



Arrowhead Deck and Pools LLC

Employee Handbook



September 25, 2023

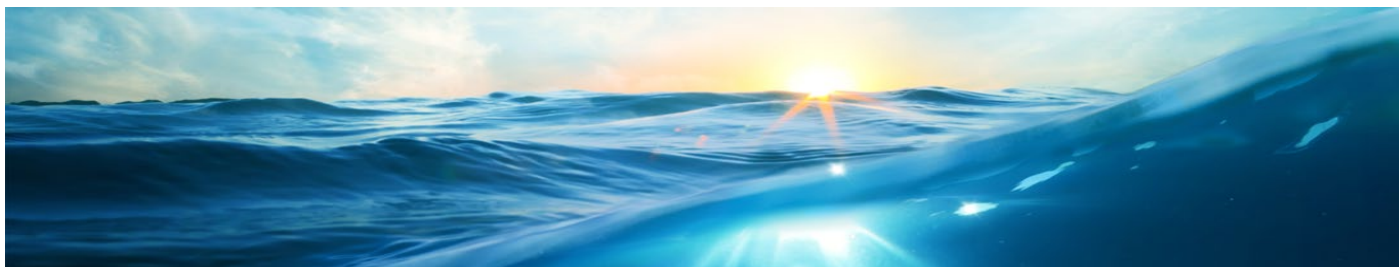


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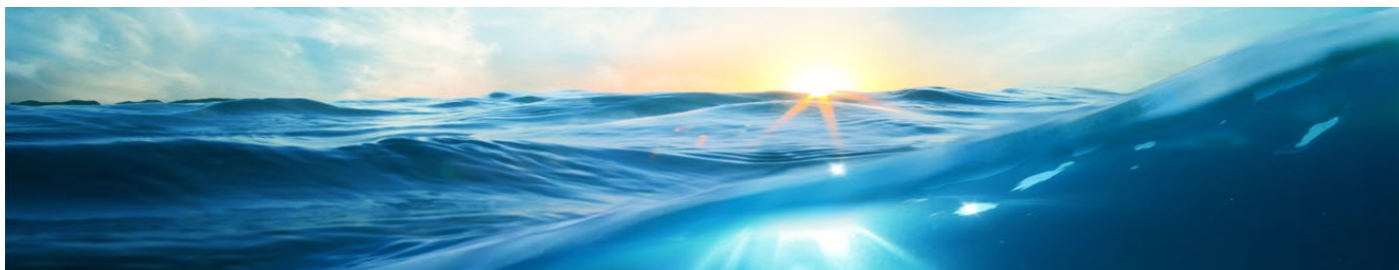
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Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You have just joined a dedicated organization. We hope that your employment with Arrowhead Deck and Pools LLC will be rewarding and challenging. We take pride in our team members as well as in the products and services we provide.

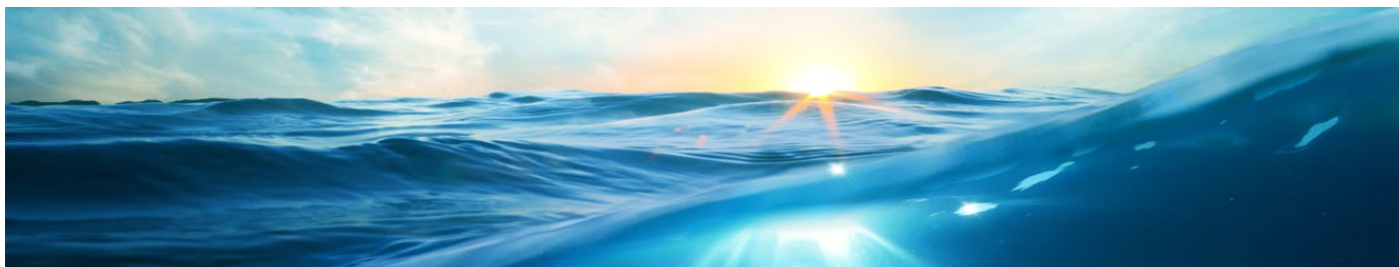
Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Company reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the work place.

If you have questions about your employment or any provisions in this handbook, contact Owner.

We wish you success in your employment here at Arrowhead Deck and Pools LLC!

All the best,

John and Catherine Trice, Owner
Arrowhead Deck and Pools LLC



2.0 Introductory Language and Policies

2.1 Ethics Code

Arrowhead Deck and Pools LLC will conduct business honestly and ethically wherever operations are maintained. We strive to 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. Our managers and team members are expected to adhere to high standards of business and personal integrity as a representation of our business practices.

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

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.



3.0 Hiring and Orientation Policies

3.1 Conflicts of Interest

Arrowhead Deck and Pools LLC 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. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Company, you must disclose it to the Owner. 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.

3.2 New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with Arrowhead Deck and Pools LLC and your job responsibilities, and 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. Your introductory period with the Company can be shortened or lengthened as 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 of the "at-will" employment relationship.

3.3 Employment Authorization Verification

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



4.0 Wage and Hour Policies

4.1 Attendance Policy

If you know ahead of time that you will be absent or late, provide reasonable advance notice to the Owner. You may be required to provide documentation of any medical or other excuse for being absent or late.

Arrowhead Deck and Pools LLC reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

4.2 Direct Deposit

Arrowhead Deck and Pools LLC encourages all team members to enroll in direct deposit. If you would like to take advantage of direct deposit, ask the Owner for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be given to you on paydays described in the preceding sections in lieu of a check.

4.3 Introduction to Wage and Hour Policies

At Arrowhead Deck and Pools LLC, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with the Owner.

4.4 Job Abandonment

If you fail to show up for work or call in with an acceptable reason for the absence for a period of two consecutive days, you will be considered to have abandoned your job and voluntarily resigned from Arrowhead Deck and Pools LLC.

4.5 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Arrowhead Deck and Pools LLC.

Travel expenses are the reasonable and necessary expenses incurred by team members when traveling on approved Arrowhead Deck and Pools LLC business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from the Owner has been received.

Advances

The Company does not generally provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form.

Travel Expenses

The Company pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking.
- Telephone and fax.



- Laundry (trips exceeding one week only, unless emergency).
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve the business purposes.

Air Travel

Use economy or tourist class airfares when traveling on Company business. In addition, private, noncommercial aircraft or chartered aircraft is not to be used, and no more than two Company officers should travel together on the same flight.

Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement on a monthly expense report.

Hotels

Neither in-room movies nor refreshment bars are approved Company expenses.

Insurance

The Company does not pay for personal travel insurance for employees.

Rental Cars

You are to use rental firms having existing relationships with the Company and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law and may not have more than 2 points on your driving record. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid hazard of liability and the time away from work. You will be reimbursed for vehicle use at \$.30 per mile rate. The Owner must authorize any deviation from this policy.

