employees are not required to record their time.

All non-exempt employees are paid for the hours they work and therefore must accurately record their time worked on their time record. Employees must record their own time at the start and end of each work period, including before and after meal breaks as described in the Meal and Rest Periods policy in this Handbook. Employees must also clock out whenever they stop work during a shift for a reason other than a paid rest break. Any handwritten marks or changes on a paper timecard must be initialed by a supervisor. Any errors on the employee's recorded time must be corrected by the employee or supervisor completing a missed punch form, which must be approved and signed by the employee and supervisor.

"Off the clock" work is expressly prohibited for non-exempt employees, no matter how small the amount of time. "Off the clock" work includes, but is not limited to, checking work emails and answering work phone calls outside of work hours, while not clocked in.

Working off the clock violates Company policy. Any work performed before or after a non-exempt employee's regularly scheduled shift must be approved in advance by your supervisor. If a non-exempt employee finds that they are regularly performing even minimal duties (such as locking doors, setting alarms, cleaning or putting items away, or preparing or donning/doffing protective gear or other kinds of equipment), during meal or rest breaks, before they clock in, or after they clock out, they must immediately notify their supervisor or the HR Department so that such time can be added promptly to their hours worked, and/or, so that the Company can adjust their schedule or duties..

Employees will be required to certify that their time record is accurate. Any errors on your time record should be reported immediately to your supervisor. You will be asked to complete a Timecard Adjustment/Payroll Correction Form. These are available in the ADP system, with supervisors or the HR Department.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination.

Meal and Rest Periods

Rest Periods

For exempt employees, the nature of their work often prevents taking a rest break on a fixed schedule. Nonetheless, exempt employees should but are not required by law to take periodic rest breaks each day.

The following applies under law to all non-exempt employees:

All non-exempt employees are entitled to one 10-minute uninterrupted paid rest break for every four hours worked (or major fraction thereof) during their workday. You do not need to clock out for legally required rest breaks and will be relieved of all duty during the legally required rest breaks. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break.

If you work a shift from three and one-half to six hours in length, you will be entitled to one 10-minute rest break. If you work more than six hours and up to 10 hours, you will be entitled to two 10-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three 10-minute rest breaks.

You are authorized and permitted to take your rest breaks in the middle of each four-hour work period. If for any reason you are discouraged, deterred, or otherwise impeded from taking your rest break or are interrupted during your rest breaks, you must notify your supervisor or the HR Department immediately.

Meal Periods

Exempt employees are expected to take a meal period each day, which they will coordinate the time of with co-workers and management as appropriate.

The following applies to all non-exempt employees:

All non-exempt employees shall be provided and take an uninterrupted, unpaid meal period of at least thirty (30) minutes if you work more than five (5) hours in a workday. You must clock out for your meal period and be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period and clock in.

If your total work period for the day is more than five hours but no more than six hours, you may waive your meal period. Any such waiver should be made in advance with the mutual consent of you and your supervisor. The waiver must be in writing.

You must take a meal period by no later than the end of your fifth hour of work (i.e., 4 hours and 59 minutes into your shift). For example, if you begin work at 9:00 a.m., you must start your meal period by 1:59 p.m.

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least thirty (30) minutes. Again, you must clock out for your meal period and be relieved of

all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period and clock in.

Depending on the circumstances, you may waive your second meal period if you took the first meal period and if your total hours worked for the day are no more than twelve hours. Any such waiver should be made in advance with the mutual consent of you and your supervisor. The waiver must be in writing.

You are entitled to take this second meal period by no later than the end of your 10th hour of work (i.e., 9 hours and 59 minutes on the clock into your shift). For example, if you begin work at 9:00 a.m., you must start your second meal period by 7:29 p.m. (which assumes you already took a 30-minute meal break earlier in the day).

You must clock out for any meal period and record the start and end of the meal period.

Employees are not allowed to work “off the clock” (no matter how small the amount). All work time must be accurately reported on your time record. If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged, deterred, or otherwise impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify your supervisor and/or the HR Department. Anytime you miss a meal period (or you work during any portion of a provided meal period), you must report to your supervisor and/or the HR Department to document the reason for the missed meal period or time worked. In any such instance, the employee will be entitled to premium pay pursuant to applicable law.

It will be presumed that non-exempt employees are able to take their full meal and rest periods without interference and within the time frames described above unless an employee notifies their supervisor and/or the HR Department to the contrary.

It is a violation of Company policy, subject to disciplinary action (up to and including termination), to interfere with an employee’s right to take their full meal and/or rest breaks, to retaliate against an employee for exercising the rights to take meal and/or rest breaks, to work “off the clock,” to attempt to start a meal period before clocking out, or for an employee to provide false information about meal periods on time sheets.

Bulletin Boards

GreenWaste maintains physical and/or electronic “bulletin boards” located in the break room or other gathering area at each site. Bulletin boards are used to provide information to employees concerning important topics and it is the employee’s responsibility to review the information provided. Employees may not post items on GreenWaste bulletin boards unless the information to be posted is approved by your manager.

Wages

Payday

Depending on your current position and as specified by the HR Department upon hiring, paychecks are issued either every Friday for certain non-exempt employees or every other Friday for exempt and other non-exempt employees for work performed during the previous week or two-week period ending on the previous Sunday. If payday falls on a holiday, payday will be on the preceding day that is a Monday through Friday. If you have a question about your paycheck or your wages, please address it with the HR Department.

Paycheck

Paychecks are available through the self-service ADP portal at workforcenow.adp.com. Paychecks are also available at the office you are assigned to/work out of for those who do not participate in direct deposit. Please review your paystub. If you believe there is any irregularity or error, please report it immediately to Payroll or the HR Department.

GreenWaste offers automatic payroll deposit for all its employees. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete and submit a form from/to the Payroll Department or electronically, as designated by the Payroll Department). Automatic deposit will take place on the second payroll from the time the Payroll Department receives your completed form. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the Payroll Department and return it to payroll at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the next pay period that is at least 10 days after GreenWaste's receipt of the form.

Paycheck Deductions

Federal, state, and certain local laws require the Company to withhold certain deductions from your paycheck. This includes income and unemployment taxes, and FICA contributions (Social Security and Medicare) as well as any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

It is the responsibility of the employee to notify the Company promptly of any possible errors. Contact the Payroll Department or HR Department for any questions about your paycheck.

Deductions for Exempt Employees

Exempt employees regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for

any workweek in which they have received approved bereavement leave, jury duty, vacation or sick time, or have performed their work, including all tasks due, assigned or expected, regardless of the number of days or hours worked; however, it is expected that exempt employees work at least 8 hours/day, Monday through Friday or the working days of any facility they manage. Exempt employees will not be paid for any workweek in which they perform no work, subject to GreenWaste benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness, disability, or as allowed by law;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness and the employee has exhausted their leave under this policy;
- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment.

Partial pay deductions from available accrued sick leave balances will also be made by the Company when applicable.

It is Company policy to comply with these salary basis requirements and improper deductions should not be made against the salaries of exempt employees. The Company wants employees to be aware of this policy and know that the Company does not allow deductions that violate federal, state or local law.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor or to the Payroll Department.

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Advances

GreenWaste does not permit advances against paychecks.

Overtime

As necessary, employees may be required or requested by managers to work extended hours. Non-exempt employees are entitled to premium pay for overtime hours in accordance with applicable law. Only actual hours worked in a given workday or workweek can apply in calculating overtime. All overtime work must be authorized by your supervisor in advance. The Company provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one regularly scheduled workday or 40 hours in one workweek will be treated as overtime.
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the regularly scheduled workday, and for the first eight hours on the seventh consecutive day of work in one workweek shall be paid at a rate of one and one-half times the employee's regular rate of pay.
- Compensation for hours in excess of 12 in one regularly scheduled workday and in excess of eight on the seventh consecutive day of work in one workweek shall be paid at double the regular rate of pay.

This may be adjusted if overtime hours coincide with holidays or as specified in a CBA. Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Compensable Travel Time

Some non-exempt positions with GreenWaste require travel. Non-exempt employees who are required to travel in the course of conducting their work are paid as follows:

- If an employee reports to the workplace and is then required to travel to another site to work, travel time to the assigned workplace is paid.
- When an employee is required to report to a site other than their regular worksite and travels directly to that site without first going to the regular workplace, the Company will pay the employee travel time for any time in excess of the employee's normal commute time to the regular site.
- Employees required to travel for work are paid travel time in the same manner as time worked.
- Travel hours are "hours worked" for the purposes of calculating overtime.

Exempt employees do not receive travel time pursuant to this policy, but any time spent traveling for work will be considered work performed for purposes of weekly salary payments. Reimbursable mileage is separately addressed under Expense Reimbursements.

Reporting-Time Pay

GreenWaste will comply with all applicable laws and regulations regarding reporting-time pay for non-exempt employees. GreenWaste will not pay employees for reporting under the following circumstances:

- When operations cannot begin or continue due to threats to employees or property, or when civil authorities recommend that work not begin or continue; or
- When public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system; or
- When the interruption of work is caused by an Act of God or other cause not within GreenWaste's control, for example, an earthquake.

Pay for Mandatory Meetings/Training

GreenWaste will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs is notified of the necessity for such attendance by a supervisor.

State Disability Insurance

California employees may be eligible for State Disability Insurance ("SDI") wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. SDI provides short-term, financial benefits to eligible employees who suffer a loss of wages when unable to work due to a non-work-related illness or injury or when medically disabled due to pregnancy or childbirth. There is an unpaid, seven-day waiting period before SDI benefits begin. SDI does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Paid Family Leave

California employees may be eligible for Paid Family Leave ("PFL") wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to eight weeks in a 12-month period when an employee needs to take leave from work to care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who has a serious health condition (i.e., an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential health care facility or continuing treatment or continuing supervision by a health care provider); for a working parent who wants time to bond with their newborn, newly placed foster child, or newly adopted child; or for a qualifying exigency related to the active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces. Employees must use accrued vacation to supplement any PFL benefits. The PFL program does not provide employees with a right to a job-protected leave of absence; it is limited to a state-mandated wage replacement benefit. An employee who is entitled to a leave of absence to care for a family member or bond with a child under the FMLA and the California Family Rights Act (CFRA) can receive PFL benefits while on FMLA and/or CFRA.

Expense Reimbursements

GreenWaste reimburses employees for necessary and reasonable costs incurred as required by the performance of their jobs, subject to applicable travel and entertainment policies. Necessary business mileage in an employee's personal vehicle will be reimbursed at the IRS mileage reimbursement rate effective at the time the expense was incurred. Eligible employees who are required to work full-time remote are eligible for a stipend. Eligible employees who are not provided a Company cell phone and are approved and permitted to use their personal cell phone for business use will receive a stipend for the reasonable

business use of their personal cell phone; if the actual business use of a personal cell phone exceeds the stipend, the employee is permitted to provide supporting documentation, and the Company will reimburse the actual business use expenses. To receive a travel or other authorized reimbursement, employees must submit an expense reimbursement form with their manager's authorization and attach all receipts for approval within 30 days of incurring the expense. Questions regarding this policy should be directed to the HR Department.

