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MR. T CARTING CORP.

EMPLOYEE HANDBOOK

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This document is for informational purposes only and is not to be construed as an employment agreement or contract, Mr. T Carting Corp. retains the right to amend or change policies contained here-within at any time without prior notice.

1.0 COMPANY WELCOME

Welcome! You have just joined a dedicated team of employees and managers. We hope that your employment with the Company will be rewarding and challenging. We take pride in our employees as well as the services we provide. We consider ourselves leaders in the field of private sanitation.

Please take the time now to read this employee handbook carefully. It is an important communication, management and legal document. Please date and sign the acknowledgment at the end to show that you have read, understood and agree to the contents of this handbook. It sets out the basic rules and guidelines concerning your employment. Specific provisions contained in an individual employment agreement control over the general provisions of the handbook. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. Also, this Handbook is not meant to alter or conflict with any current Collective Bargaining Agreement between Mr. T and any lawfully recognized Union. The Company reserved the right to interpret, modify, or supplement the provisions of this handbook at any time.

Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact Julie Blake, Human Resources. Likewise, if you have any suggestions related to Company policies or procedures, please let us know.

We wish you success in your employment here at Mr. T Carting Corp.!

All the best,

Mr. T Carting Corp.

1.1 AT-WILL EMPLOYMENT

You became an employee at Mr. T Carting Corp. voluntarily and your employment with the Company is “**AT-WILL**.” This means that you may terminate your employment at any time and for any reason, with or without notice. Similarly, The Company retains the right to terminate your employment at any time and for any reason, with or without notice. Nothing in the employee handbook or any other Company document should be understood as creating guarantee of continued employment, a right to termination only for specific reasons, or pursuant to specific procedures, or of any other guarantee of continued benefits. Only the President or Officers of the company have the authority to make promises with regard to guaranteed or continued employment, and any such promises are only effective if placed in a writing signed by the President or Officers and specifically stating it is to have contractual effect.

2.0 INTRODUCTORY LANGUAGE AND POLICIES

2.1 ABOUT THE COMPANY

Mr. T Carting Corp. is a fully integrated company that has been providing waste collection & disposal services to the greater New York area for over 70 years. We currently have a fleet of 35 trucks and are capable of filling all of our existing and potential new client's waste collection, disposal, recycling and demolition requirements.

2.2 ETHICS CODE

Mr. T will conduct its business honestly and ethically wherever we maintain operations. We will constantly improve the quality of our services, products and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust and sound business judgment. No illegal or unethical conduct on the part of officers, managers, employees or affiliates is in the Company's best interest. We will not compromise our principles for short-term advantage. The ethical performance of the Company is the sum of the ethics of the men and women who work here. Thus, we are all expected to adhere to high standards of personal integrity.

No bribes, kickbacks or other similar remuneration or consideration shall be given to any person or organization in order to attract or influence business activity. Managers and employees shall not offer or accept gifts, gratuities, fees, bonuses or entertainment, in the course of their employment, except when authorized by their managers to do so.

The managers and employees of the Company will often come into contact with, or have possession of, proprietary, confidential or business-sensitive information and must take all appropriate steps to assure that the confidentiality of such information is maintained. This information - whether it belongs to our Company or any of its clients or affiliates - may include strategic business plans, operating results, marketing strategies, customer lists, personnel records, upcoming acquisitions and divestitures, new investments, or manufacturing costs, processes and methods. Proprietary, confidential and sensitive business information about our Company, other companies, individuals and entities must be treated with sensitivity and discretion, and only be disseminated on a need-to-know basis.

Officers, managers and employees will seek to report all information accurately and honestly, and in conformance with applicable reporting requirements.

Officers, managers and employees will refrain from gathering competitor intelligence by improper means and refrain from acting on knowledge that has been gathered in such a manner.

Officers, managers and employees will seek to avoid exaggerating or disparaging comparisons of the services and competence of their competitors.

Officers, managers and employees will obey all applicable Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their dealings.

Officers, managers and employees agree to promptly disclose unethical, dishonest, fraudulent and illegal behavior, or any violation of Company policies and procedures, directly to management.

Violation of the Code of Ethics can result in discipline, including possible termination. If you ever have any doubt about whether your conduct or that of another meets the Company's ethical standards or compromises the Company's reputation, please discuss it with your manager, supervisor, human resource department, company officer, etc.

Remember that good ethics is good business!

2.3 VISION STATEMENT

We are a leading refuse management company, with the vision to create new standards through leadership, accountability & teamwork.

2.4 REVISIONS TO MANUAL

This employee handbook is our attempt to keep you informed of the terms and conditions of your employment, including Company policies and procedures. **The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as it determines to be in its best interest.** When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on employee bulletin boards.

We expect you to review this document online at least every three months.

2.5 COLLECTIVE BARGAINING AGREEMENTS

If there is anything in this handbook that contradicts a union or employee contract in effect, the union or employee contract prevails.

3.0 HIRING AND ORIENTATION POLICIES

3.1 EEO STATEMENT AND NON-HARASSMENT POLICY

EQUAL OPPORTUNITY STATEMENT

Our Company is committed to the principles of Equal Employment. We are committed to complying with all Federal, State, and local laws providing Equal Employment Opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by Federal, State or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of the employment relationship, including but not limited to recruiting, hiring; placement, transfer, training, promotion, rates of pay and other compensation and all other terms conditions and privileges of employment. The Company will conduct a prompt, thorough investigation of all allegations of discrimination or any violation of the Company's Equal Employment Opportunity Policy in as confidential a manner as possible to take appropriate corrective action, if and where warranted. The Company prohibits retaliation against any employee who provides information about, complaints, or assists in the investigation of any complaint of discrimination or violation of the Company's Equal Employment Opportunity Policy.

We are all responsible for upholding the Company's Equal Employment Opportunity policy and any claimed violations of that policy should be brought to the attention of your managers and/or human resource personnel.

3.2 POLICY AGAINST WORKPLACE HARASSMENT

Mr. T has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by federal, state or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers and clients are strictly prohibited and will not be tolerated.

Sexual harassment in the workplace is illegal and all employees are forbidden from engaging in such activity in any manner. The Company is committed to providing a work environment free from all forms of sexual harassment or intimidation.

Definition of Sexual Harassment:

1. Sexual advances that are not welcome, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; -OR-

ii) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, such as promotion, transfer, or termination; - OR-

iii) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

2. It makes no difference if the conduct is "just joking" or "teasing" or "playful." Such conduct may be just as offensive as any other type of harassment.

Specific forms of behavior that may constitute sexual harassment include, but are not limited to, the following:

A. Verbal and Written:

Explicit or implicit threats of retribution, or promises of benefits, in return for sexual favors.

Abusive language related to an employee's sex or sexual preference, including sexual innuendoes, slurs, suggestive, derogatory or insulting comments or sounds, whistling, jokes of a sexual nature or concerning gender-specific traits, sexual propositions and threats.

Use of demeaning or offensive words when referring to a particular sex or sexual preference.

Demands for sexual favors or sexually oriented comments about an employee's body or appearance, sexual habits, sexual preference, or sexual desirability.

Sexual harassment is not limited to oral comments. Abusive written language, transmitted via e-mail or otherwise, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries or obscene gestures in the workplace are also prohibited.

B. Physical:

Any sexual advance involving physical contact that is not welcome, including touching, petting, pinching, coerced sexual intercourse, assault or persistent brushing up against a person's body.

OTHER FORMS OF PROHIBITED HARASSMENT

Just as sexual harassment is strictly prohibited, so is harassment on the basis of race, color, religion, creed, national origin, citizenship, age, disability, pregnancy, sexual orientation, marital status, veteran status, or any other category protected by law. The Company is committed to providing a work environment free from all forms of prohibited harassment or intimidation.

Definition of Prohibited Harassment:

1. Verbal or physical conduct constitutes prohibited harassment when:

- i. It is based on an applicant or employee's race, color, religion, creed, national origin, citizenship, sex, age, disability, pregnancy, sexual orientation, marital status, veteran status or other protected status; -AND-
- ii. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

2. It makes no difference if the harassment is "just joking" or "teasing" or "playful." Such conduct may be just as offensive as any other type of harassment.

Specific forms of behavior that may constitute prohibited harassment include, but are not limited to, the following:

Abusive language related to an employee's race, color, religion, creed, national origin, citizenship, sex, age, disability, pregnancy, sexual orientation, marital status, veteran status or other protected status, including innuendoes, slurs, suggestive, derogatory or insulting comments or sounds, threats, and jokes based on the employee's protected status.

Use of demeaning or offensive words when referring to an employee's race, color, religion, creed, national origin, citizenship, sex, age, disability, pregnancy, sexual orientation, marital status, veteran status or other protected status.