Reporting

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants.

4.6 Use of Employer Credit Cards

All team members in the possession of a credit card issued by Arrowhead Deck and Pools LLC will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to Company vehicle use (gas, oil, etc.) under \$200 do not require prior approval. Credit card purchases for vehicle use over \$200 and any other business purchases over \$100 must receive prior approval from your direct report, John or Catherine Trice.

Submit all sales receipts generated by use of the Company credit card weekly to Office Manager. Your Company credit card may not be used for personal reasons. Use of the Company credit card is restricted to approved business related expenses.

Any unauthorized purchases made with a credit card issued by the Company will be the cardholder's responsibility. You must reimburse any such purchase to the Company within 14 days.

Immediately report lost or stolen Company cards to your Office Manager. Failure to follow this policy may result in disciplinary action up to and including discharge.



5.0 Performance, Discipline, Layoff, and Termination

5.1 Exit Interview

You may be asked to participate in an exit interview when you leave Arrowhead Deck and Pools LLC. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the Company in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.2 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at Arrowhead Deck and Pools LLC is prohibited. The Company recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect your ability to effectively perform your duties. Any conflicts should be reported to your Office Manager. Failure to adhere to this policy may result in discipline up to and including termination.

5.3 Performance Improvement

Arrowhead Deck and Pools LLC will make efforts to periodically review your work performance. The performance improvement process will take place as business needs dictate. You may specifically request that your manager or supervisor assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

5.4 Problem Solving Procedures

Arrowhead Deck and Pools LLC strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention to Human Resources or 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 team members, vendors, customers, or any other persons or entities related to the Company, bring your concerns to the attention of the Owner at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and the Owner. If you have already brought this matter to the attention of the Owner before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.5 Standards of Conduct

Arrowhead Deck and Pools LLC wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our team members, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge team members for any reason permitted by law.

Examples of inappropriate conduct include:



- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol or drugs during working hours on Company property (including Company vehicles), or on Company business.
- Inaccurate reporting of the hours worked by you or any other team members.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Company or in the preparation of any employment related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying Company property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policies), any fellow employee, vendor, or customer.
- Disclosure of Company trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors.
- 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 tardiness or absences.
- Smoking in nondesignated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Company premises during working time (refer to policy on nonsolicitation).
- Failure to dress according to Company policy.
- Use of obscene or harassing (as defined by our EEO policies) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Company.
- Gambling on Company premises.
- Lending keys or keycards to Company property to unauthorized persons.

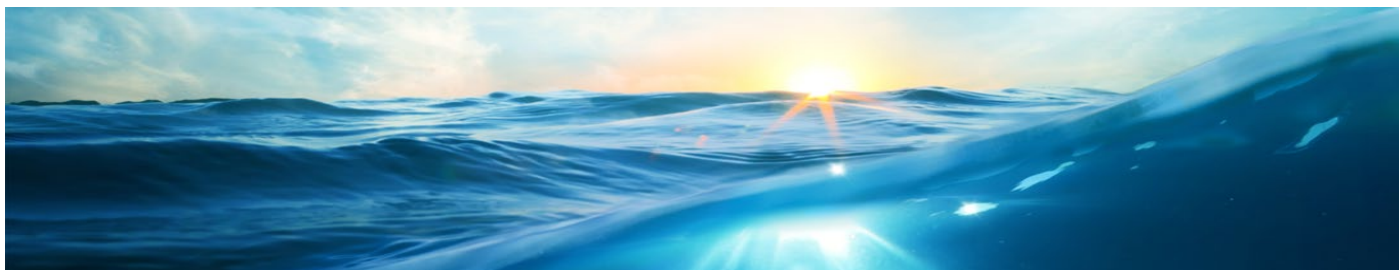
Nothing in this policy is intended to limit your rights under the National Labor Relations Act (NLRA).

5.6 Workforce Reductions (Layoffs)

If necessary based upon business needs, Arrowhead Deck and Pools LLC management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

5.7 Return of Company Assets

Upon termination of your employment (however it arises) with Arrowhead Deck and Pools, you are obligated to forthwith return all assets of Arrowhead Deck and Pools within your possession (without any loss or damage), failing which Arrowhead Deck and Pools reserves the right to take appropriate legal action against you and recover the cost for such damage or loss from any pending compensation due to you from Arrowhead Deck and Pools.



6.0 General Policies

6.1 Authorization for Use of Personal Vehicle

All team members required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. Arrowhead Deck and Pools LLC may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the Company.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

6.2 Computer Security and Copying of Software

Software programs purchased and provided by Arrowhead Deck and Pools LLC are to be used only for creating, researching, and processing materials for Company use. By using Company hardware, software, and networking systems you assume personal responsibility for their 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 team members or contract personnel on behalf of the Company, is and will 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. The Owner is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Company to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the Company must be purchased through the Owner.

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

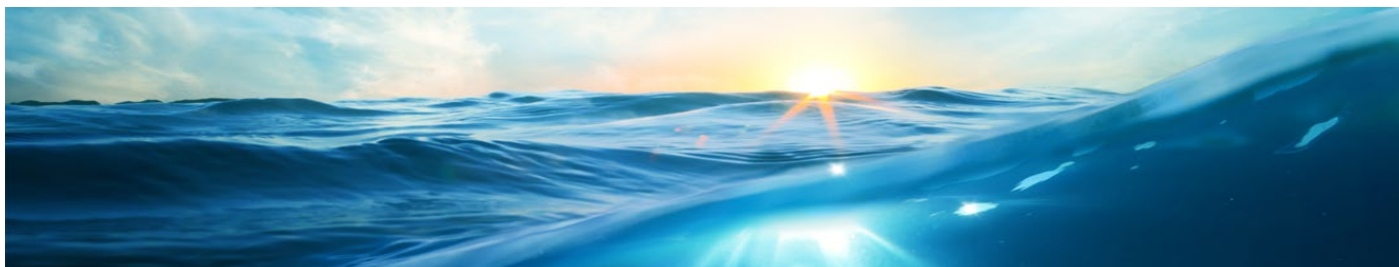
6.3 Driving Record

All team members required to operate a motor vehicle as part of their employment duties at Arrowhead Deck and Pools LLC must maintain a valid driver's license and acceptable driving record. The Company may run a motor vehicle department check to determine your 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. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

6.4 Employer Sponsored Social Events

Arrowhead Deck and Pools LLC holds periodic social events for team members. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by the Owner prior to the event.



Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

6.5 Employer-Provided Cell Phone/Mobile Device Policy

The purpose of this policy is to provide guidance to departments and team members regarding eligibility for Arrowhead Deck and Pools LLC-provided cell phones and plans, and the appropriate use of the phone and plan.