Employee Benefits

Benefits Overview

GreenWaste is committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon whether you are subject to a CBA, your employee classification and length of service. Benefit eligibility requirements may also be imposed by the plans themselves.

Upon becoming eligible for certain employee benefit plans, you will receive Summary Plan Descriptions, which describe the benefits in greater detail. For more information, contact the HR Department.

The Company reserves the right to modify, amend, or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

The Company offers the following eligible employee benefits:

- Health insurance;
- Dental insurance;
- Vision insurance;
- Disability insurance;
- Life insurance;
- 401k retirement plan.

For a list of benefits and eligibility, see Appendix A.

External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of GreenWaste or an individual employee's professional development. Attendance at such activities, whether required by GreenWaste or requested by an individual employee, requires the approval of your manager. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation.

For attendance at events required or authorized by GreenWaste, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, reasonable or provided meals, hotel (where outside of an employee's worksite area or commute), transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the manager in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices. While GreenWaste generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described in this Section.

On the Job

Performance Evaluations

The frequency and method of performance evaluation and coaching opportunities vary depending on your position and experience level and may include formal and informal feedback, instruction and evaluation. Your supervisor or manager will be able to discuss the means by which your job performance will be evaluated.

Substance Abuse

Use of alcohol, illegal drugs, or controlled substances (including prescription or over the counter drugs not medically authorized while at work and/or which impairs the ability to perform the job), whether on or off the job, can adversely affect an employee's ability to work and/or their work performance, efficiency, safety, and health. In addition, the use or possession of these substances on the job can constitute a potential danger to the welfare and safety of others and can expose the Company to risks, including reputational, breach of contract, property loss or damage, and/or personal injury.

Also, the use of marijuana (which remains illegal under federal law), prescription drugs and/or over-the-counter drugs may affect an employee's job performance, including their efficiency, safety, and reliability.

The following rules and standards of conduct apply to all employees either on Company premise, in any vehicle owned or leased on behalf of the Company, or while on work time.

The following are strictly prohibited by the Company:

- Use of alcohol while on work time or on/in Company premise or Property (a limited exception exists for work-related social events that may have alcohol, please contact the HR Department for any questions);
- Use of marijuana while on work time or on/in Company premise or Property;
- Distribution, sale, or purchase of an illegal or controlled substance while on the job or on/in Company premise or Property; and,
- Possession or use of an illegal or controlled substance or being under the influence of an illegal or controlled substance while on work time, including prescription or over the counter drugs not medically authorized while at work and/or which impairs the ability to perform the job.

Violation of the above rules and standards of conduct will not be tolerated. The Company also may bring the matter to the attention of appropriate law enforcement authorities.

All employees should report evidence of use of alcohol, marijuana, or drugs during work time or on/in Company premise or Property to their supervisor immediately. In cases where the use of alcohol, marijuana, or drugs creates an imminent threat to the safety of persons or property,

employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination.

To enforce this policy, the Company reserves the right to conduct searches of Company Property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy, including testing in accordance with applicable law upon reasonable suspicion.

In conducting such testing, for employees not subject to federal regulations, the Company will not discriminate against an individual based on a drug screening test that detects the presence of non-psychoactive cannabis metabolites in the employee's hair, blood, urine, or other bodily fluids. Failure to take a requested test may lead to discipline, including possible termination of employment.

For employees not subject to federal regulations, the Company will not discriminate against a person in hiring, termination, or any term or condition of employment based on the person's use of cannabis off the job and away from the workplace, nor will Company request information from an applicant for employment relating to the applicant's prior use of cannabis. Employees must have a valid prescription for any prescription medication or medical marijuana used by employees while working for the Company. Employees who are or will be using legally prescribed or over-the-counter drugs that may affect their performance or impair their judgment or ability to perform safely should immediately inform management or the HR Department. In the event that an employee has a medical certificate authorizing use of a legal drug or marijuana for medical purposes, the Company will engage in the interactive process with the employee to determine, among other things, whether the usage will affect the employee's ability to perform the essential functions of their job, whether there is any safety risk to the employee or co-workers, whether there are other reasonable accommodations that can be made, and/or whether there are any laws that prohibit the continued employment of an employee using the drugs in question. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

GreenWaste may test for and determine hiring, termination and terms and conditions of employment related to cannabis for employees who may be subject to federal regulations, including those with commercial driver's licenses.

An employee's consent to searches and consent to submission to tests may be required as a pre-requisite to employment. An employee's refusal to consent when requested by the Company may result in disciplinary action, including discharge, even for a first offense.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off the Company premise will not be tolerated because such conduct, even though off duty, reflects adversely on the Company.

GreenWaste reasonably accommodates employees with alcohol, marijuana, or drug dependencies to seek treatment and/or rehabilitation if such accommodation does not pose an undue hardship on the Company. Employees desiring such assistance should request a

treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be returned to work, reemployed or be given a second opportunity by the Company to seek treatment and/or rehabilitation. Also, the Company retains complete discretion with respect to re-hiring any former employees whose employment ended due to or related to addiction or treatment. Notwithstanding this policy on treatment and rehabilitation, the Company will continue to discipline and/or terminate employees for violations of the code of conduct, policies and regulations described in this Handbook. Rehabilitation is not a defense to violations but, rather, is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Nothing in this policy is intended to violate employees right to privacy in medical information and the Company only reserves its right to obtain information to the extent permitted by law.

Social and Work Events

GreenWaste, or its customers or vendors, may hold social events for employees. There is a distinction between a work event, such as participation in or being paid to work a Company booth or outreach event, and a social event. Please be advised that your attendance at social events is voluntary and does not constitute part of your work-related duties as an employee. Any exceptions to this designation of social events as voluntary policy must be in writing and signed by a supervisor prior to the event.

Alcoholic beverages may be available at these social or work events. No consumption of alcohol is allowed while participating in a work event. If you choose to drink alcoholic beverages at a social event, please do so in a responsible manner, do not engage in work while under the influence and do not drive a Company vehicle. Use of a Company vehicle while under the influence is subject to discipline up to and including immediate termination.

Email, Internet, and Social Media

For purposes of this policy, “Electronic Equipment” means all electronic devices, software, and means of electronic communication including but not limited to any of the following: Company email system, Internet access system, computer system, USB and other storage devices including information on the Cloud, social media accounts, iPads, tablets, mobile devices, smart phones, telephones, personal organizers, other handheld devices, pagers, voicemail systems, instant messaging systems, computer software applications and associated files and data, including software that grants access to external services, such as the Internet, and communication devices (including desktop computers, central or cloud servers, and Company-owned laptop computers).

For purposes of this policy, “Electronic Files” means files, documents, email, and other communications, whether for personal or business use, that are created, sent, received, or stored on the Electronic Equipment by the employee. Personal Electronic Files stored, accessed or utilized on Company Property will not be kept confidential, at the Company’s sole discretion, subject to applicable law.

“Company Property” refers to anything owned or operated by the Company: physical, electronic, intellectual, or otherwise. The use of Company Property is for business purposes only.

The Company provides Electronic Equipment and Company Property to its employees to assist and facilitate business communications and work-related research. Personal email and Internet activity, including social media activity, may be monitored, copied and/or stored by the Company if a Company Computer Facility or Company Property is used. The Company reserves the right to monitor how employees use the Electronic Equipment, Electronic Files, and Company Property, and employees should be mindful that all web browsing, social media activity, and communications taking place on the Company’s Electronic Equipment and/or on Company Property may be monitored. Employees must recognize that every element of Company information, documents, emails, texts, voicemails, video, voice or photographic recordings, confidential information and software or technology is the property of the Company. Employees have no reasonable expectation of privacy when using Company Property, including but not limited to technology, software or Electronic Equipment.

Certain of the Company’s confidential Information and technology can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of the Company. Thus, even though employees may maintain passwords for accessing Confidential Information and technology, employees must not expect that any information maintained on the Company’s technologies, including electronic mail and voicemail messages, are private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers’ systems without express authorization. The Company reserves the right to keep a record of all passwords and/or codes used and may be able to override any such password system. Employees shall not download or save any Company Electronic Files to personal devices, emails, software, computers or cloud servers. Personal computers shall not be used for Company work unless authorized by the CEO and General Counsel.

The Electronic Equipment and Company Property may not be used for illegal, disruptive, offensive, or wrongful purposes. Employees may not use the Electronic Equipment or Company Property to: distribute defamatory or fraudulent messages; send, receive, or store sexually explicit or other offensive images or messages, or slurs or disparaging materials based on any person’s race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), reproductive health decision making, genetic information, sexual orientation, military and veteran status, or any other consideration made unlawful by federal, state, or local laws; violate or infringe the copyright, trademark, or other intellectual property of any person; or incite any person to illegal actions. Employees are responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights. Company employees are expected to use the Internet

responsibly and productively, and irresponsible or excessive personal Internet browsing or app use at work, including social media use, is not permitted.

The Company's employees should keep in mind that they are personally responsible for what they post on personal social media accounts and be mindful that what they post online may reflect negatively upon or cause harm to the Company. The Company's employees shall not engage in inappropriate Internet or social media use. Inappropriate Internet and social media use, regardless of whether the employee is on or off duty or working from a non-Company Computer Facility, includes: transmitting any of the Company's confidential or proprietary information, including customer data, trade secrets, or other materials covered by the Company's confidentiality policy; transmitting or posting information about the Company's services that may harm the business or reputation of the Company, regardless of whether the information is defamatory; using the Company's logo, graphics, trademarks, trade names, or slogans; and expressing opinions or personal views on the Internet or on apps that could be misconstrued as being those of the Company. Please follow the following guidelines:

- Do not use blogging or social networking sites to talk about GreenWaste business on your personal account, even on your own time. Do not post anything you would not want your manager/supervisor, the Executive Leadership Team or the general public to see, that is confidential to the Company, or that would put your job in jeopardy. This shall not in any way limit your right to discuss the terms and conditions of your employment.
- Except to indicate your employer company name on LinkedIn, do not use GreenWaste's name, logo, address, or other information in your personal profile.
- Do not post any pictures or comments involving GreenWaste or other GreenWaste employees that could be construed as inappropriate, harassment or for which you do not have consent by all parties involved.
- You are responsible for what others post on your individual social media profile. Do not allow inappropriate, confidential, privileged, defamatory or sensitive information regarding GreenWaste anywhere on your profile, even if generated by a different user.
- Remember that if your personal profile is visible to other employees, practice caution. You have control over yourself, but you do not have control over others.