Prohibited harassment is not limited to oral comments. Abusive written language, transmitted via e-mail or otherwise, showing or displaying offensive objects or pictures, or graphic commentaries or gestures are also prohibited.

Any physical contact based on an employee's race, color, religion, creed, national origin, citizenship, sex, age, disability, pregnancy, sexual orientation, marital status, veteran status or other protected status that is not welcome.

PROCEDURES – If you see something, say something!

1. Any person who feels that he or she has been the target of sexual or other prohibited harassment or retaliation, or has witnessed such activity, should immediately report the incident to Julie Blake (Human Resources) or Thomas N. Toscano, Esq. (Legal Department).

2. All complaints will be investigated in a timely manner.

3. Confidentiality will be maintained to the maximum extent possible, consistent with the Company's obligation to conduct a thorough investigation. All individuals who become involved in the investigation are directed to treat the matter confidentially.

4. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. The particular facts of the allegation will be examined individually, with a focus upon the nature of the behavior, the pattern of such conduct, if any, and the context in which the incident(s) occurred.

5. Individuals who believe they have been unjustly charged with sexual or other prohibited harassment will be afforded every opportunity to offer and present information in their defense.
6. Anyone who participates in this procedure may do so without fear of retaliation. Retaliation against anyone, because he or she has filed a harassment complaint or cooperated in an investigation, is illegal and grounds for disciplinary action.
7. Appropriate corrective action will be taken if it is determined that a violation of this policy has occurred. This includes discipline, up to and including termination, against individuals found to have violated this policy.

GENERAL PRINCIPLES

1. This policy applies to all applicants and employees, whether related to conduct engaged in by an employee or someone not directly connected to the Company (e.g., outside vendors, customers, subcontractors, consultants, visitors).
2. To assure compliance with this policy, supervisors and managerial personnel must take timely and appropriate corrective action when instances of sexual or other prohibited harassment come to their attention.
3. All employees will be held responsible and accountable for avoiding or eliminating prohibited conduct.
4. Use of the Company's computer, e-mail or other electronic communications systems is covered by this prohibited harassment policy. Thus, these systems are not to be used in any way that constitutes a violation of this policy.
5. Knowingly false complaints of sexual or other prohibited harassment, as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Other Workplace Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by federal, state or local laws, and that: (1) contributes to or has the effect of creating an intimidating, hostile, or offensive working environment; (2) unreasonably interferes with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Again, while it is not possible to list all the circumstances that constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protracted categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or

group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail or elsewhere on the Company's premises, or circulated in the workplace; and (c) a display symbols, slogans or items that are associated with hate or intolerance towards any select group.

WE WILL NOT TOLERATE ANY FORM OF DISCRIMINATION OR HARASSMENT!

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment **should immediately** notify their supervisor, Human Resource Manager or the legal department.

Mr. T prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer and termination. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

3.3 POSTING OF OPENINGS

Mr. T desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be posted on the employee bulletin board, as well as on the Company internet site. Employees who refer a new employee may be eligible for a referral bonus of five hundred dollars (\$500) for unskilled laborers and one thousand dollars (\$1,000) for a verified driver, if that applicant is hired and completes six months of employment with Mr. T or any of its affiliates.

3.4 CONFLICTS OF INTEREST

Mr. T is concerned with conflicts of interest that create actual or potential job related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. Any actual or potential conflict of interest between an employee of the Company and a competitor, supplier, distributor, or contractor to the Company, must be disclosed by the employee to Human Resources. If an actual or potential conflict of interest is determined to exist, the Company will take such steps as it deems necessary to reduce or eliminate this conflict.

3.5 JOB DESCRIPTIONS

Mr. T attempts to maintain a job description for each position. If you do not have a copy of a current job description you should request one from your supervisor. Job descriptions prepared by Mr. T serve as an outline only. Due to the needs of business, you may be required to perform

job duties not within your written job description, but only under the direction of your immediate supervisor. Furthermore, the Company may have to revise, add to, or delete from, your job duties according to company needs. While we will try to avoid it, there may be times the Company has to revise job descriptions with or without advance notice to the employee. Lastly, please remember that attendance, punctuality, proper conduct and productivity are part of everybody's job description.

If you have any questions regarding your job description, or the scope of your duties, please speak with your supervisor or Human Resources.

3.6 NEW EMPLOYEES AND INTRODUCTORY PERIODS

The first ninety 90 days of your employment is considered an introductory period. During this period you will become familiar with Mr. T, your job responsibilities, and the like. At the same time we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. At the completion of this introductory period, you will become eligible for company benefits. Your introductory period with the Company can be shorted or lengthened as the deemed appropriate by management and Human Resources. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature the "AT-WILL" employment relationship.

3.7 EMPLOYMENT TESTING AND ASSESSMENT

Building an excellent Mr. T requires employees with the skills and character necessary to succeed. As a condition of employment or continued employment, you may be required to undergo a skill test or character assessment. These tools help identify the capacity for quality job performance, level of motivation, emotional intelligence, and other factors related to performing your job. All employees seeking a promotion may also have to undergo a skill test or character assessment. Existing employees are invited and encouraged to voluntarily take a skill test or character assessment if they have not already done so.

3.8 TRAINING PROGRAM

In most cases, and for most departments, employee training and orientation is done on an individual and/or group basis by the department manager. Even if an employee has had previous experience in their specified functions, it is necessary for them to learn our specific procedures, as well as the responsibilities of the specific position. All employees may be required to attend preliminary as well as on-going training. In addition, as new topics are introduced to the company, employee in specific classifications may be required to complete training. If you ever feel you require additional training, please consult your supervisor or department manager.

3.9 PROOF OF CITIZENSHIP AND RIGHT TO WORK

Mr. T. Carting Corp. is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at Mr. T. Carting Corp. is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave Mr. T. Carting Corp. and are rehired, you must complete another Form I-9 or amend the current one, if appropriate, if the previous I-9 with Mr. T. Carting Corp. is more than three years old, or if the original I-9 is no longer accurate, or if we no longer have the original I-9. You may also be required to provide updated information to continue employment if you produce a work authorization card with an expiration date.

Mr. T. Carting Corp. also reserves the right to utilize E-Verify through the Department of Homeland Security. Through E-Verify the DOHS can compare an employee's Form I-9 information with over 444 million records in the Social Security Administration database. This is an essential tool for employers committed to maintaining a legal workforce.

If you have questions or want information on the immigration laws, contact the Human Resources Department.

4.0 WAGE AND HOUR POLICIES

4.1 INTRODUCTION

What an employee is paid depends on a wide range of factors, including pay scale surveys, individual effort, Company profits and market forces. If you have any questions about your compensation, including matters such as paid time off (for vacation, wellness or sick time use), commissions, overtime, benefits or paycheck deductions, please ask us.

4.2 PAY PERIOD

The standard pay period is weekly for all employees. The pay week runs from Sunday to Saturday. Paychecks are written for the Friday of the following work week.

Additional statement for sales personnel:

Sales Personnel: Sales personnel may request draw paychecks in writing/email by Monday morning in order for your request to be processed for that Friday's paycheck in accordance with the commission policy. There will be no draw checks issued the last week of the quarter.

4.3 PAYCHECK DEDUCTIONS

The Company is required by Federal and State law to make certain deductions from your paycheck. This includes Federal income tax, State income and unemployment tax, FICA contributions (social security and Medicare), and State Disability Insurance (SDI). Deductions are also taken for your health/life insurance co-pays, pension contributions and applicable union dues (when the employee signs the appropriate "check-off" authorization). The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your W-4 Form. If at any time you do not believe that your paycheck is accurate, please immediately contact the payroll/human resource department. Paychecks for part-time or temporary employees are typically mailed on or before the distribution day or are available from your supervisor when pre-arranged. Any questions about your paycheck hours of work should be directed first to your supervisor, all other inquiries should be directed to the payroll/human resource department.

4.4 DIRECT DEPOSIT

Direct Deposit of payroll checks is available. If you would like to take advantage of Direct Deposit, ask the Payroll Supervisor or Human Resources Director for an application form. You will need to provide a voided check or deposit slip for your bank account and complete the application to set up the deposit. Typically, the bank will begin the direct deposit of your payroll within 14 calendar days after you submit your completed application.

If you have selected the Direct Deposit payroll service, a pay stub with explanation of your earnings and deductions will be given to you on paydays described in the preceding sections in lieu of a check. We also encourage you to go paperless with the option to receive your pay stub via the email address you provide to us.

4.5 OVERTIME AUTHORIZATION FOR NON-EXEMPT EMPLOYEES

If you are a non-exempt employee, you may qualify for overtime pay.