You must have a legitimate business need for a cell phone/mobile device and the issuance of same must be approved by the Owner. The typical legitimate reasons team members may need a cell phone/mobile device include frequent business travel or for key personnel who must be immediately reachable during an emergency.

When the cell phone/mobile device is used for personal reasons and the activity results in additional cost to the Company, you are responsible for the cost of that usage, including all applicable taxes. Make note of personal calls and reimburse the Company after review of the monthly call detail.

If the cell phone/mobile device has a flat rate airtime/data plan, you are responsible for reimbursing the Company when personal activities cause the plan threshold to be exceeded. With concurrence of an authorized signer on the account, you should determine the amount of personal use that caused the usage to exceed the plan and reimburse the Company for that amount plus all applicable taxes. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device. This option must be approved by your [[manager, supervisor, etc.]].

The Company owns and remains entitled to all cell phone/mobile devices, including all passwords controlling access to them. You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Company in operable condition.

6.6 GPS Monitoring of Employer Vehicles

Arrowhead Deck and Pools LLC desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting Company vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the Company uses GPS technology to monitor the whereabouts of our vehicles at all times.

Questions concerning vehicle monitoring should be directed to Catherine Trice. Questions concerning the proper use of any vehicles should be directed to Catherine Trice.

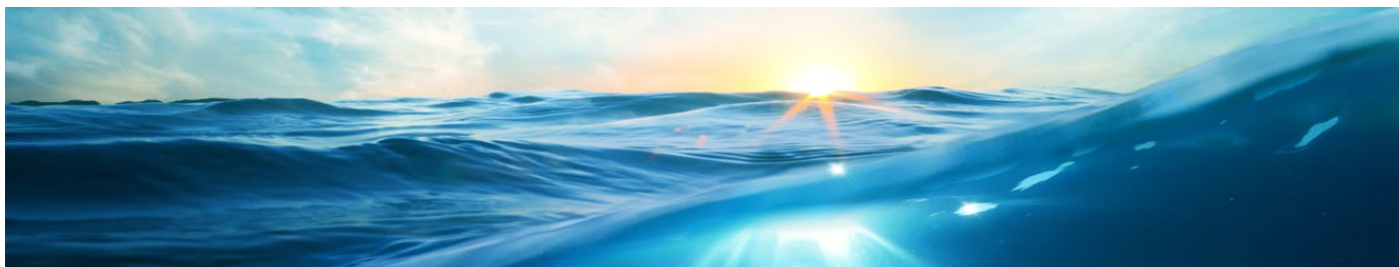
Any team members who abuses the privilege of driving company vehicles will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

6.7 Nonsolicitation/Nondistribution Policy

To avoid disruption of business operations or disturbance of team members, visitors, and others, Arrowhead Deck and Pools LLC has implemented a Nonsolicitation Policy. For purposes of this policy, "solicitation" includes selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Nonsolicitation Policy.

You are prohibited from soliciting other team members during your assigned working time. For this purpose, working time means time during which either you or the team members who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other team members are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunch rooms, or parking lots.



6.8 Off-Duty Use of Employer Property or Premises

You may not use Arrowhead Deck and Pools LLC property for personal use during working time. You are responsible for returning Company property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of tools, equipment, vehicles, materials, computers, Company products, vehicles, or office supplies for personal use without prior authorization. Unauthorized personal use of vehicles will be an immediate denial of using any company vehicle.

It is Company policy to control off duty and nonworking hour use of Company facilities either for business or personal reasons. You are prohibited from using Company facilities during off duty or nonworking hours without the written consent of the Owner. If you use Company facilities during your off-duty hours or Company off-hours, you may be required to sign a log-in and log-out sheet maintained by the Company or building manager.

6.9 Open Door Policy

At Arrowhead Deck and Pools LLC, we welcome suggestions for continued improvement and welcome your ideas for better ways to do your job, produce or sell the products or services of our Company, or meet customer and client needs. Discuss your ideas with your supervisor or another member of the management team.

We also encourage you to offer any suggestions derived from outside sources of information you believe would add value to the Company.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with Company tools or property are considered to be the property of the Company.

6.10 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Arrowhead Deck and Pools LLC. All team members are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Company will make every effort to reasonably accommodate team members with disabilities or with religious beliefs that make it difficult for them to comply fully with the personal appearance policy. Contact the Owner to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.11 Personal Cell Phone/Mobile Device Use

While Arrowhead Deck and Pools LLC permits team members to bring personal cell phones and other mobile devices (i.e. smart phones, PDAs, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Company property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7



of the National Labor Relations Act (NLRA).

You are expected to comply with Company policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the Company requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may connect your personal device to the Company network or to Company equipment (computers, printers, etc.).

Nothing in this policy is intended to prevent team members from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

6.12 Personal Data Changes

It is your obligation to provide Arrowhead Deck and Pools LLC with your current contact information, including current mailing address and telephone number. Inform the Company of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact your manager or the Owner.

6.13 Security

All team members are responsible for helping to make Arrowhead Deck and Pools LLC a secure work environment. Upon leaving work, lock all facilities, vehicles, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to the Owner immediately. Refrain from discussing specifics regarding Company security systems, alarms, passwords, etc. with those outside of the Company.

Immediately advise the Owner of any known or potential security risks and/or suspicious conduct of team members, customers, or guests of the Company. Safety and security is the responsibility of all team members and we rely on you to help us keep our premises secure.

6.14 Social Media Policy

At Arrowhead Deck and Pools LLC, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Company, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all team members who work for the Company.

Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Company, as well as any other form of electronic communication.

Company principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or team members of the Company.

Know and Follow the Rules



Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

The Company cannot force or mandate respectful and courteous activity by team members on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Company policy. Your personal posts and social media activity should not reflect upon or refer to the Company.

Maintain Accuracy and Confidentiality

When posting information:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company.
- Do not create a link from your personal blog, website, or other social networking site to a Company website that identifies you as speaking on behalf of the Company.
- Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Company. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the Company.

Media Contacts

If you are not authorized to speak on behalf of the Company, do not speak to the media on behalf of the Company. Direct all media inquiries for official Company responses to Human Resources.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent team members from communications regarding wages, hours, or other terms and conditions of employment, or to restrain team members in exercising any other right protected by law. All team members have the right to engage in or refrain from such activities.