Employees should not use the Electronic Equipment or Company Property to send bulk email in a marketing and unsolicited format without the specific prior approval of the General Counsel, IT and HR Department. In general, sending unsolicited email is prohibited. Employees should not send or forward to others any "chain" emails. Employees should not use the Company's logo, graphics, trademarks, trade names, slogans, or any other Company content, unless involved in an authorized business activity. No employee should represent that they are authorized to make statements on behalf of the Company except within the scope of the employee's authorized Company duties or with prior management approval. Failure to follow this policy may lead to corrective action up to and including termination of employment with the Company.

The Company purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documents. Unless authorized by the software developer, the Company does not have the right to reproduce such

software for use on more than one computer. Employees may only use software according to the software license agreement. The Company prohibits the illegal duplication of software and its related documentation. The Company further prohibits the download or use of unauthorized software on Company Electronic Equipment. All software downloads and licensing must be approved by IT.

Violation of this policy may result in employee discipline, up to and including termination of employment.

Nothing in this policy shall operate to prohibit or in any way limit an employee's right to engage in concerted or protected activity, to discuss wages or the terms and conditions of their employment, or to make good faith claims of unlawful acts, as provided by law.

Use of Company Property

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. Likewise, any Company equipment or other property should be returned immediately upon request by the Company. This includes but is not limited to Electronic Equipment and data stored thereon, voicemail, records, tools, and employee files.

Terminated employees should remove any personal items at the time they leave the Company, as allowed by Company. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's separation.

The Company has created specific guidelines regarding the use of Company Property.

Location of Company Property

Company Property is not permitted to be taken from the premises without prior written authority.

Care of Company Property

Office areas should be kept neat and orderly and all Company Property should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of Company Property is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination.

Employee-Owned Devices

GreenWaste recognizes that occasional use of employee owned Electronic Equipment (including handheld devices) and electronic communications may occur during working time. The Company allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, or violate any Company

policy. All other Company policies, including but not limited to policies regarding discrimination, harassment, or retaliation in the workplace apply. The Company reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Confidential Information

GreenWaste is sensitive to the issue of protection of confidential and proprietary information. In the course of your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding the Company's business (such as Company proprietary physical property, trade information, product information, financial information, customer information, employee information, vendor information, or any of a myriad of other private business matters you may hear or see directly or through other individuals while in the employ of the Company). Confidential information also includes the Company's intellectual property that is not otherwise public, including trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with the Company and as a direct result of your job responsibilities with the Company. Wages and other conditions of your employment are not considered confidential information.

You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law. Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by the General Counsel. Any breach of this policy will not be tolerated and legal action may be taken by the Company. If you have signed a non-disclosure agreement, that agreement is incorporated herein.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary, or confidential information to federal, state, and local government officials, or to an attorney, when done solely to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. § 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. § 1833(b). Further, nothing in this policy is intended to discourage employees from discussing wages or working conditions or good faith claims of unlawful activity.

Lactation

GreenWaste accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to a non-exempt employee. Any break time provided to express breast milk that does not run concurrently with paid break time already provided to the non-exempt employee shall be unpaid. Break time shall be provided each time an employee needs to express breast milk.

The Company will make reasonable efforts to provide employees who need a lactation accommodation with the use of a private room or space other than a bathroom. The private room or space will be shielded from view and free from intrusion while an employee is expressing milk. To the extent that a multipurpose room is used for lactation among other uses, the use of the room for lactation will take precedence over the other uses, but only for

the time it is being used for lactation purposes. The lactation room will be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items used in lactation; contain a place to sit; and have access to electricity or alternative devices providing power, including, but not limited to, extension cords or charging stations needed to operate an electric or battery-powered breast pump. Employees with private offices will be required to use their offices to express milk. The Company will provide access to a sink with running water and a refrigerator or other cooling device suitable for storing milk at the Company facility where the employee works, reports to or clocks in and out.

Employees who desire lactation accommodations should contact the HR Department to request accommodations. GreenWaste has an obligation to respond to employee requests for lactation accommodations. If GreenWaste denies an employee's lactation accommodation request because it cannot provide break time or a location that complies with this policy, it will do so in writing. The Company prohibits discrimination and retaliation against employees or job applicants because of breast-feeding and related medical conditions. If you believe that your right to a lactation accommodation has been violated, you may contact the HR Department or the General Counsel, or file a complaint with the California Labor Commissioner.

Dress and Personal Appearance

Your appearance reflects the Company and represents you to all customers and vendors with whom you come into contact. To promote the appropriate image, all employees must maintain a neat, clean, and professional appearance at work.

Employees who report to work inappropriately dressed may be asked to clock out (if non-exempt), leave and return in acceptable attire.

Employees required to wear uniforms provided by GreenWaste must take care of their uniforms and report any wear or damage to their supervisors. Instructions regarding cleaning and maintenance of uniforms will be provided. Supervisors will inform you of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. Personal Protective Equipment (PPE) will be provided, used, and maintained as required by law and at the Company's discretion and direction. PPE may come in the form of protection for the eyes, face, head, neck, feet, legs, hands, arms, or torso, depending on the nature of the job for which it is used. Employees are responsible for properly wearing each piece of PPE, caring for, inspecting, cleaning, and maintaining PPE as instructed by their manager or supervisor. Failure to enforce use of PPE or to use it properly will result in disciplinary action.

Any deviations from the applicable guidelines must be approved by your supervisor. If you are unable to wear your required uniform due to an unusual circumstance, please inform your supervisor to determine if an accommodation may be made.

This dress and personal appearance policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin, or any other class protected by federal, state, or local law.

Employees who need a reasonable accommodation because of religious beliefs, observances, or practices should contact management and discuss the need for an accommodation.

Telecommuting Policy

Employees are expected to work at Company premises. GreenWaste has implemented a limited, flexible telecommuting work arrangement for certain exempt positions that can be done remotely. Non-exempt employees may only be requested and approved by GreenWaste senior management and VP of HR for limited, flexible telecommuting work in a temporary emergency or unusual circumstance. Such telecommuting is at GreenWaste's discretion and an employee should not expect or rely on it. Any telecommuting must be approved by GreenWaste's executive or senior leadership team and HR Department.

Policies and Procedures

- The duties, obligations, responsibilities, salary, retirement, benefits, and insurance coverage remain unchanged while telecommuting. This assumes the employee maintains a full-time status while working remotely (30 hours or more per week).
- All applicable Employee Handbook policies apply. The employee is responsible and remains obligated to comply with all GreenWaste rules, policies, practices, and instructions. Violation(s) may result in being denied telecommuting and/or disciplinary action including termination of employment.
- Non-exempt employees:
 - Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act or California law are required to accurately record all hours worked using GreenWaste's timekeeping system.
 - Meal and rest periods must be taken as required by law and Company policy.
 - Requests to work overtime, or use sick leave, vacation, or leave must be approved by the employee's manager. No employee shall work more than eight hours a day unless they have received prior overtime authorization from their manager.
 - Work hours for each employee remain the same as the hours normally worked in the office. An employee must ask their manager in advance for a schedule change.
 - Employees are responsible for the same quality and work ethic expected in the office. If there are concerns with productivity, accessibility or responsiveness, GreenWaste will implement disciplinary measures including but not limited to termination of employment.
- The employee agrees and understands that all obligations, responsibilities, terms, and conditions of employment with the Company remain unchanged unless any changes are specifically outlined by the employee's manager.
- Effective communication is essential for this arrangement to be successful. The employee agrees to remain accessible during designated work hours.
- If there is a loss in connection and an employee does not have access to work because they cannot log onto certain programs, a power outage, or something that is not in the control of the Company, the employee must notify their manager immediately and may be required to work at Company premises.

- The Company may terminate this policy at any time, without notice, for any reason or no reason at all.

Equipment and Supplies

- The employee understands that all equipment, records, and materials provided by the Company remain the property of the Company. Any work that is completed must be backed up and saved on the Company servers/cloud. Employee may not use their personal computer to do GreenWaste work.
- Employees with a Company vehicle **may not** use their CFN gas card or company credit card for non-work-related travel or leisure.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the Company's workers' compensation policy but will be adjudicated on a case-by-case basis and may not be covered in all instances. Telecommuting employees are responsible for notifying the Company of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's daily start and stop schedule may be modified with manager approval to accommodate childcare needs, the employee must still work a full day and the employee must remain focused on job performance and meeting business demands in the same manner as if the employee was at a Company premises.

Employee Property

While on Company premises, an employee's personal property, including, but not limited to, vehicles, property in lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of GreenWaste property, illegal contraband, theft, materials not allowed at work under the Code of Conduct, firearms or other weapons or controlled substances.

Outside Employment

While employed by the Company, employees are expected to devote their energies to their jobs with the Company. An employee must get approval from the General Counsel if they are contemplating additional employment, whether paid or unpaid, including but not limited to with a private company, for an association, or on a Board, Commission, or City council, and must fill out and submit a disclosure form. Employment that directly conflicts with the Company's essential business interests and disrupts business operations is strictly prohibited, including:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position;

- Additional employment that impairs or has a detrimental effect on the employee's work performance;
- Additional employment that requires the employee to conduct work or related activities on GreenWaste property, during the employer's working hours, or using GreenWaste facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of GreenWaste.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the Company's General Counsel explaining the details of the additional employment. If the additional employment is authorized, the Company assumes no responsibility for it. Employees shall have a duty to inform the Company of any injuries sustained, related to or in any way connected with outside employment. The Company shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

The Company's property, office space, equipment, Electronic Equipment, time, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that they do not feel capable of handling, the supervisor or manager should be called immediately.

All correspondence and documents, whether to customers or others, must be prepared neatly and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Remain professional and courteous in your interactions with customers, even if they are making a complaint or dissatisfied. It is not appropriate to argue with a customer; contact your manager or supervisor instead. If you have questions about whether you should provide information or documents, a problem develops or if a customer remains dissatisfied, ask your supervisor or the manager to review the issue.

Employee Discipline

Violation of Company policies and rules may warrant disciplinary action, including verbal warnings, written warnings, suspension, and/or termination. The Company may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances and is not obligated to follow any specific formality or order of progressive discipline. This policy in no way limits or alters the at-will employment relationship.

Relationships with Other Employees

The Company seeks to foster and maintain a productive and healthy working environment. This can only be accomplished through the cooperation of our employees. Employees should treat each other with mutual respect. If you or any other employee is treated with disrespect, it should be reported to your supervisor, the hotline or the HR Department.

Unless expressly authorized by the HR Department and General Counsel, the Company prohibits romantic or familial relationships involving a supervisor and subordinate or someone whose terms or conditions of employment they may influence, including but not limited to e.g. promotion, termination, discipline, and compensation. Such relationships can be harmful not only to the people involved but also to the work group in general. Each involved employee in such a relationship has an obligation to promptly notify the HR Department. Once the Company learns of such a relationship, the Company may, in its sole discretion, reassign one of the individuals, terminate one or both individuals' employment, or afford them the opportunity to choose which individual will resign from their employment. Reassignment may affect compensation.