At certain times the Company may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Overtime pay of time and one-half an employee's regular rate of pay or average pay rate if you perform work at different pay rates during the relevant week, is paid for any hours worked in excess of forty hours in a workweek.

4.6 MAKE UP TIME POLICY

Non-exempt employees who miss scheduled work as a result of personal obligations may request the opportunity to make up the amount of time missed on another day in the same workweek, if their position allows and at the company's discretion. Employees who receive prior approval to make up missed time must do so in the same workweek in which the time was missed. Time that is made up under this policy will be compensated at a straight-time rate. In order to qualify, the make-up time must not cause the employee to exceed 11 hours in any workday or 40 hours in the workweek. The employee must also submit a signed request to make up the missed time at straight time for each occasion that make-up work is requested.

Time may be made up only if the employee's written request or email is approved in advance by Human Resources or the employees' immediate supervisor. Employees should understand that the Company does not encourage employees to miss work as a result of personal obligations and later make up time missed under this policy. This policy allows make-up time only when it is sought by the employee and found to be consistent with the employee's desires and the employer's business and staffing needs. Officers, supervisors and Human Resources have sole and absolute discretion to approve a request, in writing, as a courtesy to an employee when circumstances make such approval appropriate.

4.7 JOB ABANDONMENT

Failure to report for duty without a valid acceptable reason may subject you to discipline up to and including termination. The failure to report to management for two (2) consecutive work days shall be deemed to be a voluntary resignation and abandonment of your job unless you can demonstrate a valid reason as to why you could not contact your supervisor or human resources.

4.8 GARNISHMENT POLICY

Complying with wage garnishment orders costs unnecessary time and money. Any garnishment order will reduce your take-home pay.

5.0 PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION

5.1 PERFORMANCE IMPROVEMENT

Mr. T will make efforts to review your work performance and behavior. The performance improvement process may take place on an annual basis, or as business needs dictate. You may specifically request that your supervisor assist you in developing a performance improvement plan at *any time*. You must understand that a positive job performance review does not guarantee a pay raise or continued employment.

5.2 PROMOTIONS

It is the Company's policy to promote from within the Company whenever possible, in the Company's sole discretion. Promotions are made on an equal opportunity basis according to the results of performance assessment, as well as an analysis of the education, experience, knowledge, personality and skills required for the available position. You may be required to undergo testing (including drug testing) and a character assessment as a condition for a promotion to a new job position. Unlike new hires, however, such employees will continue to receive all Company benefits for which they are eligible.

5.3 PAY RAISES

Depending on the Company's financial health, as well as numerous other factors, efforts will be made to give pay raises consistent with Company profitability, job performance, behavior, and the consumer price index. Mr. T may also make individual pay raises based on merit or due to a change of job position.

5.4 STANDARDS OF CONDUCT

Mr. T wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity and value for all of our employees, clients, customers and other stakeholders. Every employee has a shared responsibility toward improving the quality of our work environment. By deciding to work at this Company, you agree to follow the Company's rules and to refrain from any conduct that is detrimental to our goals.

The prohibited conduct listed below is not an all-inclusive list. This policy is not intended to limit the Company's right to discipline or discharge employees for any reason it determines appropriate. In fact, while we value our employees, the Company retains the right to terminate an employee on an "at-will" basis, meaning at any time, for any reason, with or without prior notice, warning or discipline.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook and/or the Work Standards & Safety Manual for Drivers and Helpers.

- Possessing, using, distributing, selling, negotiating the sale of, drugs or other controlled substances or being under the influence of alcohol, during working hours, on Company property (including Company vehicles), in Company uniform, or on Company business.
- Inaccurate reporting of the hours worked by you or any other employee.
- Providing inaccurate, incomplete or misleading information in interviews or the preparation of any employment related document including, but not limited to, job applications, personnel files, employment review documents, intra-Company communication, communications with those outside the Company, or expense records.
- Taking or destroying of Company property or that of visitors, clients or fellow employees.
- Possession or custody of potentially hazardous or dangerous property, such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of, any fellow employee, vendor or customer.
- Unauthorized or excessive use of Company property, or the property of any visitor, customer, fellow employee. This includes but is not limited to, vehicles, supplies, telephones, mail and computers.
- Disclosure of Company trade secrets or any other confidential or proprietary information of the Company, its customers or fellow employees.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive unexcused tardiness or unexcused absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on the Company premises during working time.
- Failure to dress appropriately.
- Use of obscene or otherwise inappropriate language or conduct in the work place.
- Failure to provide timely medical authorizations for medical absences that are longer than two days.
- Inappropriate horseplay that is distracting to fellow employees or creates a danger to others.
- Criminal activity at or outside of the work place.
- Outside employment which interferes with your ability to perform your job at this Company.
- Gambling on Company premises.
- Sleeping on the job or neglect of job duty.
- Taking unauthorized gratuities in connection with Company business.
- Lending keys to Company property to unauthorized persons or allowing duplicate keys to be made without prior authorization.
- Being absent from the work area without prior authorization.
- Harassment of, or discrimination against, an employee, customer or visitor because of that person's race, religion, color, sex, age, sexual preference, disability or national origin.
- Bad-mouthing or spreading rumors about others.

5.5 CRIMINAL ACTIVITY; ARRESTS

Involvement in criminal activity, whether on or off Company time and/or property, may result in disciplinary action including suspension or termination. Disciplinary action depends upon a review of all factors involved, including whether or not the employee's action was work-related, the nature of the act, or circumstances which adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination, for violation of the Company's attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as management has reason to view the source as credible.

5.6 DRUG AND ALCOHOL POLICY

Mr. T takes drug and alcohol abuse as a serious matter and will not tolerate offenders. The company absolutely prohibits employees for using, selling, possessing or being under the influence of illegal drugs, alcohol, any illegal drug or controlled substance or prescription drug not medically authorized while at their job, on Company property or while on work time. It also discourages non-work place drug and alcohol abuse. Please refer to the Mr. T Carting Corp. substance abuse policy.

5.7 DISCIPLINARY PROCESS

Violation of Company policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination. The Company encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Company is not required to engage in progressive discipline and may discipline or terminate an employee where he or she violates the rules of conduct, or where the quality or value of their work fails to meet expectations. Again, our attempt at progressive discipline does not imply that your employment is anything other than on an "AT WILL" basis.

Your supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that the Company is not obligated to follow any disciplinary or grievance procedure. Depending on the circumstances, employees may be disciplined or terminated without any prior warning or procedure.

5.8 PROBLEM SOLVING PROCEDURE

We strive to provide a comfortable, productive, legal and ethical work environment. To this end, the Company wants you to bring any problems, concerns or grievances you have about the workplace to the attention of your supervisor and, if necessary, to upper level management. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Company, management, its employees, vendors, customers, or any other persons or entities related to the Company, immediately bring this fact to the attention of your supervisor. Please try to approach your supervisor at a time and place that will allow the supervisor to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have discussed this matter with your supervisor before and do not believe you have received a sufficient response, or if you believe your supervisor is the source of the problem, we request you present your concerns to Human Resources. Please indicate what the problem is, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

It is the purpose of this problem-solving procedure to help maintain a work environment with respect and responsibility towards each other.

5.9 WAIVER OF BREACH

The waiver by the Company of any violation of any term or condition set forth in this employee handbook shall not operate as a waiver of any subsequent violation. No waiver shall excuse compliance with the provisions of the employee handbook unless placed in writing and signed by an officer of the Company.

5.10 EXIT INTERVIEW

You may be asked to participate in an exit interview if and when you leave the Company. The purpose of the exit interview is to provide management with greater insight into employee relations and to avoid unnecessary employee claims. Your cooperation in the exit interview process will be greatly appreciated. Any information provided in the course of your exit interview will not affect any reference provided by the Company and will remain confidential.

5.11 POST-EMPLOYMENT REFERENCE POLICY

We will provide prospective employers with the dates of employment and final job position of a former employee. All references are to be given by the Human Resources department only.

6.0 GENERAL POLICIES

6.1 COMPANY MEETINGS

Depending on your position at Mr. T, you may be encouraged to participate in regular Company meetings. You are responsible for managing your schedule so you are able to attend all requested meetings.

6.2 DRIVING RECORD

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license and acceptable driving record. The Company will run a motor vehicle department check to determine an employee's driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions, must be reported to the Company.

State law requires all motorists to carry Auto Liability Insurance. It is against the law to drive without insurance. Each employee who uses their own vehicle as a part of their employment duties must provide management with a current proof of insurance statement or card. A new proof of insurance is required every time your policy expires and renews. Please provide such copy to Paul Zambrotta, Health and Safety.