6.15 Third Party Disclosures

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

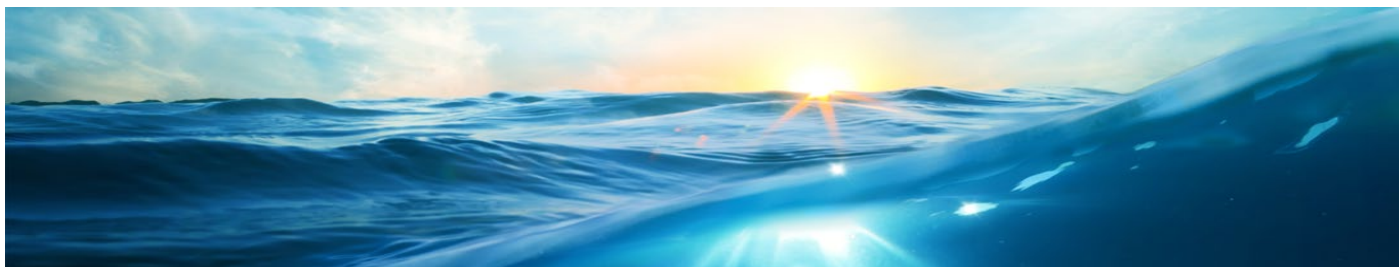


If you receive such a contact, you should not speak on behalf of the Company and should refer any call requesting the position of the Company to the Owner. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the Owner.

6.16 *Workplace Privacy and Right to Inspect*

Arrowhead Deck and Pools LLC property, including but not limited to equipment, phones, computers, tablets, desks, work place areas, tools, materials, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any team members, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises including that kept in lockers and desks.



7.0 Benefits

7.1 GOALL Program Plan

All regular full-time team members who have completed at least 90 days of employment at Arrowhead Deck and Pools LLC are eligible to participate in the GOALL plan. The Company provides matching funds on a tiered plan based on tenure of what you contribute. As with your insurance benefits, refer to your Summary Plan Description (SPD) provided by the benefits administrator for specifics. If you have further questions, 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.

7.2 Health Plan

All regular full-time team members who have completed at least 90 days of employment at Arrowhead Deck and Pools LLC are eligible to participate in the Redirect Health plan. The Company provides matching EverydayCARE™ for the employee and additional family members can be add at employee's expense. Additional coverage with Sedera or the Redirect Hospitalization are upgrades and can be added at the employee's expense deducted from payroll. As with your insurance benefits, refer to your Summary Plan Description (SPD) provided by the benefits administrator or directly with Redirect for specifics. If you have further questions, 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.

7.3 Regular Full-Time Personnel

Regular full-time team members are those who have completed their introductory period and are regularly scheduled to work more than 35 hours per week. Unless stated otherwise or specifically permitted by law, all the benefits provided to team members at Arrowhead Deck and Pools LLC are for regular full-time team members only. This includes vacation, holiday pay, health insurance, and other benefits coverage.

7.4 Unemployment Compensation Insurance Policy

Unemployment compensation insurance is paid for by Arrowhead Deck and Pools LLC and provides temporary income for team members who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Company.

7.5 Workers' Compensation Insurance Policy

Workers' compensation is a no-fault system designed to provide benefits to all team members for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Arrowhead Deck and Pools LLC, no matter how slightly, you are to report the incident immediately to the Owner. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

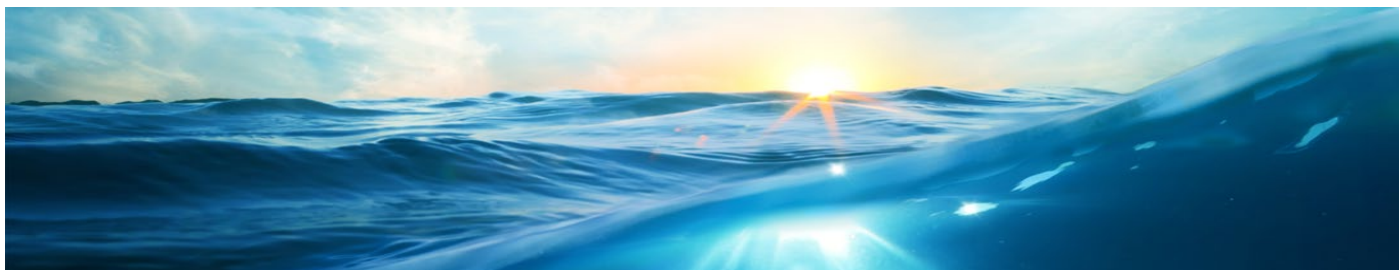
To receive workers' compensation benefits, notify the Owner immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

7.6 Military Leave (USERRA)

Arrowhead Deck and Pools LLC complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to the Owner. When returning from military



leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify the Owner of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the Owner.



8.0 Safety and Loss Prevention

8.1 Policy Against Violence

As the safety and security of our team members, vendors, contractors, and the general public is in the best interests of Arrowhead Deck and Pools LLC, we are committed to working with our team members to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Company has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, team members, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to the Owner, in accordance with this policy, any behavior that compromises our 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. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

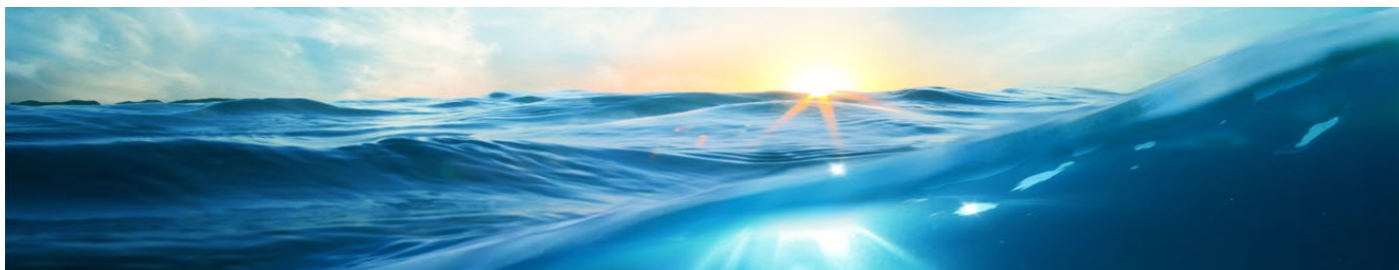
Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to the Owner.

8.2 Drug-Free Workplace

Drug-Free Workplace Act



As a federal contractor, Arrowhead Deck and Pools LLC must comply with the requirements of the Drug-Free Workplace Act of 1988, which is a part of Public Law 100-690, Anti-Drug Abuse Act of 1988. The federal Drug-Free Workplace Act of 1988 (§ 5152) covers grants and contracts for the procurement of any service with a value of \$25,000 or more.