For employees in a romantic relationship between coworkers who are not in a supervisor-subordinate relationship, to ensure such relationships do not violate the sexual harassment policy, such employees must voluntarily consent to the relationship, disclose the relationship to the Company if there is an actual or potential conflict of interest, review the Company's anti-harassment policy, not let the relationship affect the employees' performance of their duties or negatively impact Company business, and comply with the following guidelines. It is the responsibility of all parties to ensure that they conduct themselves in a completely professional manner, do not engage in affectionate or other behavior in the workplace that may be uncomfortable or offensive to others, do not provide favored treatment to the other in the workplace, will not seek or accept a direct supervisory role over the other and that the relationship will not adversely affect an employee's individual work performance.

Conflicts of Interest

All employees must avoid situations involving actual or potential conflicts of interest. Personal or romantic involvement with a competitor, supplier/vendor, contractor, consultant, customer or subordinate employee of GreenWaste, which impairs or may impair an employee's ability to exercise good judgment on behalf of GreenWaste, creates an actual or potential conflict of interest. All such actual or potential conflicts of interest must be immediately reported to the General Counsel.

Employment of Relatives

Relatives of employees may be eligible for employment with GreenWaste only if individuals involved do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. GreenWaste defines "relatives" as spouses, registered domestic partners, children, siblings, parents, grandparents, grandchildren, cousins, parents' siblings, siblings' children, in-laws, dependents, guardians, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job

position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

Smoking

Smoking is prohibited at the workplace, at all Company premises and in all Company vehicles, even if an employee is on a break. The smoking prohibition applies to all smoking devices, including but not limited to the use of electronic smoking devices, such as electronic cigarettes, pipes, hookahs, and vaping devices.

Parking

Employees may park their vehicles in designated areas if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of GreenWaste property.

Employees may not use parking areas specifically designated for customers, visitors, vendors, GreenWaste vehicles, or reserved for managers. Employees should only park in spaces with specific designations if they meet the requirements for that spot, including, for example, handicap or EV spaces. GreenWaste is not responsible for any loss or damage to employee vehicles or contents while parked on GreenWaste property.

Surveillance Monitoring

Parking areas, facilities, and Company premises and vehicles may be monitored with video and other surveillance. This surveillance system is in no way intended to provide employees with personal security. Employees consent to be monitored and recorded while on Company premises or in or near Company vehicles, or any Company Facility or Property.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals, including proper sorting of trash, organics, and recyclables.

Off-Duty Conduct

While GreenWaste does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect GreenWaste's or their own integrity, reputation, or credibility. Off-duty conduct by an employee that directly conflicts with the Company's essential business interests and disrupts business operations may result in discipline, including up to termination.

In addition, while wearing Company-provided uniforms or other Company paraphernalia, your performance and conduct reflects on GreenWaste. Any inappropriate or illegal activity can have an adverse effect on GreenWaste's reputation or business interests. When wearing such

clothing, whether on duty or off, you are expected to conduct yourself in a manner that reflects positively on the Company.

Business Conduct and Ethics

Employees shall not personally or professionally solicit money, gifts, discounted services or goods, or other items of monetary value from third parties doing business with or attempting to do business with GreenWaste. No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing or attempting to do business with GreenWaste without permission from their supervisor because acceptance may give the appearance of improperly influencing business decisions, transactions, or service.

Prior to any acceptance, employees must submit a written request for approval to their supervisor and the General Counsel if they receive an offer to have expenses paid by outside persons or companies for business-related activities, including but not limited to meals, conferences, events or trips.

If they have received permission from their supervisor, Employees may accept unsolicited gifts that conform to the reasonable ethical practices of the marketplace and have a market value less than \$100, including:

- Flowers, fruit baskets, and other modest presents that commemorate a special occasion.
- Gifts of nominal value, such as calendars, pens, mugs, caps, and t-shirts (or other novelty, advertising, or promotional items).

Generally, employees may not accept compensation, honoraria, or money of any amount from entities with whom GreenWaste does or may do business. During the holiday season, where permitted by the franchise agreement, drivers may generally accept reasonable monetary gifts or tips up to \$100 from a franchised residential customer. Tangible gifts (including tickets to a sporting or entertainment event) that have a market value greater than \$100 may not be accepted unless approval is obtained from management. Employees with questions about accepting business courtesies should talk to their managers, Legal or the HR Department.

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only the Director of Communications or contact people designated by the Executive Leadership Team are authorized to comment to news reporters on behalf of the Company and/or on Company policy, relationships, contracts, customers, personnel, incidents or events.

Nothing in this policy shall operate to prohibit or in any way limit an employee's right to discuss the terms and conditions of their employment, as provided by law.

Conducting Personal Business

Employees are to conduct only GreenWaste business while on work time. Employees may not conduct personal business or business for another employer during their scheduled working hours. Except in an emergency, personal cell phones should only be used during breaks.

Political Activity

Many employees participate in political activities on their own time. Company time, facilities, property, or equipment (including all computers, networks, and Electronic Equipment) must not be used for an employee's outside political activity. GreenWaste will not reimburse any employee for political contributions, and employees should not attempt to receive or facilitate such reimbursement. Company management and executives must follow the Political Contributions Policy and reporting obligations related to any political contributions.

Absent a formal statement by GreenWaste announcing any political endorsements, employees must not, through their own actions, speech, contributions, or written communications, mislead others to believe that GreenWaste officially endorses or opposes any candidates for political office that GreenWaste itself has not publicly announced. Employees are entitled to their own personal position and discrimination, disruption or harassment related to personal opinions will not be tolerated. The Company will not discriminate against employees based on their lawful political activity engaged in outside of work.

Prohibited Use of Cell Phone While Driving

In the interest of the safety of our employees and other drivers, GreenWaste employees are prohibited from using cell phones, including all smart phones, or other wireless communication devices, including laptops, while driving on Company business and/or Company time or a Company vehicle, unless it may be safely done so according to the applicable "hands-free" laws.

If your job requires that you keep your cell phone or other wireless communication device turned on while you are driving, you must use a hands-free, voice-operated device at all times. Under no circumstances should employees place phone calls by hand while operating a motor vehicle while driving on Company business and/or Company time or a Company vehicle. Additionally, under applicable law, headsets, ear plugs, and/or earphones, may not cover, rest in or be inserted in both ears while driving unless engaged in the operation of refuse collection equipment and wearing a safety headset or safety earplugs. Violating this policy is a violation of law and a violation of Company rules.

Employees who are provided and required to use radios for work purposes should continue to use them as set forth in the Mobile Phone Device Use While Driving Policy. Please see that policy for more specific information, which is available separately.

Personal Use of Company Cell Phone

Personal international calls, applications or other additional non-work related charges are not allowed on Company-provided cell phones. Employees are responsible for paying for any additional time or data related to personal use of Company cell phones.

Off-Duty Use of Company Property or Premises

Employees are responsible for returning Company Property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. Except as expressly authorized by this Handbook or the General Counsel, Employees are prohibited from using Electronic Equipment, copy machines, Company products, Company premises, Company vehicles, or office supplies for personal use without prior authorization.

It is the policy of the Company to control off duty and non-working hour use of Company facilities either for business or personal reasons. Employees are prohibited from using Company Facilities during off duty or non-working hours without the written consent of Company management. Employees are prohibited from inviting non-employees to Company facilities during off duty hours or non-Company hours unless Company management and Legal has approved. If allowed, Employees and any persons using Company Facilities during off duty hours or non-Company hours are required to sign a log-in and log-out sheet maintained by the Company or building manager.

No Solicitation of Customers

Customer lists of GreenWaste are considered a trade secret and proprietary confidential information, which are solely the property of GreenWaste. Former or current employees of GreenWaste are forbidden from using information from or based on customer lists that was learned through their employment with GreenWaste to directly or indirectly solicit business that is competitive with GreenWaste.

Solicitation and Distribution of Literature

In order to ensure efficient operation of the Company's business and to prevent harassment or disruption to employees, the Company has established rules applicable to all employees governing solicitation, distribution of written materials, and entry onto the premises and work areas.

Solicitation includes such activities as requests for signatures, contributions for charities, support of political or non-work related activities, merchandise purchases and requests for donations. "Solicitation" includes canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and other materials. Solicitation performed through verbal, written, or electronic means is covered by the Non-Solicitation Policy. Excessive, aggressive, bullying or pressured solicitation should not be forced on Company employees.

Distribution includes passing out literature, advertising materials, pamphlets, handbills, leaflets or notices of any kind.

Employees are prohibited from engaging in Solicitation or Distribution during their working time. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. Employees may conduct solicitations during their lunch period, coffee breaks, or other authorized non-work periods, so long as they do so when the other employees are on their lunch or break periods.

All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with their supervisor or the HR Department immediately.

Use of Company Vehicles

Company vehicles and CFN gas cards are to be used for Company business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited. Any employee who operates a Company vehicle must submit to Company training, background and driver's record checks, substance abuse testing following accidents or upon other reasonable suspicion, and random substance abuse testing if required by law.

Drivers of Company vehicles are to immediately report all infractions or violations while driving a Company vehicle and all restrictions, suspensions, or revocations against their driver's license to their supervisor or manager, and the HR Department immediately.

When a Company vehicle cannot be operated, is unsafe for use, or has been damaged in any way, notify a supervisor or manager immediately.

The driver of a Company vehicle is responsible for the vehicle while in their charge and must not permit unauthorized persons to drive it.

The driver is responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

No employee may operate a motor vehicle while under the influence of alcohol or a substance that can impair judgment. If an employee operates a Company vehicle while under the influence, the employee may be disciplined up to and including immediate termination. In addition, please refer to the Company's Mobile Device Use While Driving policy. Consistent with that Policy, no employee may operate a Company vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device. There are certain limited exceptions to the prohibit above, including employees who must utilize radios to communicate.

Multiple driving moving violations that appear on the annual or any other state department of motor vehicle check will result in suspension of rights to drive a Company vehicle or drive a personal vehicle on Company business. Suspension of rights will continue for the duration of any DUI allegation and resolution (or other similar violation) and until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and

driving a vehicle is a part of successful execution of job responsibilities, termination of employment is possible.

Notice of GPS and Other Monitoring of Company Vehicles

Due to safety, efficiency, and other business purposes, the Company may use GPS, electronic and video technology to monitor the whereabouts of Company vehicles at all times.

Questions concerning the use of the systems should be directed to the IT and HR Departments. Questions concerning the proper use of any vehicles should be directed to the employee's immediate supervisor and/or the safety department.

Employees Who Drive a Company Vehicle

Employees who drive a GreenWaste vehicle on GreenWaste business will be required to show proof of current valid driving licenses and current effective insurance coverage before the first day of employment. GreenWaste participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who drive as part of their job. Employees driving a GreenWaste vehicle will be subject to additional safety training, monitoring and drug and alcohol testing to the extent permitted by law.

Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the Company. No person shall operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device except in limited circumstances, including radio use for communication, as described more fully in Company's Mobile Device Use While Driving policy.

GreenWaste retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under GreenWaste's policy.

Safety and Health

Safety

GreenWaste is committed to providing a clean, safe, and healthy work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. The Company and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Employees must immediately report any unsafe conditions to their supervisor and the Safety Department. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination.

In the case of an accident that results in a near miss or good catch, illness or injury, regardless of how seemingly insignificant, employees must notify the Safety Department and follow the applicable Company safety policies and procedures.

In compliance with California law, and to promote the concept of a safe workplace, the Company maintains an Injury and Illness Prevention Program for each of its sites. The Injury and Illness Prevention Program is available for review by employees and/or authorized employee representatives upon request.

Security

GreenWaste has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances, exits, and service areas. Report any suspicious persons or activities to management. Secure your computer, desk and office at the end of the day and when away from it for an extended time frame. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of the facilities as well as the welfare of our employees can depend upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, codes, or identification badges are missing or activated at times they should not be. Employees must report any suspected break-ins, triggered Company alarms, fence or gate cuts or breaks, and lighting or camera failures or vandalism.

Workers' Compensation

GreenWaste, in accordance with state law, provides insurance coverage for employees in case of work-related illness or injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits to replace lost wages; and,

- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury or illness to the your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim for Workers' Compensation Benefits Form (DWC 1 Form) and return it to your supervisor for submission to HR; and,
- Provide the Company with certifications from your health care provider regarding the need for workers' compensation disability leave, if applicable, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee can return to work after a workers' compensation leave, the employee may be reinstated to their same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously working rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had they not gone on leave, or if the employee's position was eliminated, and no equivalent or comparable position is available, then the employee would not be entitled to reinstatement.

An employee's return depends on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, the Company may provide a reasonable accommodation, as governed by the Americans with Disabilities Act and the Fair Employment and Housing Act. If an employee cannot perform the essential functions of their job with a reasonable accommodation, the employee may not be qualified to perform the job and may be terminated. The employee may also be terminated if there is no reasonable accommodation for that job that does not cause the Company an undue burden or hardship, given the employee's restrictions.

The law requires the Company to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Workers' Compensation and FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state (the California Family Rights Act ("CFRA")) and federal law (the Family and Medical Leave Act ("FMLA")) will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees may be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period. FMLA/CFRA is unpaid leave.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that covers compensation for absences for illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation

insurance. However, workers' compensation benefits usually do not cover compensation for absences for medical treatment.

When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy, or other prescribed appointments will not be paid as time worked.

If you have accrued and unused sick leave, and the time off is not covered by FMLA/CFRA, the additional absences from work may be paid with the use of sick leave. If the absences are covered by FMLA/CFRA, you may choose to substitute sick leave for any time that would otherwise be unpaid.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may substitute vacation with your manager's approval for further paid absences from work related to your illness or injury but may still be subject to discipline for unexcused absence or if you do not follow sick leave procedures.

Ergonomics

GreenWaste is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Company will make necessary adjustments to the extent feasible to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The Company believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions or suggestions about ergonomics, contact the HR Department.

Workplace Violence and Abusive Behavior

The Company strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression, or coercion against a coworker, vendor, customer, or visitor. All such acts and threats, even those made in apparent jest, will be taken seriously, will lead to discipline up to and including termination, and may lead to arrest, and prosecution. The Company will also maintain workplace safety and violence prevention policies as required by law and employees are expected to comply with such policies.

GreenWaste will continually strive to prevent and minimize the potential for violence in the workplace by:

- Continually reviewing and evaluating physical security at GreenWaste facilities;

- Providing training and education to employees;
- Evaluating and assisting in responding to workplace violence issues; and
- Maintaining accurate and up to date reports and evaluations of all violence-related issues and incidents at Company facilities or an employee's jobsite.

Prohibited actions include, but are not limited to, the following:

- Threats or acts of violence occurring on GreenWaste property, regardless of the relationship between GreenWaste and the parties involved in the incident.
- Threats or acts of violence not occurring on GreenWaste property but involving someone who is acting in the capacity of a representative of GreenWaste.
- Threats or acts of violence not occurring on GreenWaste property involving an employee of GreenWaste if the threats or acts of violence affect the interests of the Company.
- Hitting or shoving an individual.
- Threatening to harm an individual or /their family, friends, associates, or their property.
- The intentional destruction or threat of destruction of property owned, operated or controlled by GreenWaste.
- Making harassing or threatening telephone calls, letters, or other forms of written and electronic communication.
- Intimidating or attempting to coerce an employee to do wrongful acts.
- Harassing surveillance, also known as "stalking," the willful, malicious, and repeated following of another person.
- Making a remark suggesting or implying that an act to injure persons or property is "appropriate," regardless of the location where such a remark is made.
- Possession or use of any firearm, weapon, or any other dangerous device on GreenWaste owned or controlled property without management's permission or, if prohibited, at any other location while in performance of job duties for GreenWaste, with the exception of law enforcement officers in the course of their normal duties and security personnel specifically authorized by GreenWaste Management.
- Actions or behaviors prohibited by GreenWaste's Workplace Violence Prevention Policy.

All prohibited actions, threats or acts of violence should be reported immediately to management, the HR Department or the Safety Department. Employees should warn management of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be kept confidential to the maximum extent possible. The Company will not tolerate any form of retaliation against any employee for making a report under this policy.

All individuals who apply for or obtain a protective or restraining order which identifies GreenWaste locations as being protected areas must provide to GreenWaste Management a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. GreenWaste will provide opportunities for employees to be

trained in the risk factors associated with workplace violence and proper handling of emergency situations to minimize the risks of violent incidents occurring in the workplace.

The Company will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

Heat Illness

The Company is concerned with employee health and safety. Employees who work outside or without heating or air conditioning may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. Supervisors are trained in the recognition and prevention of heat illness as applicable for their job duties. Employees who work in such conditions are encouraged to frequently drink water and are also allowed and encouraged to take a cool-down rest in the shade of at least five minutes (in addition to the time needed to access the shade) when needed to protect themselves from overheating. These preventative cool-down rests are paid time. Please refer to the Company's Injury Illness and Prevention Program and Heat Illness Prevention Program, or talk to your supervisor on how to ensure you are protected from heat illness dangers.

Recreational Activities and Programs

GreenWaste or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity or event that is not part of the employee's work-related duties.

Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

Inclement Weather

Conditions that may excuse absence from the worksite if they prevent an employee from reaching their worksite include: snow and ice, road closure, announced avalanche danger, whiteout, heavy rain, earthquake, mudslides, fire or severe flooding. If weather conditions prevent you from safely traveling to work, you must notify your supervisor by phone, if telephone service is functional, or by any other available means. Absences due to weather that are approved by the Company must be discussed with employee's manager and the HR Department and employee may be required to temporarily telecommute, use vacation time or otherwise take a leave of absence.

Natural Disasters

In the event of a natural disaster such as earthquake, fire, or explosion, the office may be closed if the building is damaged or unsafe or all roads/highways leading to the office are not passable. For instructions on reporting to another location, contact your supervisor or review electronic instructions sent to you by GreenWaste.

For more details, please see the Emergency Action and/or Business Continuity Plan Policy.

Time Away from the Office

Punctuality and Attendance

Absenteeism and tardiness place an undue burden on other employees and on the Company. Therefore, employees are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for breaks as described in this Handbook or when required to leave on authorized Company business.

All time off must be requested in writing, in advance, as outlined in the Company's sick leave, vacation, and leave policies. It is expected that vacation will be requested at least two weeks prior to the date of the start of the vacation. If you are unexpectedly unable to report for work on any particular day, you must provide reasonable advance notice to your supervisor at least two hours before the time you are scheduled to begin working for that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide at least two hours advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances of your tardiness or absence were unforeseen, inform your supervisor as soon as practicable of the reason for the tardiness or absenteeism. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. An employee is not required to divulge private medical information in the explanation.

Excessive absenteeism or tardiness (whether excused or not), providing false information, or abuse of leave laws will not be tolerated and may be cause for disciplinary action, up to and including termination.

If you fail to report for work without any notification to your supervisor, and your absence continues for a period of three or more consecutive workdays, the Company will assume you have abandoned your employment and have voluntarily resigned. If provided in a reasonable time frame, the Company will review any extenuating circumstances that may have prevented you from calling in before you are removed from payroll.

Absences protected by local, state, and federal law do not count as a violation of the punctuality and attendance policy.

Paid Sick Time

Employees are provided paid sick time in compliance with California law, any local ordinance applicable to the employee's worksite and Company policy. Please refer to the separate Paid Sick Time Policy applicable to you, which is available in the Appendix to this Employee Handbook.

Vacation Time

GreenWaste provides paid vacation time to eligible employees. Please refer to the separate Vacation Time Policy applicable to you, which is available in the Appendix to this Employee Handbook.

Leaves of Absence

Requesting a Leave of Absence

All requests for a Leave of Absence should be personally submitted in writing to your supervisor and the HR Department. Benefits, including sick leave, paid time off, and vacation, do not accrue during unpaid leaves of absence, unless otherwise stated herein or required by law.

Use of Vacation and Sick Leave Before Unpaid Leave

To the extent permitted by law, you must take accrued and unused vacation or, if for a sick-leave-qualifying reason, sick leave, before taking unpaid leave or having an unpaid absence. Unpaid leave is not allowed without HR Department and management approval. The HR Department can discuss with an eligible employee potential leave options, which may include the following:

- Employees who are absent because of their own disability may be eligible for SDI benefits. SDI benefits do not begin until you have been absent from work for seven calendar days.
- During the seven-day waiting period before SDI payments begin, if you are not receiving wage replacements through another disability leave plan and the leave is not FMLA leave, you may use any available sick leave. If you do not have any sick leave available, you may use any accrued vacation or floating holiday. If the leave is also Pregnancy Disability Leave (PDL), you may use any available sick leave during the unpaid seven-day waiting period, and you may use vacation or other compensated time off.
- SDI benefits do not replace all your usual wages. You must supplement your SDI benefits with any available sick leave, floating holiday or vacation, if permitted by law. If the leave is CFRA/FMLA leave and you receive any type of disability benefits, you may use sick leave and/or vacation to supplement your SDI benefits.
- If you are absent for a reason that qualifies you for Paid Family Leave (PFL) benefits, you must use vacation or floating holidays, and may use sick time during the first two weeks of absence prior to receipt of PFL benefits. PFL benefits do not replace all your usual wages. Your PFL benefits may be supplemented with accrued and unused vacation or sick leave (if for a qualifying reason) if the leave is FMLA/CFRA. If the leave is not for FMLA/CFRA, you may use accrued and unused vacation, floating holiday or sick leave (if for a qualifying reason) to supplement your PFL benefits.