6.3 USE OF COMPANY VEHICLES

The following regulations covering the operation of Company vehicles are of a general nature. Company vehicles are to be used for Company business only. Unless the use of the vehicle has been approved for personal use, in writing, by an Officer of the Company, personal or outside business use is strictly prohibited.

- No person shall operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment.
- Drivers of Company vehicles are to report all infractions or violations while driving a Company vehicle and all restrictions, suspensions or revocations against their driver's license to the Health & Safety department.
- Before operating a Company vehicle, the driver shall satisfy himself/herself that the proper DOT pre-trip inspection, operation and safety inspection are completed and documented in the daily log book assigned to that vehicle if applicable.
- When a Company vehicle cannot be operated, is unsafe for use or has been damaged, a supervisor or manager must be notified immediately.
- Drivers should operate vehicles carefully and keep them under control at all times under the codes of defensive driving. Drivers must observe all local traffic ordinances, give proper warning signals and always be courteous toward other drivers and pedestrians.
- The driver of a Company vehicle is responsible for it while in his/her charge and will not permit unauthorized persons to drive it.
- The driver or operator of a Company vehicle receiving a summons for a traffic, safety or any other type of summons or parking violation must inform his/her supervisor as soon as

possible after the incident, regardless of whether the violation has a direct effect on the company.

- Drivers are required to turn on the vehicle headlights whenever windshield wipers are used due to rain, sleet, hail, fog or other unfavorable weather conditions.
- Drivers are required to use seat/safety belts and all passengers are required to use seat/safety belts.
- The driver is responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered. Vehicles are to be kept neat and tidy at all times inclusive of both the interior and the exterior. Vehicles should be washed at least twice a month and the cost shall be reimbursed in accordance with the currently existing Company policy.

6.4 PERSONAL AUTOMOBILE USE

Mr. T. Carting Corp. is not responsible for damage to your personal automobile when you are using it for Company business.

Mr. T Carting Corp. will reimburse sales employees for business use of their personal automobiles. The amount of such reimbursement shall be based on the mileage rate set forth by the Internal Revenue Service plus actual expenses for incidentals like tolls, parking, etc. The total amount reimbursed shall not exceed \$30 for each day of work (not including sick, personal or vacation days.)

6.5 REPORTING UNETHICAL, FRAUDULENT OR ILLEGAL ACTIVITY

Mr. T wishes to operate according to the highest ethical and legal standards possible. Therefore, we not only request, but require, that you bring to the attention of management any conduct on the part of fellow employees, supervisors, or others, that you believe violates the policies, agreements, ethical standards or obligations of the Company, or which are unethical, fraudulent or illegal in nature. Failure to report any such activity not only constitutes a violation of Company Rules of Conduct but may also needlessly expose the Company to litigation or governmental sanction, including possible criminal prosecution.

If you believe you have encountered unethical, fraudulent or illegal conduct, you are required to immediately report it to your supervisor or someone else in management. If you believe your supervisor is engaged in inappropriate conduct, or has not sufficiently addressed your concerns, you should bring the matter to the attention of the next level of supervision or Human Resources.

Examples of unethical, fraudulent or illegal acts include, but are not limited to:

- Falsification of loan, credit, accounting records or management information.
- Theft or misuse of employee, Company or customer property.
- Violation of any federal, state or local laws.
- Offer or acceptance of money or gifts from a customer or vendor in violation of Company guidelines.
- Performing services for customers that are not ours or accepting monetary or tangible gifts for services rendered without the authorization of Mr. T Carting or authorized supervisor.
- Violation of the Company Code of Ethics, policies or procedures.

6.6 PERSONNEL AND MEDICAL RECORDS

The Company maintains a personnel and medical file for every employee. Medical records will be kept separately. Every effort will be made to keep your personnel and medical records confidential. Access is on a "need-to-know" basis only. This includes but is not limited to supervisors and others in management reviewing the file for possible promotion, transfer or layoff, and the legal department use for defending the company in any action brought against it by an employee.

If an employee wishes to review their personnel or medical file they may do so after giving the Company reasonable notice in writing. Inspection must occur in the presence of a Company representative, and removal of any document from the file is prohibited. All requests by an outside party for information contained in your personnel file will be directed to the Human Resources department which is the only department authorized to give out such information.

6.7 EMPLOYEE PRIVACY AND RIGHT TO INSPECT

Company property, including but not limited to, lockers, desks, workplace areas, vehicles, machinery, remains under the control of the Company and is subject to inspection at any time, without notice to the employee, and without the employee's presence. **Employees should have no expectation of privacy in any of these areas.** We assume no responsibility for the loss of, or damage to, any employee property maintained on Company premises including that kept in lockers and desks.

The Company provides lockers for the personal possessions of its employees. These lockers should be maintained in a clean and sanitary condition. As part of the employee's privilege for use of these lockers, employees must agree to allow the Company to inspect or otherwise gain access to the locker and its contents at any time, with or without notice to the employee, and without the employee's presence.

6.8 ATTENDANCE AND PUNCTUALITY

We expect Mr. T. Carting Corp. employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible and provide medical or other documentation of your absence, upon request.

Friends & family members are not permitted to call in on your behalf unless you are detained or have a reasonable excuse as to why you cannot call in yourself. In such cases you will be required to present proper documentation to your supervisor and/or Human Resources.

Texting your supervisor the fact that you will not be in is not permitted. You may email your notification but you must follow it up with a phone call if you do not receive a reply within 30 minutes of sending it. Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have unexcused absences or unexcused lateness, you may be subject to disciplinary action, up to and including termination of employment.

6.9 VOICEMAIL, EMAIL AND INTERNET POLICY

This Voicemail/E-mail/Internet policy is intended to provide each employee of the Company with the guidelines associated with the use of the Company's Voicemail/E-mail/Internet system ("the system"). It applies to all employees, contractors, vendors, partners, or associates, and any others accessing and/or using the Company's system through on-site or remote terminals.

- E-mail, internet services, voicemail, fax machines, computers, telephones and any other communication equipment or systems of Mr. T. Carting are business tools. **The Company may access, review, disclose, and/or monitor these systems and tools, the use of these systems and tools, and communications within these systems and tools, without notice to the users at any time during or after business hours.** The use of these systems and tools by an employee constitutes consent to such access by the Company. These systems are for business purposes. Your time at work is meant to perform your job. Any abuse of these privileges can result in discipline, up to and including termination.
- Electronic communications may be stored for a period of time after the communication is created. In addition, all information that has been produced on a computer is recoverable, even if it has been deleted. The Company reserves the right to retrieve actual or deleted information from personal computers, the Company's computer system or other communication systems provided by the Company. In addition, personal passwords are considered Company property.
- No one may use the Company's communication systems, including any of the above listed tools, in any way (internally or externally) that may be construed by others as harassment, or may be seen as offensive, based on race, color, national origin, religion, creed, citizenship, sex, sexual orientation, age, disability, pregnancy, marital status, veteran status, or any other protected characteristic under federal, state or local law.
- Many websites contain material that may be objectionable to others and/or in the workplace. While it is impossible to list every possible website or form of objectionable material, some examples include sites that contain sexually explicit images or related material, sites that advocate illegal activity, sites that promote gambling, or sites that advocate intolerance of others. Company employees shall not access such websites or obtain similar material through the internet or by any other means.
- No one may access or attempt to access another person's electronic communications without appropriate authorization from the Company. Electronic communication tools are to be used only by those employees authorized by the Company.
- Electronic communications are not private. Communications, especially electronic mail, can be intercepted by others outside of the Company. Employees should avoid communicating information through these systems that may be used or misconstrued against the Company or any of its employees, products or services.
- Due to the risks of spreading computer viruses, no one may install or use software on Company computers or communication systems that has not been provided by the Company, or the use of which has not been expressly authorized in writing. In addition, no one may copy Company-provided software to a computer that does not belong to the Company unless he or she has express written authorization from the Company to do so.

- Everyone is cautioned that the transfer of programs, data, files, or other information from one computer to another, including but not limited to transfers between home computers and Company computers, by any means (including but not limited to floppy disks, e-mail or other means), may spread computer viruses. Thus, everyone is required to use proper antivirus software to check for viruses prior to transferring files, data, programs or other electronic information in any form to a Company computer.
- Use of the Company's communication systems in such a way as to infringe copyrights or licenses is also strictly prohibited. In particular, the downloading or reproduction in any way of music, movies or other similar media is strictly prohibited.
- Finally, remember that any communications device given to you by the Company (such as a laptop computer) remains Company property and must be returned to the Company upon request or at the termination of the employment relationship.

6.10 EMPLOYEE SUGGESTIONS

We welcome suggestions for continued improvement! If you know of a better way to do your job, produce or sell the products or services of our Company, or meet customer and client needs, we encourage you to discuss this with your supervisor or owner.