To comply with the act, federal agency contractors and federal grant recipients must provide a drug-free workplace. These federal contractors and grant recipients will:

- Publish a statement prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and specify the actions that will be taken against team members for violations.
- Distribute a copy of the policy statement to team members engaged in the performance of a federal grant or contract.
- Notify team members that compliance with the policy is a condition of employment on such grant or contract and that team members must abide by the terms of the policy statement. The policy statement includes the requirement that team members notify the Company of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Notify the granting or contracting agency within 10 days after learning of a criminal drug statute conviction.
- Impose a sanction as required under this act on team members who are so convicted.
- Establish a program of drug-free awareness, informing team members about the organization's policy of maintaining a drug-free workplace, the penalties that may be imposed upon team members for drug-abuse violations, the dangers of drug abuse in the workplace, and any available drug counseling, rehabilitation, and assistance programs.
- Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

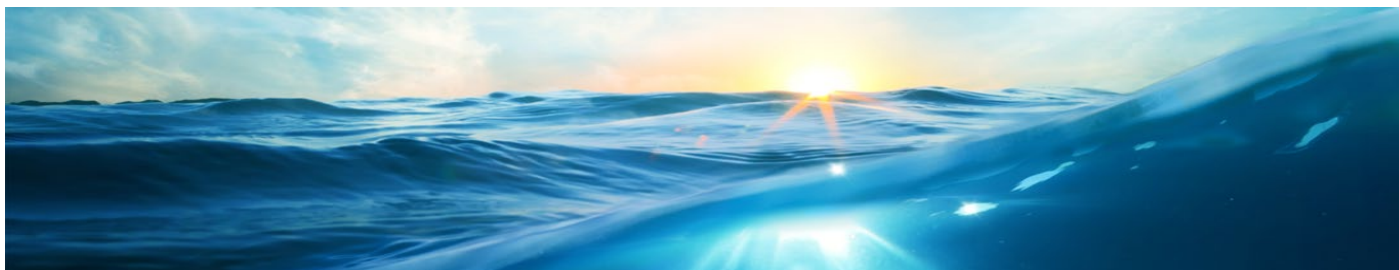
Americans with Disabilities Act

In addition to complying with the federal Drug-Free Workplace Act of 1988, the Company must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

Drug-Free Workplace Policy

The Company, in compliance with the federal Drug-Free Workplace Act of 1988, has adopted the following policy that must be adhered to as a condition of employment:

- The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all work locations is prohibited.
- Any team members convicted of a criminal drug statute violation occurring in the workplace must notify their supervisor of the conviction within five days after the conviction. As required by the federal Drug-Free Workplace Act of 1988, the Company must inform contracting or granting agencies of such convictions within 10 days after receiving notification or otherwise receiving notice of a conviction.
- Upon receiving such notification, the Company, in conjunction with the location concerned, will take all steps necessary to assure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected individual to continue employment with the Company, the individual must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.



9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Arrowhead Deck and Pools LLC team members are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company. 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 management. If you have information that leads you to suspect that team members or competitors are obtaining such information, you are required to inform the Owner.

Violation of this policy may result in discipline or termination, and may subject the violator to civil liability.



10.0 Customer Relations

10.1 Customer, Client, and Visitor Relations

Arrowhead Deck and Pools LLC strives to provide the best products and 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 during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify your supervisor immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our products or services, inform your supervisor or a member of management. Lastly, 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.



Arizona Policies

11.0 Welcome

11.1 *At-Will Employment*

Your employment with Arrowhead Deck and Pools LLC is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Owner has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Owner.



12.0 Introductory Language and Policies

12.1 *Revisions to Handbook*

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Arrowhead Deck and Pools LLC policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. 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 company bulletin boards.



13.0 Wage and Hour Policies

13.1 Accommodations for Nursing Mothers

Arrowhead Deck and Pools LLC will provide nursing mothers reasonable unpaid break time to express milk for their infant child(ren) for up to one year following the child's birth.

To ensure privacy, you will be provided a private room, other than a restroom, to express milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use.

Expressed milk can be stored in company refrigerators. Sufficiently mark or label your milk to avoid confusion for other team members who may share the refrigerator.

You are encouraged to discuss the length and frequency of these breaks with the Owner.

13.2 Meal and Rest Periods

Arrowhead Deck and Pools LLC strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with the Owner regarding procedures and schedules for rest and meal breaks. The Company requests that team members accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let the Owner know; in addition, notify the Owner as soon as possible if you were unable to or prohibited from taking a meal or rest period.

13.3 Overtime Authorization

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by the Owner. You must request an overtime authorization form prior to working overtime.

At certain times Arrowhead Deck and Pools LLC 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 one and one-half times your 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 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

13.4 Pay Period

At Arrowhead Deck and Pools LLC, the standard pay period is every other week for all team members. Pay dates are Fridays. If a pay period falls on a holiday, you will be paid on the preceding workday. If a pay date falls on a Saturday, paychecks will be issued on Friday. If a pay date falls on a Sunday, paychecks may be issued on Monday. Special provisions may be required from time to time if holidays fall on pay dates. Check with the Owner if this type of date arises.

Additional statement for sales personnel:

Sales personnel are paid monthly. All commissions or bonuses earned in the preceding month will be paid on the 1st payday of the following month for work completed in full. On the 1st pay day of the following month, the net commission checks (commissions less draw) will be issued.

13.5 Paycheck Deductions

Arrowhead Deck and Pools LLC is required by federal, state, and local laws to withhold certain deductions from your paycheck. This includes income and unemployment taxes, Federal Insurance Contributions Act (FICA) contributions (Social



Security and Medicare), and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

Contact the Owner with any questions about your paycheck.

13.6 Recording Time

Federal and state laws require Arrowhead Deck and Pools LLC to keep accurate records of hours worked by nonexempt (hourly) team members. Clock in no more than five minutes ahead of your start time and clock out no later than five minutes after your quitting time. All nonexempt team members are required to enter their hours worked accurately, including all lunch periods and any rest periods of more than 20 minutes. You are required to notify the Company of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntary missed meal or break periods.

Do not complete the time sheet of any other team members or request that they do so for you. Be sure to indicate your days off. Any changes to your time card must be approved of and initialed by the Owner. Time cards are to be turned in to Office Manager on the last day worked of each week.

Falsification of time records or recording time for other team members may result in discipline up to and including termination of employment.



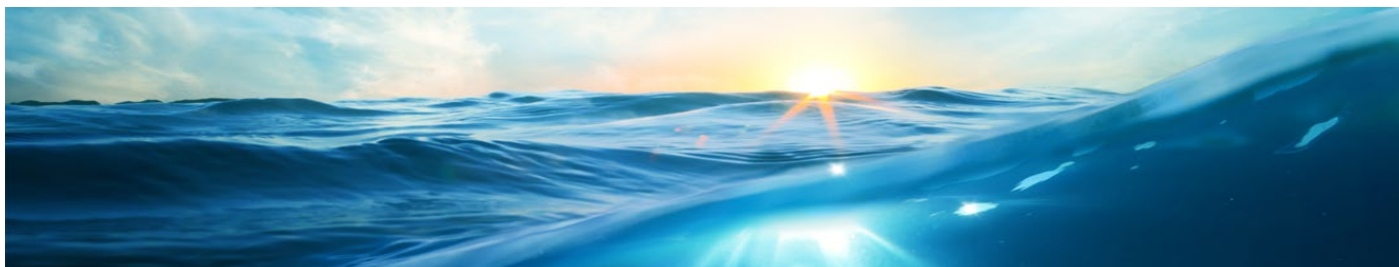
14.0 Performance, Discipline, Layoff, and Termination

14.1 Criminal Activity/Arrests

Involvement in criminal activity during employment, whether on or off Arrowhead Deck and Pools LLC property, may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the action was work-related, the nature of the act, or circumstances that adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

You 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 of employment, for violation of an 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.