Bereavement Leave

Employees who have been employed by GreenWaste for at least thirty (30) days prior to the commencement of leave under this policy are entitled to five (5) days off (up to 3 days with pay if the location of bereavement occurred in state and up to 5 days with pay if the location of bereavement occurred out of state) for bereavement purposes following the death of a family member (defined as a parent, sibling, spouse, registered domestic partner, child parent-in-law, grandparent, or grandchild).

Employees must provide notice to their Supervisor of their intent to take bereavement leave. In order to receive paid bereavement leave, either prior to or within thirty (30) days of returning

from bereavement leave, employees must provide the Company with documentation supporting the leave, which may include, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

The five (5) days of bereavement leave do not need to be taken consecutively but do need to be taken within three (3) months of the death of the family member.

The Company will not retaliate or discriminate against any employee who exercises their rights to take leave under this policy or who gives information or testimony as to their own bereavement leave or another person's bereavement leave in an inquiry or proceeding related to rights guaranteed by any applicable state law.

The Company will maintain the confidentiality of an employee's request for bereavement leave to the extent required by law, and any documentation will be kept confidential and will not be disclosed except to internal personnel or counsel, as necessary or as required by law.

Reproductive Loss Leave

Beginning January 1, 2024, Employees who have been employed by GreenWaste for at least thirty (30) days prior to the commencement of leave under this policy are entitled to up to five (5) days off unpaid for a reproductive loss event, which includes failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction as defined in the act. Leave will be provided for each reproductive loss event, not to exceed 20 days of leave in a 12-month period. Although such leave is unpaid, employees may use vacation or sick leave to receive pay during their absence.

Unless otherwise permitted by law or guidance, GreenWaste will not require employees to provide documentation in support of a leave request under this law, and all requests for such leave will be kept confidential to the extent required by law.

Reproductive loss leave must be taken within three months of the reproductive loss event but need not be taken on consecutive days.

If an employee experiences a reproductive loss event prior to or immediately following when an employee is on or chooses to go on Pregnancy Disability Leave or leave under the California Family Rights Act or any other leave entitlement under state or federal law, the employee need only complete their reproductive loss leave within three months of the end date of the other approved leave.

Employees may request and use reproductive loss leave without fear of retaliation or interference in their ability to take such leave for which they are eligible.

Civil Air Patrol Leave

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so,

giving as much advance notice as possible and presenting certification of the need for leave. Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the Company. This time off is not paid unless you use vacation time.

Crime Victim Leave

Victim's Leave for Judicial Proceedings

An employee who is a victim or who is the family member of a victim of a violent felony may take unpaid time off from work when they, or an immediate family member, have been the victim of a violent or serious felony, as defined by law. An immediate family member is the spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, registered domestic partner, or child of a registered domestic partner of the employee. A registered domestic partner means a domestic partner who is registered in accordance with California state law. The absence from work must be in order to attend judicial proceedings related to the crime. If possible, employees should provide reasonable notice of time off requested under this policy by submitting a written request and documentation/certification of the reason for the absence to the HR Department, preferably one week prior to the time requested. Such documentation is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office. If advance notice is not possible, employees must provide appropriate documentation within a reasonable time after the absence.

Leave for Any Proceeding Involving Victim's Rights

Crime victims are also permitted to take time off from work, at the victim's request, to appear in court to be heard at any "proceeding" in which a right of the victim is at issue. This leave can be initiated at the victim's request and does not need to be initiated by a notice from a government agency. Under this law, the employee or employee's spouse, parent, child, sibling, or guardian must be the victim of one of the following covered offenses:

- Vehicular manslaughter while intoxicated
- Felony child abuse likely to produce great bodily harm or a death
- Assault resulting in the death of a child under eight years of age
- Felony domestic violence
- Felony physical abuse of an elder or dependent adult
- Felony stalking
- Solicitation for murder
- A serious felony, such as kidnapping, rape or assault
- Hit-and-run causing death or injury
- Felony driving under the influence causing injury
- Specified sexual assault

A "proceeding" includes any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision; or any proceeding in which a right of the victim is at issue.

Before taking this type of leave, you must give the Company reasonable advance notice of your intention to take the time off. When advance notice is not feasible, or if an unscheduled absence occurs, you must provide one of the following forms of certification within a reasonable time after the absence:

- A police report indicating that the employee was a victim of one of the specified offenses.
- A court order protecting or separating the employee from the perpetrator of one of the specified offenses.
- Documentation verifying that the employee was undergoing treatment for physical or mental injuries or abuse as a result of being a victim of one of the specified offenses. Such documentation must be received from a:
 - Medical professional
 - Domestic violence advocate
 - Victims of sexual assault advocate
 - Health care provider
 - Counselor

An employee's absence from work for either of these kinds of crime victim leave will be unpaid except to the extent they have accrued vacation or sick time, in which case the time shall be deducted from the accrual and paid as applicable. If an employee has no remaining vacation or sick time, they will not be paid for the absence.

The Company will not discharge for, discriminate or retaliate against an employee who takes time off from work under these laws. This protection extends to compensation or other terms, conditions or privileges of employment. It also includes protection of seniority.

The Company will, to the maximum extent possible and as required by law, maintain the confidentiality of an employee requesting leave under these provisions.

Domestic Violence and Sexual Assault Leaves

If an employee is the victim of domestic violence or sexual assault, time off may be necessary to attend legal proceedings or provide for their own or their child's health, safety, or welfare. This includes but is not limited to time off for medical treatment, psychological counseling or other domestic or sexual assault victims' services, safety planning including relocation, attending legal proceedings or attempting to obtain any relief, including a temporary restraining order, a restraining order, or other court-ordered relief to help ensure the health, safety or welfare of the victim or their children.

If possible, an employee should provide reasonable notice of time off requested under this policy by submitting a written request and documentation/certification of the reason for the absence to the HR Department, preferably one week prior to the time requested. Such documentation is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office, or a medical professional or domestic violence or sexual assault advocate. If advance notice is not possible, employees must provide appropriate documentation within a reasonable time after the absence. Such documentation includes:

- A police report indicating that the employee was a victim of domestic violence, sexual assault or stalking.
- A court order protecting or separating the employee from the perpetrator of the act of domestic violence sexual assault, or stalking.
- Other evidence from the court or prosecuting attorney that the employee has appeared in court.
- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse due to domestic violence, sexual assault or stalking.

The Company will, to the maximum extent possible and as required by law, maintain the confidentiality of an employee requesting leave under this provision.

Regardless of whether an employee requests time off under these provisions, Company will not discharge for or in any manner discriminate or retaliate against an employee because of their status as a victim of domestic violence, sexual assault, or stalking if either:

- The victim has provided notice to Company of their status as a victim of one of these types of crimes; or
- The Company has actual knowledge of the status.

The Company will also engage in a timely, good faith interactive process and provide reasonable accommodations (provided they do not constitute an undue hardship) for employees who are victims of domestic violence, sexual assault or stalking and who request an accommodation for their safety while working. Reasonable accommodations may include implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station or installed lock; assistance in documenting domestic violence, sexual assault or stalking that occurs in the workplace; an implemented safety procedure; other adjustment to a job structure, workplace facility or work requirement in response to domestic violence, sexual assault or stalking; referral to a victim assistance organization.

The length of unpaid leave an employee may take for medical leave under these statutes is limited to twelve (12) weeks in a 12-month period and does not exceed or add to the unpaid leave time that the FMLA allows.

Non-exempt employees will not be paid for time off taken for any reason under these laws except to the extent they use accrued vacation or sick time for that purpose. Exempt employees will be paid their full week's salary for time off taken under these provisions if they have performed work during that same work week; if they have not performed any work during that same work week, they will not be paid for the time off, except to the extent they use accrued vacation, floating holiday or sick time for that purpose.

For more information about employee rights, employees may also visit the following sites:

English

http://www.dir.ca.gov/dlse/Victims_of_Domestic_Violence_Leave_Notice.pdf

Spanish:

http://www.dir.ca.gov/dlse/Victims_of_Domestic_Violence_Leave_Notice_spanish.pdf

Hard copies of these Labor Commissioner's Office forms will also be provided to all new employees upon hire and to any other employee who requests such a form.

Extended Medical Leaves as Reasonable Accommodations for Disabilities

A medical leave of absence may be granted for non-work-related medical disabilities (other than pregnancy, childbirth, and related medical conditions) following the completion of FMLA/CFRA leave with a health care professional's written certificate of disability. Extended disability leaves will be considered on a case-by-case basis, consistent with the Company's obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, you will be required to first use and the Company will pay you for any accrued and unused sick leave.

Reasonably accommodated extended medical leave begins on the first day after your FMLA/CFRA leave has expired if your health care professional certifies that you are unable to work and ends when your health care professional certifies that you are able to return to work or at such time as the accommodation is no longer reasonable. The HR Department can supply you with a form for your health care professional to complete showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a valid and applicable health care professional's certificate declaring fitness to return to work.

In returning from a non-work-related disability leave, the employee may be reinstated to their same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a disability leave has no greater right to reinstatement than if the employee had been continuously working rather than on leave. For example, if the employee on medical leave would have been laid off had they not gone on leave, or if the employee's position was eliminated, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee that needs reasonable accommodations should contact the HR Department to discuss the need for an accommodation.

In accordance with federal and state regulations, for employees on the Company's group healthcare plan, the Company will continue to pay the Company-sponsored premium portion of the employee's health benefits (including dental, vision, etc. if already included in the group health plan) that it was paying prior to the leave of absence for the: (i) first 12 weeks of a disability related leave of absence which qualifies as a Family Medical Leave of Absence (FMLA), a California Family Rights Act (CFRA), an Americans with Disabilities Act or a California Fair Employment and Housing Act leave (ADA/FEHA), or Workers' Compensation leave; (ii) 26

weeks during an FMLA leave to care for an ill or injured service member; and (iii) the entire duration of Pregnancy Disability Leave (17 1/3 weeks) (which is separate from and in addition to pay for 12 weeks of group health coverage under CFRA). The employee is responsible for arranging with the HR Department for: (a) payment of their portion of any premiums that are not fully covered by a Company contribution and any other regular payroll deductions required by contract or law (e.g., 401k loan repayment); and (b) payment of their COBRA payments if eligible employees wish to continue group health benefits beyond the period of coverage covered by the Company indicated above and elect to continue coverage under COBRA. When the employee returns from leave, the Company will again provide benefits according to the applicable plans. If the employee does not return to work at the Company at the end of the leave (or extension of the leave), the Company may attempt to recover health care premiums paid on the employee's behalf during the leave.

Benefit accruals for vacation or sick leave continue to accrue during an authorized FMLA/CFRA, PDL, or Workers' Compensation leave ONLY during the days on which vacation or sick leave is taken. Any employee who uses a leave of absence for other employment or for any fraudulent reason will be terminated from employment with the Company. Employees should be aware that no two leave of absence situations are exactly the same and should not expect what occurred for another employee to apply to their personal situation.