You are encouraged to remain educated about the Company's internal operating procedures, products and services, customers and clients, and our industry and markets in general. Please bring to our attention any suggestions derived from seminars, magazines or other outside sources of information you believe would add value to this Company.

6.11 COMPANY BULLETIN BOARDS

Mr. T maintains an official bulletin board located in the main office kitchen area & in the garage area for the purpose of providing employees with its official notices, including wage and hour laws, changes in policies, and the like. At times the Company may also post information of general interest to the employees on the bulletin board. Please keep informed about this material by periodically reviewing the Company bulletin board. Employee posted solicitations are prohibited.

6.12 PERSONAL APPEARANCE

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what customers and visitors think about Mr. T. Carting Corp. Personal appearance can also impact the morale of your co-workers. Please dress in businesslike attire during working hours. This includes professional appearing shirts and slacks as well as businesslike professional looking dresses and skirts (women only.)

During business hours or whenever you represent Mr. T. Carting Corp., you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing with customers or visitors in person. Note: Drivers and Helpers shall adhere to Work Standards & Safety Manual. For all other employee classifications our dress code is as follows:

Please do not wear the following during working hours:

1. Shorts or tank tops
2. Any shirt, blouse, or sweater that exposes your abdomen or back. The top of your body should be covered from the neck to where your pants, dresses or skirts begin.
3. Any shirt, blouse, sweater or tank top that exposes any chest or cleavage area.
4. Flip flops or sandals (with the exception of women's dress type sandals.)
5. Open shirts that expose undershirts or tank tops.
6. Printed T-shirts, except for Mr. T Carting T-shirts.
7. Any piercing other than ear piercing (and please keep fairly conservative)
8. Sweatpants and/or jeans.

Mr. T Carting Corp. will relax the above standards on Fridays when we will allow blue jeans for a dress down day "Casual Friday". This code is not to be taken advantage of and failure to follow standards will result in verbal and/or written disciplinary action. In addition, this code DOES NOT apply to employees who are required to wear uniforms.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, non-exempt employees will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

Where necessary, Mr. T. Carting Corp. may make a reasonable accommodation to this policy for a person with a disability.

6.13 COMPANY SOCIAL EVENTS

Mr. T may hold social events for employees. Please be advised that your attendance at these events is strictly voluntary and does not constitute part of your work-related duties as an employee. Any exceptions to this policy must be in writing and signed by a supervisor prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, please do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver. Mr. T. is not responsible for any employee who causes any damages to any other person or property because of alcohol drinking at any event, and employee agrees to indemnify Mr. T. for all such actions

6.14 TELEPHONE USE

Our phones are principally for work related communications. Unless there is an emergency, employees are required to limit telephone calls to business purposes only. If you make personal calls on Mr. T. Carting Corp. business phones, we may require that you pay us for any charges.

Our telephone communications are an important reflection of our image to customers and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette: use the approved greeting, speak courteously and professionally, repeat information back to the caller, and only hang up after the caller hangs up.

6.15 CELL PHONE/PDA POLICY

We ask that you refrain from the use of personal cell phones and/or PDA's during working hours (this includes texting, Bluetooth hearing devices, etc) unless you are authorized to use your personal cell phone for business related purposes. Employees are asked to make personal calls during breaks and lunch periods and to ensure that friends and family members are aware of the department's policy. This is a Company violation as well as a safety violation. Failure to comply with this policy will result in disciplinary action up to and/or including termination.

6.16 OFF-DUTY BLOGGING POLICY

- No personal blogging on company time
- No disclosure of confidential information
- No defamatory or racially or sexually offensive remarks about other employees
- No use of the company logo/trademark
- Be truthful/respectful

6.17 OFF- DUTY SOCIAL AND/OR POLITICAL ACTIVITIES

Mr. T respects your rights to demonstrate and engage in political and social activities. It is against our policy that while doing so you wear or display anything that affiliates Mr. T with that cause without express written permission from Human Resources or an Officer of the company.

6.18 USE OF COMPANY CREDIT CARDS

Every employee in the possession of a Company issued credit card will adhere to the strictest guidelines of responsibility for the proper protection and use of that card. Some Company credit card purchases will be Company vehicle related (gas, oil, etc.), but those Company credit card purchases which relate to other business purchases must receive prior approval from your supervisor or manager or the charge must be explained in writing upon request. All sales receipts generated by use of the Company credit card must be turned in on a weekly basis to your immediate supervisor or manager. Any unauthorized purchases made with a Company issued credit card will be the cardholder's responsibility and will be paid by the employee and severe disciplinary action may result, up to and including termination. Lost or stolen Company issued cards must be reported immediately to your supervisor or manager.

6.19 MAIL USE

Employees are required to limit usage of the mail to business purposes only. You may not use the Company address to receive personal mail. Do not use the Company postage meter for your personal mail. If you notice any suspicious packages or envelopes, please report this fact to the Safety Manager or Human Resources immediately.

6.20 EMAIL ETIQUETTE

While employed at Mr. T Carting Corp. it is expected that all employees utilize e-mail, as it is more effective than trying to reach co-workers by phone. The following are a useful set of guidelines that should be observed and practiced on a daily basis:

- Don't write when you're angry. Wait 24 hours, calm down and be reasonable. Have someone else edit your e-mail if you question your own integrity.
- Don't use sarcasm. You may think you're clever, but the recipient will be put off.
- DON'T USE ALL UPPERCASE! That's the e-mail equivalent of yelling. Your recipient won't be appreciative or respond well. Go easy on the exclamation marks, as overuse dulls their effectiveness.
- Always use clear subject lines. Doing this will help people decide whether to read the e-mail when he/she has time for that particular subject. We're all busy; your correspondent will appreciate your thoughtfulness.
- Keep it short. If your e-mail is more than two (2) paragraphs, maybe you should use the telephone.
- Change the subject line if you change the topic of the e-mail.
- Unless the recipient has previously agreed, don't forward poems, jokes, virus warnings and other things. You're just wasting valuable time.
- Review your e-mail before you click send, don't rely on the spell checker.
- Make sure the recipient name is correct. Often when you type the first letter of the recipient's name, the "to:" space has already been populated.
- If you are sending an attachment, be sure to attach it to the e-mail.

By making these procedures second nature to your daily routine, you can maximize the efficiency of yourself and the business.

6.21 OFF-DUTY USE OF COMPANY PROPERTY OR PREMISES

Employees may not use Company property for personal use, or Company property for Company use while off premises, without prior written approval from their supervisor. Employees are responsible for returning Company property in good condition and are responsible for repairing or replacing any property damaged as the result of personal use or as the result of negligence. All employees should complete a written authorization pass for removal of Company property from the premises. This authorization will be retained by your supervisor.

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 use of Company facilities during off duty or non-working hours without the written consent of their supervisor. Employees using Company facilities during off duty hours or non-Company hours may be required to sign a log-in and log-out sheet maintained by the Company or building manager.

You may not use copy machines, computers, Company products, or office supplies for personal use without prior authorization.

6.22 SECURITY

Every employee is responsible for helping to make this a secure work environment. Upon leaving work you are required to lock all desks, lockers, and doors protecting valuable or sensitive material in your work area. You are required to report any lost or stolen keys, passes, or other similar devices to your supervisor immediately. You should refrain from discussing with non-employees specifics regarding Company security systems, alarms, passwords, etc.

We also request that you immediately advise your supervisor of any suspicious conduct of employees, customers or guests of the Company. Please immediately advise the Company of any known security risks such as broken locks, burnt out bulbs, persons loitering, or any other potential security risks in the work environment.

We will not tolerate unauthorized use, the misappropriation, or the destruction of Company property. Such conduct will result in disciplinary action, up to and including termination and may also result in criminal prosecution. We reserve the right to inspect all packages entering or leaving Company premises.

We also want to prevent theft and the unauthorized possession of property that belongs to our employees, Mr. T. Carting Corp., visitors, and customers. To help enforce this policy, we may require inspection of employees and other persons who enter or exit our premises as well as any packages or other belongings they carry with them. If you wish to avoid having your belongings inspected, the best thing is to not bring them to work.

6.23 COMPUTER SECURITY AND COPYING OF SOFTWARE

Acceptable Use

Software programs purchased and provided by the Company are to be used only for creating, researching, and processing Company-related materials. By using the Company's hardware, software, and networking systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable Company policies, as well as City, State, and Federal laws and regulations.

ALL SOFTWARE ACQUIRED FOR OR ON BEHALF OF THE COMPANY OR DEVELOPED BY COMPANY EMPLOYEES OR CONTRACT PERSONNEL ON BEHALF OF THE COMPANY IS AND SHALL BE DEEMED COMPANY PROPERTY.

It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party.