15.0 General Policies

15.1 Voicemail, Email, and Internet Policy

This Voicemail/Email/Internet Policy is intended to provide Arrowhead Deck and Pools LLC team members with the guidelines associated with the use of the voicemail/email/Internet system (the system). This policy applies to all team members and any others accessing and/or using the system through onsite or remote terminals.

General Provisions

- The system, and all data transmitted or received through the system, is the exclusive property of the Company. You should not have any expectation of privacy in any communication over this system. If you are permitted to have access to the system, you will be given a voicemail, email, and/or Internet address and/or access code and will have use of the system consistent with this policy.
- The Company reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and without the prior consent.
- The interests of the Company in monitoring and intercepting data include, but are not limited to: protection of Company trade secrets, proprietary, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting team members in the management of electronic data during periods of absence.
- You should not interpret the use of password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy regarding the receipt, transmission, or storage of data on the Company voicemail/email/Internet system.

Any team members who violate this policy will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.



16.0 Benefits

16.1 Holiday Pay

Arrowhead Deck and Pools LLC offers the following paid holidays each year:

- New Year's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

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

The Company reserves the right to close on another day or grant compensatory time off instead of closing its offices. You will receive holiday pay if the holiday falls in the week when you are on vacation. You will not receive Holiday pay if it is a week when you are on a leave of absence. You must work the day before and the day after a holiday to receive holiday pay, unless the day before or the day after is your normally designated day off, you are on vacation, or you have a doctor's note excusing your absence.

You must have satisfactorily completed the introductory (90 days) period to be eligible for holiday pay. Holiday pay for full-time team members is computed at the straight time rate of eight hours. In no case may you receive more than a normal day's wage for any holiday unless you worked that day.

16.2 Jury Duty Leave

Arrowhead Deck and Pools LLC encourages team members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify the Owner as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty. You may opt to use PTO in place of unpaid leave.

The Company reserves the right to require team members to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against team members who request or take leave in accordance with this policy.

16.3 Paid Time Off (PTO) Policy

Paid time off (PTO) provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off.

You will accumulate PTO each pay period worked and it is up to you to allocate how you will use it — for vacation, illness, caring for children, school activities, medical/dental appointments, personal business, or emergencies. Arrowhead Deck and Pools LLC may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, when permissible according to state and federal law. The amount of PTO earned will depend on your length of service with the Company.

Eligibility



You are eligible to receive PTO if you are a regular status employee scheduled to work at least 40 hours per week. Employees are eligible to start using PTO after the 90th day of employment.

Deposits Into Your Leave Account

The amount of PTO you accrue each year is based on your length of service and accrues according to the accrual schedule determined by the Company. PTO is accrued as you work. You will not accrue PTO time while you are taking time off for any reason.

Maximum Accrual

Although you may carry over unused PTO time from year to year, there is a cap on the amount of PTO time you can accrue. Once you reach your cap, you will not accrue any more PTO until you use some of the time in your account and drop below the cap. After your balance goes below the cap, you will begin accruing PTO again. However, you will not receive retroactive credit for time worked while you were at the cap limit. PTO accrual is capped at one and one half times your annual PTO accrual rate. Employees will be paid out for any earned but unused PTO at their anniversary date.

The amount of PTO accrued, used, and available will appear on your paycheck stub.

Termination

You will be paid for all accrued and unused PTO when you leave the Company.

Using Your PTO

The minimum amount of PTO you can use at one time is one hour.

Notice and Scheduling

You are required to provide your manager with reasonable advance notice and obtain approval prior to using PTO. This allows for you and the Owner to prepare for your time off and assure that all staffing needs are met. There may be occasions, such as sudden illness, when you cannot provide advance notice. In those situations, inform the Owner of your circumstances as soon as possible.

16.4 Voting Leave

If your work schedule prevents you from voting on Election Day, Arrowhead Deck and Pools LLC will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of the Owner, consistent with applicable legal requirements. The time will be paid if it otherwise would have been work time.



17.0 Safety and Loss Prevention

17.1 Drug and Alcohol Policy

Arrowhead Deck and Pools LLC considers drug and alcohol abuse a serious matter that will not be tolerated. The Company absolutely prohibits team members from using, selling, possessing, or being under the influence of illegal drugs, alcohol, or a controlled substance or prescription drug not medically authorized while at their job, on Company property, or while on work time.

Therefore, it is Company policy that:

1. You may not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized.
2. You may not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on company property or on company business.

We also caution against use of prescribed or over-the-counter medication, which can affect your ability to perform your job safely, or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor. You must have a valid prescription for any prescription medication used while working for the Company. Inform the Owner prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. If the Company determines that the prescribed or over-the-counter medication does not pose a safety risk, you will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

A violation of this policy will result in disciplinary action, up to and including termination of employment.

[[Optional provision: The Company may assist you in seeking treatment or rehabilitation for drug or alcohol dependency. In such cases, the Company may consider your continued employment as long as concerns regarding safety, health, production, communication, or other work-related matters are adequately addressed. The Company may also require you to obtain a medical clearance, and agree to random testing and a "one-strike" rule as a condition of continued employment.]]

17.2 General Safety Policy

It is the responsibility of all Arrowhead Deck and Pools LLC team members to maintain a healthy and safe work environment. Report all safety hazards and occupational illnesses or injuries to your supervisor immediately and complete an occupational illness or injury form as needed. Failure to follow the Company health and safety rules may result in disciplinary action, up to and including termination of employment.

17.3 Nonsmoking Policy

Arrowhead Deck and Pools LLC is concerned about the effect that smoking and secondhand smoke inhalation can have on its team members and clients. Smoking in the office, client sites, warehouse, and restrooms is prohibited.