If an employee fails to pay their portion of the benefits for more than thirty (30) days, the employee's coverage(s) will be terminated and the employee will be offered COBRA to continue benefits coverage.

Except as otherwise provided by law (e.g. bone marrow and organ donation leave, crime victim leave, jury duty, unpaid domestic violence, and sexual assault or stalking leave, military leave) time spent on a leave of absence, except for military reserve duty, will not be counted as time employed in determining an employee's eligibility for benefits that accrue on the basis of length of employment, and benefits will not be accrued while an employee is on leave.

Leaves of absence will start on the date of request or date of need. Failure to continue contact with the HR Department after request for a leave of absence may result in voluntary termination of employment. Failure to return to work upon the expiration of the leave or refusing an offer of reinstatement for which the employee is qualified will also result in voluntary termination of employment. Upon or prior to return to work, the employee may be required to take a fitness for duty exam or otherwise provide medical clearance.

Family and Medical Leave

GreenWaste will grant family and medical leave in accordance with state (California Family Rights Act ["CFRA"]) and federal (Family and Medical Leave Act ["FMLA"]) law in effect at the time the leave is granted. To be eligible for family and medical leave, you must:

- Have worked for the Company for a total of at least 12 months; if the leave is for FMLA only, the 12 months of service must have accumulated within the previous seven years; and
- Have worked at least 1,250 hours over the previous 12 months.

For purposes of the FMLA only, you must also work at a location where at least 50 employees are employed within a 75-mile radius.

If eligible, you may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. For purposes of calculating the 12-month period, the Company uses a rolling 12-month period measured backward from the date you use any FMLA/CFRA leave. Under most circumstances, leave under the FMLA and the CFRA will run concurrently, and the eligible employee will be entitled to a total of 12 workweeks of family and medical leave in the designated 12-month period.

Leave may be used for one or more of the following reasons:

- The birth or placement of a child for adoption or foster care (FMLA/CFRA);
- To care for an immediate family member or Designated Person with a serious health condition;
 - For FMLA, “immediate family member” includes your spouse, child, or parent as well as individuals for whom the employee stood or is standing “in loco parentis”;
 - For CFRA, “immediate family member” includes your spouse, registered domestic partner, child, parent, parent-in-law, grandparent, grandchild, or sibling, as well as individuals for whom the employee stood or is standing “in loco parentis”;
 - For CFRA, “Designated Person” means any individual not related by blood or whose association with the employee is the equivalent of a family relationship. The Designated Person may be identified by the employee at the time the employee requests the leave. The Company may limit an employee to one Designated Person per 12-month period for family care and medical leave.
- You are unable to work because of your own serious health condition (FMLA/CFRA);
- You are unable to work because of your own serious health condition caused by pregnancy, childbirth, or related disabilities (FMLA only);
- For any qualifying exigency (as defined by federal and state law) because the employee is the spouse, domestic partner (CFRA only), child, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; and
- An employee who is the spouse, child, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of additional FMLA time, or 26 weeks of FMLA only if leave is not CFRA-covered leave) to care for the service member (FMLA only).
 - A covered service member is either (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first day the eligible employee takes FMLA leave to care for the covered veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

- For leave to care for a covered service member, the 12-month period begins on the first day of the leave.

Definition of Serious Health Condition

For purposes of this policy, a “serious health condition” means an illness, injury, impairment or physical or mental condition that involves any period of incapacity or treatment in connection with or following inpatient care in a hospital, hospice or residential medical-care facility, continuing treatment by a health care provider or one of the following:

- A period of incapacity greater than three (3) calendar days that includes two or more treatments by a health care provider or those under the provider’s supervision, or at least one treatment with a regimen of continuing treatment (such as taking prescription medication);
- Any period of incapacity due to pregnancy;
- Prenatal care;
- Any period for chronic serious health conditions. A chronic serious health condition is a condition which:
 - Requires periodic visits for treatment by a healthcare provider or those under the provider’s supervision;
 - Continues over an extended period of time; or
 - May cause episode of incapacity; or
 - Results in a period of permanent or long-term incapacity for an untreatable condition (i.e. Alzheimer’s); or
 - Results in any period of absence to receive multiple treatments for restorative surgery or a condition in the absence of the treatment would likely result in a period of incapacity for more than three (3) days.

A serious health condition does not normally include the common cold, the flu, earaches, upset stomach, minor ulcers, headaches (other than migraines), or routine dental, orthodontia or periodontal problems.

Pregnancy, Childbirth, or Related Conditions

Leave because of the employee’s disability due to pregnancy, childbirth, or related medical condition is not counted as time under the CFRA. If you are pregnant, you may have the right to take a pregnancy disability leave (see Pregnancy Disability Leave policy for more information) in addition to a family and medical leave under the FMLA, which run concurrently. Once you are no longer disabled or once you have exhausted your pregnancy disability leave, you may apply for leave under the CFRA for baby bonding.

Baby bonding leave must be concluded within one year of the birth or placement of the child. If family and medical leave is taken for baby bonding, the minimum duration of leave is two weeks, except that the Company will grant a request to divide the minimum duration in to two occasions, as long as each occasion is less than two weeks duration.

Leave Procedures

Please notify your supervisor and contact the HR Department as soon as you realize the need for family and medical leave. If your need for family and medical leave is foreseeable, you are required to give at least thirty (30) days' prior written notice to the HR Department. When the need is not foreseeable, you must provide notice as soon as practicable. If you do not provide this notice, your leave may be delayed. If your leave is because of a planned medical treatment, you must reasonably attempt to schedule the treatment to avoid disrupting the Company's operations.

If the request for family and medical leave is because of the employee's own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.

If the second opinion differs from the first opinion, the Company may require, at its expense, the employee to obtain a third opinion by a health care provider designated or approved jointly by the employee and the Company. The opinion of the third health care provider shall be final and binding on the Company and the employee.

Certification

The Company requires the employee to provide medical leave certification. You will have fifteen (15) calendar days from the Company's request for certification to provide it to the Company, unless it is not practicable to do so. The Company may require recertification from a health care provider if the employee requests additional leave upon expiration of the time period in the original certification. If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay or deny approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave, at the Company's discretion.

If the leave is needed to care for a sick family member, the certification from the health care provider must state:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

If the employee cites their own serious health condition as a reason for leave, the certification from the health care provider must state:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Inability of the employee to work at all or to perform any one or more of the essential functions of the employee's position due to the serious health condition; and
- Estimated return to work date.

If an employee is absent for the employee's own serious health condition, the Company also requires a medical release to return to work. Failure to provide a release to return to work from the employee's health care provider will result in denial of reinstatement until the release is obtained.

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity and documentation of the covered military member's active duty orders or other similar documentation issued by the military. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider.

Please note that the Company complies with the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. As such, the Company will not ask an employee to provide genetic information when responding to a request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Intermittent Leave

Under some circumstances, including certification by a health care provider, you may take family or medical leave intermittently—which means taking leave in separate blocks of time—or by reducing your normal weekly or daily work schedule. The smallest increment of time that can be used for such leave is one hour. The certification process for intermittent leave will occur with the HR Department.

Health and Benefit Plans

During an approved family or medical leave, the Company will maintain your health benefits under the same terms and conditions applicable to employees not on leave. The Company will continue to make the same premium contribution as if the employee had continued working. If the employee does not have sufficient pay from which employee contributions can be deducted (e.g., from vacation or sick leave), employees must pay their regularly paid portion, if any, of the premium on the first of the month. Failure by the employee to pay any required employee contributions may result in cessation of coverage.

The continued participation in health benefits begins on the date leave first begins. In some instances, if the employee fails to return to work following family and medical leave, the Company may recover from an employee the premiums paid by Company to maintain health coverage during the leave.

Substitution of Paid Leave

Generally, FMLA/CFRA leave is unpaid. If you have accrued and unused vacation, sick time, or other compensated time off, this compensated time off may be substituted (i.e., run concurrently) with your family leave in the following circumstances:

- An employee may elect to use any accrued vacation or other compensated time off other than sick time that the employee is eligible to take concurrently during the otherwise unpaid portion of a FMLA/CFRA leave.
- An employee may also elect to use any accrued sick time that the employee is eligible to take during the otherwise unpaid portion of a FMLA/CFRA leave if the leave is for the employee's own serious health condition, or during a pregnancy disability leave, or for any other reason mutually agreed between the employer and the employee.
- An employee may elect, at the employee's option, to use accrued vacation for which the employee is eligible during a pregnancy disability leave.
- Accrued sick time, vacation, or other compensated time off may be used by mutual agreement for absences that are otherwise unpaid when the employee is receiving state disability insurance, workers' compensation benefits, or any other disability leave plan.
- An employee may elect to use accrued sick time that is available for use as "Kin Care" concurrently when the leave is to care for a family member and the otherwise qualifies for unpaid time off under CFRA.
- Vacation, sick time and other accrued time (such as floating holidays) may be used for any family or employee medical leave qualifying event.
- Accrued sick leave (in excess of "Kin Care" if applicable) may be used for the care of a family member.
- Accrued sick leave may be used for the birth or placement for adoption or foster care of a child.

Any available paid time off may be used to supplement any portion of leave that is unpaid by state disability insurance, other disability leave plans, or workers' compensation benefits.

Reinstatement

Upon return to work, the employee may be required to take a fitness for duty exam or otherwise provide medical clearance. Under most circumstances, upon return from a family and medical leave, the employee will be reinstated to their same position held at the time the leave began, or to an equivalent position, if available. However, an employee returning from a family and medical leave has no greater right to reinstatement than if the employee had been continuously working rather than on leave. For example, if the employee on family and medical leave would have been laid off had they not gone on leave, or if the employee's position was eliminated, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

Under FMLA, reinstatement of certain salaried "key" employees may be denied by the Company under the following conditions:

- An employee requesting reinstatement was among the highest paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;

- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Company's operations;
- The employee is notified of the Company's intent to refuse reinstatement at the time the Company determines the refusal is necessary; and
- If the leave has already begun, the Company gives the employee a reasonable opportunity to return to work following the notice.

Should a leave or an extension be requested and granted providing for leave longer than 12 workweeks in any 12-month period, such leave or extension will generally not contain a guarantee of reinstatement to the same or an equivalent position. We will grant leaves and extensions in accordance with state and federal law in effect at the time the leave is granted. You will be advised at the time the leave or extension is granted what conditions apply to that leave or extension.

Vacation and Sick Time Accrual During Leave

Employees on an unpaid portion of FMLA/CFRA leave do not accrue vacation or sick leave.

Literacy Education

GreenWaste wishes to assist employees who reveal a problem with illiteracy and request the Company's assistance in enrolling in an adult literacy education program. Employees may take unpaid time off to participate in literacy education programs, as long as doing so does not cause the Company undue hardship. Generally, the Company will try to minimize any lost work time while still permitting the employee to attend the literacy program. The Company will assist the employee by providing them with the locations of local literacy education programs or arranging for a literacy education provider to visit the Company. The Company will make reasonable efforts to safeguard the privacy of the fact that the employee is enrolled in an adult literacy education program. A non-exempt employee's absence from work for this leave will be unpaid. Deductions from an exempt employee's salary will not be made if the employee performs work in the same week in which leave pursuant to this policy is taken.