Company users may not duplicate any licensed software or related documentation for use either on Company premises or elsewhere unless the Company is expressly authorized to do so by agreement with the Licensor. Unauthorized duplication of software may subject users and/or the Company to both civil and criminal penalties under the United States Copyright Act.

Users may not duplicate copy or give software to any outsiders including clients, contractors, customers, and others. Company users may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.

Purchase and Acquisition

To purchase software, users must obtain the approval of Thomas N. Toscano, Esq. All software acquired by the company must be purchased through our IT Department, which will do an evaluation of competing products, the impact on systems resources, security concerns and technology. Software may not be purchased through user corporate credit cards, petty cash, travel or entertainment budgets. Software acquisition channels are restricted to ensure that the company has a complete record of all software that has been purchased for company computers and can register, support and upgrade such software.

Licensing

Each employee is individually responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he or she uses or seeks to use on Company computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of Federal and State law. In addition to violating such laws, unauthorized duplication of software is a violation of the Company's software policy.

Registration of Software

All software must first be delivered to Thomas N. Toscano, Esq. so he can complete registration and inventory requirements with our IT firm. Software must be registered in the name of the Company. Because of personnel turnover, software will never be registered in the employee's name.

6.24 WORKPLACE MONITORING

Mr. T. Carting Corp. may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring helps us to identify training needs and performance problems.

All computer equipment, services, or technology that we furnish you are the property of Mr. T. Carting Corp. We reserve the right to monitor computer activities and data that is stored in our computer systems. We also reserve the right to find and read any data that you write, send, or receive by computer.

We may perform video surveillance of non-private workplace areas. We use video monitoring to

identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

Because we are sensitive to employees' legitimate privacy rights, we will make every effort to guarantee that workplace monitoring is always done ethically and with respect.

6.25 THIRD PARTY DISCLOSURES

From time to time, our Company may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not discuss the matter with the caller but refer the call to an Officer of the Company or Human Resources, and then immediately advise an Officer of the Company or Human Resources that the contact was made. If you have any questions about this policy or are not certain what to do when such a contact is made, please contact Human Resources.

6.26 RECYCLING POLICY

The Company tries to recycle as much as possible. We have recycling bins placed around the Company for paper – please use them. With the exception of confidential or sensitive material, every effort should be made to use both sides of paper for preparing rough documents, memos, etc. If you have any suggestions on how to improve reduction of waste material produced by this Company, please communicate that to your supervisor. Please also make an effort to turn off any lights, equipment, faucets, and other energy sources when not in use.

All sensitive or confidential material should be shredded or otherwise destroyed before being discarded.

6.27 EMPLOYEE INCENTIVE PROGRAMS

Mr. T offers an incentive for all business leads that an employee brings to the company. Also, new rear-load or compactor account leads from employees given to sales men can result in a commission. All leads must be billed and paid in full for the employee to receive the incentive/commission. Forms are available upon request through the Human Resource department.

6.28 PERSONAL DATA CHANGES

It is important that Mr. T. Carting Corp. have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, withholding status, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. If you wish to change your personal information or if you have questions about what information is required, contact the Human Resources Department at extension 152. In addition, you are required by law to notify certain agencies upon change of your personal information. For

example, you must notify the Department of Motor Vehicles of your change of address within 48 hours of moving.

6.29 REQUIRED TRAVEL

Home to Work on a Special One Day Assignment in Another City: An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.

Travel Away from Home Community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy the Company will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

7.0 BENEFITS

7.1 REGULAR FULL-TIME EMPLOYEES

A regular full-time employee is an employee who has completed his or her first 90 days of employment and is regularly scheduled to work in excess of 32 hours per week. Unless stated otherwise, all the benefits provided to employees are for regular full-time employees only. This includes vacation, holiday pay, health insurance and other benefits coverage.

7.2 REGULAR PART-TIME EMPLOYEES

Any employee who works less than a full work week, 32 hours per week, is considered a part-time employee. Part-time employees are not eligible for any Company benefits unless specified otherwise in this handbook or in the benefit plan summaries.

7.3 TEMPORARY EMPLOYEES

Temporary employees are hired for a specific period or specific work project. The Company reserves the right to extend the duration of temporary employment where necessary. Temporary employees are not eligible for employee benefits unless specified otherwise in this handbook or in the benefit plan summaries.

7.4 EXEMPT EMPLOYEES

If you are classified as an exempt employee at the time of your hiring you are not eligible for overtime pay or compensatory time off, as otherwise required by Federal, State or local laws. If you have a question with regard to whether you are an exempt or non-exempt employee, please do not hesitate to contact your supervisor for clarification.

7.5 HEALTH INSURANCE

The Company provides its regular full-time employees with health insurance beginning on the 1st of the month after a 2 month waiting period. The Company's contribution to eligible employees is based on salary and years of service. Employees have the option of dependent coverage. Medical plan benefits for eligible employees and their dependents are described in detail in the Summary Plan Description prepared by the insurance carrier that is available to all eligible employees.

The Company will be entitled to recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from leave.

Please understand that plan eligibility does not necessarily mean coverage for all medical treatments or procedures. In addition, under changed circumstances you may be responsible for contributing to the cost of increased premiums. This benefit, as well as other benefits, may be canceled or changed at the discretion of the Company, unless otherwise required by law.

If you leave employment with us, you may have the right to continue your medical benefits under the Federal Statute known as COBRA. The Company will mail to you information about your COBRA rights, after you leave employment, to your last known address.

For the benefit of our employees, Mr. T. Carting Corp. has instituted a Section 125 Plan. This plan allows employees who contribute toward the cost of their health insurance to pay on a pre-tax basis. Participants in the plan are able to reduce their actual out-of-pocket costs; your savings will vary depending on your particular tax bracket. Election forms for the 125 Plan are available every year during the 125 plan open enrollment period. When you elect to participate in the 125 Plan you must maintain your election for the full year. There are however certain changes in family circumstances that the IRS will consider as valid reasons to make mid-year plan changes. Please refer to the Section 125 Summary Plan Description for more specific information and a listing of those benefits which are eligible for pre-tax contributions.

Mr. T Carting Corp.'s coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages. However, you may still be eligible for a premium discount through the Marketplace (HealthCare.gov).

7.6 DISABILITY INSURANCE

The Company contributes to the State Disability Insurance Fund to assist you with non-work related disabilities lasting more than seven calendar days. It is your responsibility to make an application for State Disability Insurance and to provide the Company with notice of doing so, forms are available with the Human Resource department. It is the policy of the Company to deduct benefits received under SDI from any sick pay or wellness pay benefits provided to you during the same period.

7.7 DENTAL INSURANCE

Employees are eligible to enroll in the Company dental plan beginning on the 1st of the month after a 2 month waiting period. The plan is 100% Employee contribution and Employees have the option of dependent coverage at their own expense. Dental plan benefits are described in detail in the Summary Plan Description prepared by the insurance Company and distributed to all eligible employees. Please understand that plan eligibility does not necessarily mean coverage for any dental treatment or procedure. This benefit, as well as other benefits, may be canceled or changed at the discretion of the Company, unless otherwise required by law.

7.8 401K PLAN

All regular full-time employees who have completed at least one year of employment are eligible to participate in the Company's 401K plan. There are two dates per year that you can join the 401k plan, January 1 and July 1. Mr. T provides matching funds of 100% for each employee dollar contributed up to a maximum Company contribution of 5% per week. ERISA laws require that our plan meet certain tests to be a qualified retirement plan. These tests may restrict your contribution if you become a highly compensated employee (HCE.) This will happen if your salary and commission exceeds approximately \$95,000 annually. At that point we may have to restrict the percentage of your salary you contributed to your 401k. As with your insurance

benefits, please refer to your Summary Plan Description provided by the benefits administrator for specifics. Should you have any other questions about pension or profit sharing rights, please consult with the benefits administrator. This benefit, as well as other benefits, may be canceled or changed at the discretion of the Company, unless otherwise required by law.

7.9 CONTINUING EDUCATION POLICY AND TUITION ASSISTANCE

We believe in the continuing education of our employees. To this end you may be requested, or desire, to attend outside educational classes and computer based training. If the Company sends you to a class or training program during normal working hours related to your employment and you are a non-exempt employee, you will be paid training pay for that time. If you are interested in attending an outside class and having the Company pay for your attendance, you are required to provide advance written notice indicating a description of the class, including the subject matter, length, and cost. Depending on the type of training, the Company may reimburse some or all of the fees, including materials expenses, meals, and transportation. If your supervisor approves of your attendance at a non-company-sponsored class, you will be reimbursed once you have attended and paid for the class.