18.0 Trade Secrets and Inventions

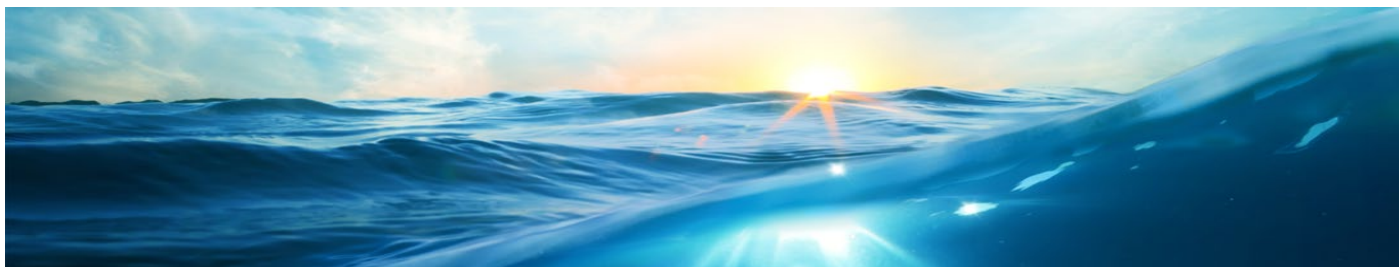
18.1 Inventions

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to Arrowhead Deck and Pools LLC, is a "work for hire" and is the property of the Company.

If you intend to develop and maintain property rights to any invention that relates in any way to products or services of the Company, you are required to obtain a written waiver of this policy, signed by both you and Owner.

18.2 Financial Information Non Disclosure

1. **Transaction:** The Agreement is intended to prevent the unauthorized disclosure of Confidential Information (as defined below) in contemplation of a business transaction between the parties (the "Transaction").
2. **"Confidential Information"** is proprietary information relating to the Transaction including but not limited to: financial institution records, tax records, sales revenues, forecasts, accounting records, investment holdings, wages or income information, or any other financial information that, if disclosed, could affect the Company. Confidential information also includes related information that may be disclosed in connection with financial information, including but not limited to identification and account numbers, PINs, passwords, the identity or financial status of investors or partners, or other information conveyed in writing or in discussion that is indicated to be confidential.
3. **Non Disclosure:** Without Arrowhead Deck and Pools' prior written consent, Receiving Party will not: (a) disclose Confidential Information to any third party; (b) make or permit to be made copies or other reproductions of Confidential Information; or (c) make any commercial use of Confidential Information. Receiving Party will carefully restrict access to Confidential Information to those of its officers, directors and employees who are subject to non-disclosure restrictions at least as protective as those set forth in this Agreement and who clearly need such access to participate on Receiving Party's behalf in the analysis and negotiation of a business relationship or any contract or agreement with Arrowhead Deck and Pools or affiliates.
4. **Return of Confidential Materials:** Upon Arrowhead Deck and Pools' request, Receiving Party shall within fourteen days return all original materials provided by Arrowhead Deck and Pools and any copies, notes or other documents in Receiving Party's possession pertaining to Confidential Information.
5. **Exclusions:** This agreement does not apply to any information that: (a) was in Receiving Party's possession or was known to Receiving Party, without an obligation to keep it confidential, before such information was disclosed to Receiving Party by Arrowhead Deck and Pools; (b) is or becomes public knowledge through a source other than Receiving Party and through no fault of Receiving Party; (c) is or becomes lawfully available to Receiving Party from a source other than Arrowhead Deck and Pools; or (d) is disclosed by Receiving Party with Arrowhead Deck and Pools' prior written approval.
6. **Term:** This Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until whichever of the following occurs first: (a) Arrowhead Deck and Pools sends Receiving Party written notice releasing it from this Agreement, or (b) Confidential Information disclosed under this Agreement ceases to be confidential.
7. **General Provisions:**
 - a. **Relationships.** Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venturer or employee of the other party for any purpose.
 - b. **Severability.** If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this



Agreement shall be interpreted so as best to effect the intent of the parties.

- c. **Integration.** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in a writing signed by both parties.
- d. **Waiver.** The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.
- e. **Injunctive Relief.** Any misappropriation of Confidential Information in violation of this Agreement may cause Arrowhead Deck and Pools irreparable harm, the amount of which may be difficult to ascertain, and therefore Receiving Party agrees that Arrowhead Deck and Pools shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as Arrowhead Deck and Pools deems appropriate. This right of Arrowhead Deck and Pools is to be in addition to the remedies otherwise available to Arrowhead Deck and Pools.
- f. **Attorney Fees and Expenses.** In a dispute arising out of or related to this Agreement, the prevailing party shall have the right to collect from the other party its reasonable attorney fees and costs and necessary expenditures.
- g. **Governing Law.** This Agreement shall be governed in accordance with the laws of the State of Arizona.
- h. **Jurisdiction.** The parties consent to the exclusive jurisdiction and venue of the federal and state courts located in Maricopa County in any action arising out of or relating to this Agreement. The parties waive any other venue to which either party might be entitled by domicile or otherwise.
- i. **Successors & Assigns.** This Agreement shall bind each party's heirs, successors and assigns. Receiving Party may not assign or transfer its rights or obligations under this Agreement without the prior written consent of Arrowhead Deck and Pools. However, no consent is required for an assignment or transfer that occurs: (a) to an entity in which Receiving Party owns more than fifty percent of the assets; or (b) as part of a transfer of all or substantially all of the assets of Receiving Party to any party. Any assignment or transfer in violation of this section shall be void.

Receiving Party:

(Signature)

(Typed or Printed Name)

Title

Date



Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Company and a safe, productive, and pleasant workplace.

John and Catherine Trice, Owner

Arrowhead Deck and Pools LLC



Acknowledgement of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Arrowhead Deck and Pools LLC Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time [[with or without notice]]. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Owner of the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Company or effect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Company representative) or a collective-bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective-bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Arrowhead Deck and Pools LLC.

If I have any questions about the content or interpretation of this handbook, I will contact Owner.

Signature

Date

Print Name



Vehicle and Fleet Safety Policy for Arrowhead Deck and Pools

Purpose

Arrowhead Deck and Pools LLC (herein referred to as Arrowhead Deck and Pools) has company vehicles that will be assigned to certain employees, either full-time or as needed. The purpose of this *Vehicle and Fleet Safety Policy* is to minimize vehicle accidents and injuries to employees, as well as the public, through an organized loss control effort and to make safe driving practices an important part of Arrowhead Deck and Pools 's operations. This policy will address the elements, which when followed, will help control vehicle losses and meet our objectives of production, profitability and public image.

Definitions or Informative Information

Cost of Vehicle Accidents

The cost of insurance is only one cost of accidents. Other indirect costs not covered by insurance include:

- Salary paid and loss of service of the injured employee.
- Cost of supervisory time spent investigating, reporting and following up after the accident.
- Loss of use of the vehicle while it is being repaired or replaced.
- Cost of replacing and training an injured employee.
- Poor customer and public relations resulting from accidents with company vehicles.
- Time lost by co-workers in discussing the nature of the accident and extent of damage and/or injuries.
- Worker's Compensation increase after an accident with injuries.

Practices

The following practices shall be followed by all those employees at Arrowhead Deck and Pools that are authorized to drive a company vehicle. These practices will ensure the safety of employees and those on the roadways, as well as the protection of property and company vehicles.