Jury Duty and Witness Leave

GreenWaste encourages employees to serve on jury duty when called and no employee will face discipline or retaliation for jury duty or witness service. An employee's absence from work for this leave will be unpaid. However, deductions from an exempt employee's salary will not be made if the employee performs work in the same week in which leave pursuant to this policy is taken.

Employees must immediately inform their supervisor when they receive the jury duty summons or subpoena to serve as a witness. If the employee is chosen to sit on a jury, the employee must inform their supervisor how long the trial is expected to last. The employee must also check in with their supervisor periodically during jury and/or witness service so the Company knows when to expect the employee back at work.

On any day when jury and/or witness service ends before the end of the usual workday, the employee must check in with their supervisor to find out whether the employee must return to work for that day.

You must provide written verification from the court clerk of performance of jury service to receive the time off.

Military Leave

The Company proudly grants employees time off work for service in the military services in accordance with federal and state law. Employees who wish to serve in the military and take military leave should contact the HR Department for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Military Spouse Leave

GreenWaste will provide up to ten (10) days of unpaid time off to eligible employees with spouses or registered domestic partners on leave from certain types of military service. An employee is eligible for leave if they are the spouse or registered domestic partner of a “qualified member” of the military and work an average of 20 or more hours per week. A “qualified member” is a member of the U.S. Armed forces who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone, or a member of the National Guard or Reserves who has been deployed anywhere during a military conflict. An employee must notify their supervisor of the intention to take military spouse leave within two (2) business days of receiving official notice that the employee’s spouse or registered domestic partner will be on leave from military deployment. Employees must provide written documentation certifying that their spouse or registered domestic partner will be on leave during the days for which military spouse leave is requested. Military spouse leave will not run concurrently with other protected leaves of absence and will not reduce the time allowed under other leave of absence policies. Leave pursuant to this policy is unpaid, except that deductions from an exempt employee’s salary will not be made if the employee performs work in the same week in which this leave is taken. Employees may substitute any accrued vacation for otherwise unpaid military spouse leave time.

Organ and Bone Marrow Donor Leave

GreenWaste provides leave for employees employed with it for at least 90 days who donate organs and/or bone marrow as follows:

- **Organ Donation:** Paid leave up to thirty (30) business days in a 12-month period from the date the leave begins. Employees must use up to two weeks of earned but unused vacation or paid sick time, if available, prior to receipt of paid leave. If you do not have vacation or sick time available, GreenWaste will pay for your time off work up to thirty (30) days. An employee is entitled to an additional unpaid leave of absence, not exceeding thirty (30) business days, in a one-year period for the purpose of organ donation.
- **Bone Marrow Donation:** Paid leave up to five (5) business days in a 12-month period from the date the leave begins. Employees must use five (5) days of earned but unused vacation or paid sick time, if available, prior to receipt of paid leave. If you do not have vacation or sick time available, GreenWaste will pay for your time off work up to five (5) days.

One leave is allowed for each organ and bone marrow donation in each 12-month period. Leave may be taken in one or more periods of time.

Any employee requesting organ and/or bone marrow donor leave must provide written certification from a licensed health care provider that leave is needed. The certification must state that the employee is a bone marrow or organ donor and that the donation is medically necessary. Employees should provide as much notice as possible to their supervisor.

Under most circumstances, upon return from any such leave, an employee will be reinstated to the employee's original job or a comparable job. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

Upon completion of the leave, a written notice by the health care provider is required to authorize a return to work. Should the health care provider indicate physical limitations upon return to work, such limitations must be discussed with and approved by their supervisor. The Company is committed to engaging its employees in ongoing, meaningful dialogue regarding reasonable accommodations at work.

Health insurance premiums (and dependent coverage as applicable) will continue to be paid by GreenWaste to the same degree they were paid before the leave began, subject to the terms, conditions, and limitations of the applicable plans.

Leave taken for organ or bone marrow donation is not leave for the purposes of family or medical leave.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of the Company. Requests for personal leave should be limited to unusual circumstances requiring an absence longer than two weeks.

Any leave taken under this provision that qualifies as leave under the FMLA and/or CFRA will be counted as FMLA and/or CFRA.

Pregnancy Disability Leave

Pregnancy, childbirth, or related medical conditions will be treated as a disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Employees planning to take pregnancy disability leave should advise the HR Department as early as possible to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's health care provider, but employees disabled by pregnancy may take up to four (4) months. Part-time employees are entitled to leave on a pro rata basis. The four (4) months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care;

- GreenWaste will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy;
- Employees who need to take pregnancy disability leave must inform the Company when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable notice at least thirty (30) days before the pregnancy disability leave or transfer is to begin. Employees must consult with the HR Department regarding the scheduling of any planned medical treatment or supervision to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider;
- If thirty (30) days' notice is not possible, notice must be given as soon as practical;
- The Company will respond to the request made by the employee as soon as practicable but no later than ten (10) days after receiving the request;
- Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer;
- Pregnancy disability leave usually begins when ordered by the employee's health care provider. The employee must provide the Company with a written certification from a health care provider for need of pregnancy disability leave, reasonable accommodation, or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay pregnancy disability leave, reasonable accommodation, or transfer. The certification indicating the need for disability leave should contain:
 - A statement that, due to pregnancy, childbirth, or related medical condition, the employee is unable to perform one or more of the essential functions of the position without undue risk to the employee, the successful completion of the employee's pregnancy, or to other persons;
 - The date on which the employee became disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and,
 - If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.
- Leave return requests will be processed only when the employee's health care provider sends a return to work release without restrictions or with restrictions that can reasonably be accommodated;
- PDL is unpaid leave. An employee may be eligible to apply for SDI benefits;
- An employee will be allowed to use paid sick time or vacation during the otherwise unpaid portion of PDL;

- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour or more;
- PDL runs concurrently with the FMLA, but not the CFRA.

If intermittent leave or leave on a reduced work schedule is medically advisable, the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than the employee's regular job. Transfer to an alternative position can include reasonably altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to the same position held at the time the leave began or to a comparable position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously working rather than on leave. For example, if the employee on pregnancy disability leave would have been laid off had they not gone on leave, or if the employee's position was eliminated, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

In some instances, if the employee fails to return to work following pregnancy disability leave, GreenWaste can recover from an employee the premiums paid to maintain the employee's health coverage during the leave.

If you have questions, please contact the HR Department.

School Activities Leave

Covered employees may be granted time off without pay for up to forty (40) hours per calendar year to:

- Participate in the activities of the school or licensed childcare provider, or to find, enroll, or reenroll their children in a school or with a licensed childcare provider, provided such time off does not exceed eight hours in any calendar month of the year;
- Address a childcare provider or school emergency.

For purposes of this leave, covered employees are the parents, stepparents, foster parents, guardians, grandparent, or persons standing *in loco parentis* to one or more children in kindergarten through grade 12 or with a licensed childcare provider.

The employee must give their supervisor reasonable notice of time off under this policy for planned absences. For childcare provider or school emergencies, the employee must give notice to their supervisor as soon as practicable. In addition, GreenWaste is permitted to require documentation from the school as proof that the employee did participate in school activities. In order to receive pay during the time off, you must use any accrued and unused vacation or floating holidays; if you have no accrued and unused vacation or floating holidays available, the time will be unpaid. However, deductions from an exempt employee's salary will not be made if the employee performs work in the same week in which leave pursuant to this policy is taken.

School Appearances Involving Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert their supervisor as soon as possible before leaving work. In accordance with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose. Employees may be asked to provide management with documentation from the school that indicates that the employee participated in a school meeting on the day of the absence for that purpose. The Company will, to the maximum extent possible and as required by law, maintain the confidentiality of an employee requesting leave under this provision. A non-exempt employee's absence from work for this leave will be paid from the employee's accrued and unused vacation time or, if no vacation time is left, this leave is unpaid. Absences for exempt employees may be paid through deductions from the exempt employee's accrued and unused vacation or floating holiday days, if any. However, deductions from an exempt employee's salary will not be made if the employee performs work in the same week in which leave pursuant to this policy is taken.

Volunteer Civil Service Personnel Leave

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If you are an official volunteer firefighter, peace officer, or emergency rescue personnel, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so when possible. You are also eligible for up to fourteen (14) days per calendar year of leave for required training. The time will be unpaid unless you use vacation, if eligible.

Voting Leave

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take time off work to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Employees will be given as much time off work as they need in order to complete their vote, but only a maximum of two (2) hours is paid for non-exempt employees taking this leave. When possible, an employee requesting time off to vote shall give their supervisor at least two days' notice.

Termination and Post-Employment

Employee References

All requests for references must be directed to the HR Department. No other employee is authorized to release or provide references for current or former employees. By policy, the Company discloses only the dates of employment and the title of the last position held of former employees.

Reduction in Force

Under some circumstances, GreenWaste may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, GreenWaste will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite. In determining which employees will be subject to layoff, GreenWaste will take into account, among other factors, operational requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits their employment at the Company or fails to report to work for three (3) consecutively scheduled workdays without notice to, or approval by, their supervisor (unless the absence is protected by law). All property owned by the Company must be returned immediately at the end of employment.

Should you decide to leave the Company, we ask that you provide at least two weeks' advance notice. Doing so allows for a smooth transition and such notice will be viewed favorably should you ever wish to reapply for employment with the Company. However, the Company is not obligated to continue your employment and may require you to leave immediately upon notice of resignation.

Final Wages

If an employee resigns or fails to return to work for three (3) consecutive days, their paycheck will be available not later than seventy-two (72) hours after the employee's employment ends, or after the employee gives notice, whichever is later. In such a situation, if the employee requests that their final paycheck be mailed, it will be mailed by regular mail to the address provided by the employee. If an employee is involuntarily terminated, their paycheck will be available at the time of separation. The final paycheck will include payment for all wages due, minus applicable and legal withholdings.

Confirmation of Receipt

I have received my copy of the GreenWaste Employee Handbook, including the Company's Harassment, Discrimination, and Retaliation Prevention policy. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook, and I acknowledge and agree that I have done or will do so promptly.

I understand and agree that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment and that employment at GreenWaste is employment at-will; employment may be terminated at the will of either GreenWaste or myself. My signature certifies that I understand that my employment is at-will and there is no other agreement between GreenWaste and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. The handbook supersedes all prior agreements, understandings, and representations concerning my employment with GreenWaste.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by GreenWaste and GreenWaste reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the CEO, no employee or representative of GreenWaste has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the CEO has the authority to make any such agreement and then only in writing, signed by the CEO.

Employee's Signature _____

Employee's Printed Name _____

Date _____