To foster individual growth among our employees, Mr. T Carting Corp. and all its affiliated companies (herein Mr. T) offer to all its non-union employees full reimbursement of tuition up to a maximum of \$2,500 per calendar year. This benefit is subject to the following conditions:

- Prior to the commencement of a class, an employee must have completed at least six months of full service.
- The employee must achieve a grade of C or better (if the class is pass/fail a grade of pass or equivalent.)
- The knowledge learned in such a class must be relevant to the employee's current position or the class must be part of a degree that will further the employee in a career at Mr. T. Mr. T reserves the right, in its sole discretion, to deny benefit to any class which it deems to fail this requirement.
- The employee must remain at Mr. T for one year after the completion of the class. Failure to meet this requirement will require the employee to reimburse Mr. T for the class completed within the prior year.
- All documentation proving the above is submitted within 30 days after completion of a class or 15 days after the receipt of the documentation by the employee, whichever is later.

Should the above conditions be met, Mr. T will reimburse the direct costs of a class taken. Mr. T reserves the right to amend or cancel this program at any time. At no time will the benefit be paid prior to the completion of a class and receipt of a grade.

7.10 HOLIDAY PAY

Mr. T offers the following paid holidays each year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If a holiday falls on your regular day off, the holiday will be observed as your supervisor determines, on the employee's last day of work before the holiday or the first day of work following the holiday.

In order to qualify to be paid for a holiday, the employee must receive pay for the business day prior to and following the holiday.

Holiday pay for full-time employees is computed at the straight time rate of eight hours. In no case may an employee receive more than a normal day's wage for any holiday unless they worked that day.

7.11 VACATION POLICY

Vacation is accrued to regular full-time employees as follows:

- First year of employment: 1 week per year after 6 months
- Second through fifth year of employment: 2 weeks per year
- Sixth year and on of employment: 3 weeks per year

We require vacation requests in advance and in writing or email. You are required to take your vacation within one calendar year after you earn it. You will not be eligible to receive pay instead of vacation time, except with Company permission or upon termination. Any conflict in vacation requests will be decided based on employee seniority and Company needs. You will not accrue vacation during periods when you are on leave of absence, such as FMLA, or if you are suspended from the Company.

7.12 PAID TIME OFF (PTO)

- a. All full time employees, who are employed more than one (1) year shall be entitled to six (6) PTO days per year.
- b. All employees employed less than one (1) year and more than six (6) months seniority shall be entitled to one (1) PTO day for every two (2) months of continuous full time employment until that employee has more than six (6) months of full time employment on any January 1. At that

time, the employee shall receive PTO days in accordance with the remaining sections of this Article.

- c. Whenever the employee gives at least two (2) business days' notice prior to using a PTO day that he or she is entitled to under either (a) or (b) above, the employee shall immediately accrue an additional PTO day, hereinafter referred to as a "bonus PTO day". In all cases, an employee must have an original unused PTO day to earn a bonus PTO day. This paragraph shall only apply to the original PTO days given in (a) or (b) of this article, hereinafter referred to as "original PTO days". The employee cannot earn an additional bonus PTO day on a bonus PTO day. Under the following circumstances, the required notice to earn a bonus PTO day is waived:
 - i. If an employee or an employee's immediate family member (spouse or child) is admitted to a hospital (not an outpatient or emergency room treatment).
 - ii. If the Employer requests that an employee take a day off, including minor holidays listed in f below, the required notice under this section is waived.
 - iii. If an employee is out due to a worker's compensation injury requiring the employer to submit a C-2.
 - iv. If the Employer is closed for weather, or there is an extreme weather situation making it difficult for the employee to get to work (such as more than 2 inches of snow, ice storm, hurricane or tropical storm, extreme rain causing flooding, etc.
 - v. Nothing contained herein shall prevent the employer from giving written authorization for a contingent absence day in advance, such as jury duty.
- d. The employee shall retain a signed authorization, or other evidence as specified above, showing the date of request of a PTO day to be entitled to the bonus. If the employee fails to maintain such written authorization, it shall be conclusively presumed that he or she failed to provide the required authorization to receive the bonus day.
- e. Where an employee gives the required notice or the required waiver documentation specified in (c) above, the employee shall use all bonus PTO days before using his or her original allotment of PTO days. Where an employee does not give the required notice or documentation under (c) above before using a PTO day, the employee shall use all original PTO days before using any bonus PTO days.
- f. Employees shall not be allowed to pre-schedule more than one original PTO day per calendar year quarter. There are no restrictions on scheduling Bonus PTO days. Prescheduling of Martin Luther King Jr. Day, President's Day, Columbus Day and Veterans Day shall not count toward this restriction.
- g. All unused PTO days will be paid out within one week of January 1 of each year. For any unused original PTO days, the employee shall be paid two days for that day.
- h. PTO days shall be calculated and accrued based on a year that begins on January 1 and ends on December 31th of the following year. On January 1 the employee shall be allowed to use his or her PTO days in accordance with this Article. However, said days will accrue during the course of the year. Should the employee be paid for more days than he or she accrues, the

Employer shall be entitled to deduct said days from any other accrued time the employee has or unpaid days.

- i. For the purposes of this contract a business day includes Monday through Friday, but does not include any holidays listed in 7.10.
- j. The employer, in its sole discretion, can refuse to allow the employee to take off a PTO day if more than 1/10th of the department is already scheduled to be out of work for the requested PTO day prior to the employee's request.
- k. Supervisors, in their sole discretion, can decide whether to allow employees to use half of a PTO or bonus PTO day. If half a PTO day is scheduled in accordance with article c, the employee will be entitled to half of a bonus PTO day. It is within the supervisor's discretion as to usage of the remain half days during the year (or payout at the end of the year).
- l. Nothing contained herein shall prevent the employer from requesting documentation for unscheduled absences by an employee.

7.13 ADA POLICY

The Company will not tolerate discrimination against persons with disabilities (as defined in the ADA and under state and local laws). This policy of non-discrimination includes, but is not limited to matters related to recruitment, training, job application procedures, hiring, promotions, transfers, layoffs, termination, compensation and the provision of benefits.

In the case of an employee who has a disability which prevents him or her from performing one or more of the essential functions of the job, the Company will attempt, through a flexible interactive process with the employee, to identify a reasonable accommodation that will enable the employee to perform such functions. If the Company and the employee are unable to identify a reasonable accommodation that will enable the employee to perform his or her current job, the Company will then consider other methods of accommodation, such as reassignment to a different job, the essential functions of which the employee can perform, with or without a reasonable accommodation. Notwithstanding the above provisions, an employee will not be assigned to work on a job if (1) he or she is not otherwise qualified for the job; (2) he or she is unable to perform one or more of the essential functions of the job, with or without reasonable accommodation; or, (3) the accommodation would create an undue hardship for the business. Questions regarding these policies should be directed to Human Resources (718) 366-0834 ext. 152.

7.14 FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY

Basic Leave Entitlement: FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements: Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: 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 on the temporary disability retired list for a serious injury or illness*; or 2) a veteran who was discharged or released under the conditions other than dishonorable at any time during the five-year period prior to the first date 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.

Benefits and Protections: During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements: Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

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

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

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

Substitution of Paid Leave for Unpaid Leave: we require use of accrued paid leave while taking FMLA leave.

Employee Responsibilities: Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities: Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers: FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement: An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

7.15 MILITARY LEAVE [USERRA]

Regular full-time employees who are inducted into the U.S. Armed Forces, the National Guard or the Reserves are eligible for up to five (5) years of unpaid leave and reinstatement to the same or similar job position where available, as long as they provide timely notice to their employer of the necessity of such leave, that they are honorably discharged from the service, and that they return to work within 30 days after active duty for training, or within 90 days after military discharge.

Leave of absence without pay for military or reserve duty is granted to full time regular and part-time regular employees. If you are called to act as military duty or to reserve or national guard training or if you volunteer for the same, you should notify the human resources department and submit copies of military orders to the human resources department as soon as practicable. You

will be granted a military leave of absence without pay for the period of military service in accordance with applicable federal and state laws. If you are a reservist and a member of the National Guard, you are granted time off without pay for require military training in accordance with applicable federal and state laws. Your eligibility for reinstatement and seniority benefits after your military duty or training is completed is determined in accordance with applicable federal and state law. Please provide your discharge papers prior to returning to work.

7.16 JURY DUTY AND WITNESS LEAVE

Mr. T. Carting Corp. encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. The Company is required under New York Law to pay \$40.00 per day for the first three (3) days of jury duty. You may also use any available paid time off benefits you have, such as vacation, to be paid for an unpaid jury duty leave.

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or Mr. T. Carting Corp. may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for Mr. T. Carting Corp.

Subject to the terms, conditions, and limitations of the applicable plans, Mr. T. Carting Corp. will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

7.17 BEREAVEMENT LEAVE

Mr. T recognizes the importance of taking leave on the occasion of a death in the family. Employees are entitled to up to 3 days off with pay for the funeral of an immediate relative (mother, father, sister, brother, spouse, child mother-in-law, father-in-law, grandparent or grandchild). In addition, the immediate family member must be related through blood, current marriage, or adoption. Pay is based on the hourly rate for an eight-hour day. Authorized leave without pay may be available for extended funeral matters when requested in as much advance notice as possible. Employees taking bereavement leave must notify Human Resources of their intention to do so. The Company may request documentation to support absences for bereavement leave.

7.18 WORKERS' COMPENSATION INSURANCE AND DISABILITY LEAVE

Workers' Compensation is a no-fault system designed to provide benefits to all employees for work related injuries. Workers' Compensation insurance coverage is paid for by the employer and governed by State law. The Workers' Compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job, no matter how slightly, you are to report the incident immediately to the Health & Safety Manager. If H&S is unavailable,

you may report the incident to Human Resources. Consistent with applicable State law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive Workers' Compensation benefits, immediately notify your supervisor of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. The employee will be required to bring a medical release before he or she will be allowed to return to work.

Workers' compensation covers only work-related injuries and illnesses. Neither Mr. T. Carting Corp. nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor

7.19 SOCIAL SECURITY

Mr. T makes a matching contribution to the Social Security fund on the employee's behalf. Mr. T contributes a dollar to the Social Security Fund for every dollar deducted from the employee's paycheck for payment to the fund. You may contact the Social Security office to determine your current social security account status.

8.0 SAFETY AND LOSS PREVENTION

8.1 GENERAL SAFETY POLICY

Our workplace safety program is a top priority at Mr. T. Carting Corp. We want Mr. T. Carting Corp. to be a safe and healthy place for employees, customers, and visitors. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate Mr. T. Carting Corp. safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing.

As an employee of Mr. T. Carting Corp., you have certain rights regarding the use of hazardous materials in the workplace. Mr. T. Carting Corp. will provide you with information regarding the following:

1. What chemicals are used in the workplace (MSDS Sheets), located @ the Right to Know Station located in the shop garage.
2. Where the chemicals are located.
3. Physical and health hazards associated with the chemicals.
4. Protection measures that must be taken to prevent exposure.
5. What to do in case of exposure to the chemicals.

For additional information on hazardous materials in the workplace consult your supervisor. Failure to follow the Company's health and safety rules can result in disciplinary action, including termination.

8.2 NON-SMOKING POLICY

Mr. T is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees and clients. As a result, you are prohibited from smoking in the office, client areas, restrooms and in company vehicles and/or while working on waste collection routes. Information on how to quit smoking can be obtained from the local cancer society or within our Health & Safety Department.

8.3 REPORTING INJURIES

Federal and state OSHA regulations require all employees to immediately report illness or injury incurred while on the job regardless of severity. Please see your supervisor immediately to assist with any illness or injury and to obtain a Notice of Injury form to complete. Failure to do so may result in termination.

8.4 POLICY AGAINST VIOLENCE

The safety and security of our employees, residents, tenants, vendors, contractors and the general public are of essential importance. Therefore, threats or acts of violence made by an employee against another person's life, health, well being, family or property will not be tolerated. Employees who violate this policy will be subject to discipline up to and including immediate termination.

The following are prohibited:

6. Any act or threat of violence made by an employee against another person's life, health, well being, family, or property.
7. Any act or threat of violence, which endangers the safety of employees, residents, tenants, vendors, contractors or the general public.
8. Any act or threat of violence made directly or indirectly by words, gestures, symbols or e-mail.
9. Use or possession of a weapon on the Company's premises managed by the Company.

It is a requirement that employees report to their supervisor, Health and Safety or Human Resources, in accordance with this policy, any behavior that compromises the Company's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

9.0 TRADE SECRETS AND INVENTIONS

9.1 EMPLOYEE NON-COMPETITION

To preserve the integrity and profitability of Mr. T, employees are prohibited from engaging in activities that compete or conflict with those of the Company. As a general rule, employees are prohibited from working for, or on behalf of, competitors or clients of the Company. The Company is also concerned about the employee's spouse or "significant other" working for a competitor or client of the Company.

If you, your spouse or "significant other" has, or enters into, a relationship with a competitor or client of the Company that creates or potentially creates a conflict of interest, you are requested to promptly notify your supervisor. Mr. T reserves its right to terminate you should it be determined there is an actual or potential conflict under the circumstances.

All salespersons and other employees or contractors who regularly utilize Company trade secrets, such as customer lists, are required to sign independent non-solicitation and confidentiality agreements.

9.2 EMPLOYEE INVENTIONS

Any employee invention created, in whole or in part, during an employee's work hours, or from the use of the Company's equipment or facilities, is a "work for hire" and the property of the Company.

Any employee who intends to develop and maintain property rights in any invention, which relates in any way to the Company's products or services, is required to obtain a written waiver of this policy, signed by both the employee and the Chief Financial Officer or owner of the Company.

9.3 CONFIDENTIALITY AND NON-DISCLOSURE OF TRADE SECRETS

The trade secrets and confidential information of Mr. T are its lifeblood. As a condition of employment, Company employees are required to protect the confidentiality of Company trade secrets and confidential information. Employees may come into contact with customer lists, operational or manufacturing procedures, or other confidential information. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released, without prior authorization from a supervisor.

Any employee who has information that leads them to suspect that an employee or competitor is obtaining the Company's confidential information is required to inform their supervisor of such.

Unauthorized disclosure of trade secrets, or other confidential information, may result in the discipline or termination of any employee, as well as subject the employee to potential legal action. Employee agrees not to disclose or communicate, in any manner, directly or indirectly, information about the Company, its operations, clientele, or any other information, that relates to the business of the Company, including, but not limited to, the names of its customers or clients, its marketing strategies, operations, or any other information of any kind which would be deemed confidential,

a trade secret, a customer or client list, or other form of proprietary information of the Company. Employee acknowledges that the above information is material and confidential and that it affects the profitability of the Company. To the extent employee believes they need to disclose confidential information, they may do so only after obtaining prior written authorization from their supervisor. Employee understands any breach of this provision, or of any other confidentiality and non-disclosure obligation, is a material breach of the terms of their employment.

10.0 CUSTOMER RELATIONS

10.1 PRODUCTS AND SERVICES KNOWLEDGE

As an employee of Mr. T you are expected to be familiar with the products and services we offer. You are encouraged to understand the inter-relationship between your department or division and the others of the Company. We consider our employees to be one of our best sources of business referrals and the better educated you are about the Company's production and service capabilities, the better chance you have at creating additional customers for the Company.

10.2 CUSTOMER, CLIENT AND VISITOR RELATIONS

We strive to provide the best services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client or visitor with the utmost respect and courtesy. You should never argue or act in a disrespectful manner towards a visitor or customer. If you are having problems with a customer, client or visitor, please notify your supervisor immediately. In addition, if a customer, client or visitor voices a complaint regarding our services, you are required to inform your supervisor of such immediately. Lastly, please make every effort to be prompt in following up on customer, client or visitor orders or questions. Positive customer, client and visitor relations will go a long way to establishing our Company as a leader in its field.

11.0 CLOSING STATEMENT

11.1 CLOSING STATEMENT

Thank you for reading our employee handbook. Hopefully, it has provided you with an understanding of the Company's mission, history and structure as well as well as our current policies and guidelines. We look forward to working with you to advance our common interest in a safe, productive and pleasant workplace.

Thomas N. Toscano, Esq.

CFO of Mr. T Carting Corp. and its affiliates

12.0 ACKNOWLEDGMENT OF RECEIPT AND REVIEW

12.1 ACKNOWLEDGMENT OF RECEIPT AND REVIEW

By signing below, I acknowledge that I have reviewed a copy of the Employee Handbook online, understand that it is my responsibility to read the Employee Handbook in its entirety. It has been explained to me how to access it from the internet and that I can request a paper copy, in writing, if I do not have access to the internet. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Employee Handbook in the future. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment.

I understand that the Employee Handbook contains information about the employment policies and practices of Company. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the Company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Company. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the president or CFO of the Company in a signed written contract, the Company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice and I agree to check the online version of this handbook at least every three months for these changes, if I do not have access to a computer and/or the internet, I hereby agree to request of Human Resources every three (3) months, a copy of any modification to this handbook. I understand that no oral statements or representations can change the provisions of this Employee Handbook. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT – EXPRESSED OR IMPLIED – WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.

I understand that this Employee Handbook refers to current benefit plans maintained by the Company and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

Signature of Employee: _____ Date: _____

Print Name: _____