Engineering Controls

Preventive Maintenance

Equipment condition frequently impacts the operations and accident history of our vehicles. Scheduled preventive maintenance uncovers problems before failures occur, thereby reducing accidents, breakdowns and inefficiency. Schedules are based on mileage, hours of operation and/or calendar days of use. Formal maintenance records will be kept on file for all vehicles. All workers should monitor gas, tire pressure, and fluid levels while driving.

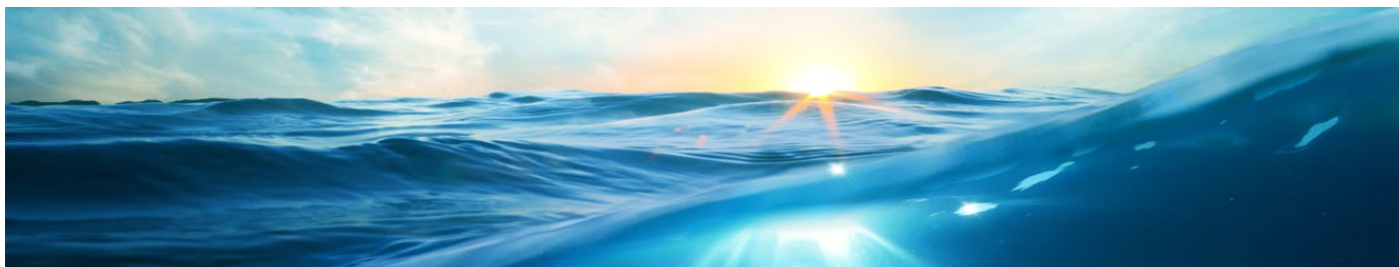
Administrative Controls

Driver Selection and Training

Since over 90% of vehicle accidents can be attributed to driver error, the most important aspect of any vehicle and fleet safety program is the selection of its drivers.

The following parts shall be incorporated into our driver selection policy and shall be kept in each driver's personnel record file:

- Verification of a current and valid driver's license.
- Motor vehicle record (MVR) checks; completed at time of hiring and updated annually. This is a tool that management can use to help reduce accidents.
 - MVRs shall be used to qualify new hires, while annual reviews shall be used to determine whether existing drivers have developed problems or bad habits.
- Background checks
- Reference checks.



- Road test where appropriate, as it is important to confirm the skill levels of every driver; results shall be documented.
- Drug testing (at time of hire and after all incidents, no matter how simple or severe.)
- New driver probationary period.
 - At Arrowhead Deck and Pools , the probationary period is 90 days.

Driving skills of all employees that will operate a company vehicle shall be assessed within the first month of employment to ensure that safe driving behaviors are being followed.

Each driver's record shall be reviewed on an annual basis to review moving traffic violations, accident history, public or customers' complaints, etc. This report will be used to evaluate whether the employee is still "fit" to operate a company vehicle.

Driver Qualifications

- Age requirement:
 - Must be at least 23 years old for CDL driver.
 - Must be at least 21 years old for non-CDL drivers.
- Driving Experience:
 - Minimum of two years full-time verifiable similar type vehicle (including tractor-trailer.)
- Do **not** use drugs or alcohol while operating any vehicle.
 - No positive drug or alcohol test including, pre-employment, random, post-accident or reasonable suspicion.
- Driving and Crash Record:
 - No more than three (3) moving traffic violations (including no more than one preventable crash) during the previous 36 months.
 - Speeding excess (over 25 MPH over the speed limit):
 - No violations during the previous 36 months.
 - If the exact speed is unknown, use the state category that most closely matches the average speed for the type of road you are traveling on.
 - Do **not** drive under the influence (i.e., D.U.I. [Drug or Alcohol]).
 - **Cannot** have a conviction during the previous five (5) years in a commercial or personal motor vehicle.
 - Do **not** operate a company vehicle under the influence.
 - Do **not** smoke in any company vehicle.
 - **Cannot** have a vehicle homicide manslaughter or assault on your record.
 - Reckless driving or speeding contests (considered "other" types of moving violations):
 - **Cannot** have a violation within the last two (2) years.
 - Do **not** drive reckless (including road rage) or challenge or accept a challenge to a speeding contest (race).
 - Do **not** operate any vehicle with a suspended or revoked driver's license or history of license suspension.
 - Do **not** use the company vehicle in a felony event.
 - Leaving the scene of an accident, whether bodily injury or physical damage:
 - **Cannot** have a record in the last five (5) years of leaving the scene.
 - Do **not** leave the scene of any accident while employed with Arrowhead Deck and Pools .
 - Do **not** operate any vehicle without owner permission. If any changes occur regarding driver status, you **must** inform your employer.
 - Do **not** elude any police officer(s).
 - **Must** obey traffic laws in your jurisdiction and be courteous to toward other drivers.

MVR Evaluation Criteria

This is a simple grading system for use in evaluating driver Motor Vehicle Records (MVR's). There are four (4) classifications of drivers based on their most recent three (3) year driving record. The criteria are based on a point system in which points are assigned to accidents and moving violations. New hires should not have more than three (3) points, and ideally, have clean MVR driving records.

Criteria Point Assignments

Moving MVR Violations:

- Speeding (less than 10 m.p.h. over limit) 1-1/2 points
- Speeding (more than 10 m.p.h., less than 20m.p.h. over) Two (2) points



- Failure to yield the right of way Two (2) points
- Improper change of lane Two (2) points
- Other general moving violations Two (2) points
- Speeding (more than 20 m.p.h. over limit) Three (3) points
- Reckless driving Three (3) points
- Other serious moving violations Three (3) points
- Reckless Endangerment, Alcohol & Drug Violations Six (6) points

For hired drivers - at fault accidents involving company vehicles:

- All general at fault accidents Two (2) points

Note: MVR points shall be included to determine the driver's overall classification rating.

Driver Classifications

New Hires

- Acceptable 0 to 2 points
- Probation 2 to 3 points
- Unacceptable Over 3 points

Existing Drivers

- Acceptable 0 to 3 points
- Marginal 4 points
- Probation 5 points
- Unacceptable 6 points or more

Action Plans

The following courses of actions shall be taken for each driver classification:

- Acceptable
 - Employee may drive without qualification. In some cases, counseling and a plan for MVR improvement should be developed.
- Marginal
 - Employee may drive, but their updated MVR shall be re-evaluated every six (6) months and any increase in points shall result in their being placed on probation or removed from a driving position.
- Probationary
 - Employee may drive, but their updated MVR will be re-evaluated every three (3) months and any increase in points will result in their immediate removal from a driving position.
- Unacceptable
 - Employee is not permitted to operate a company vehicle under any circumstances. Any unauthorized use is grounds for immediate dismissal.

Additional Requirements

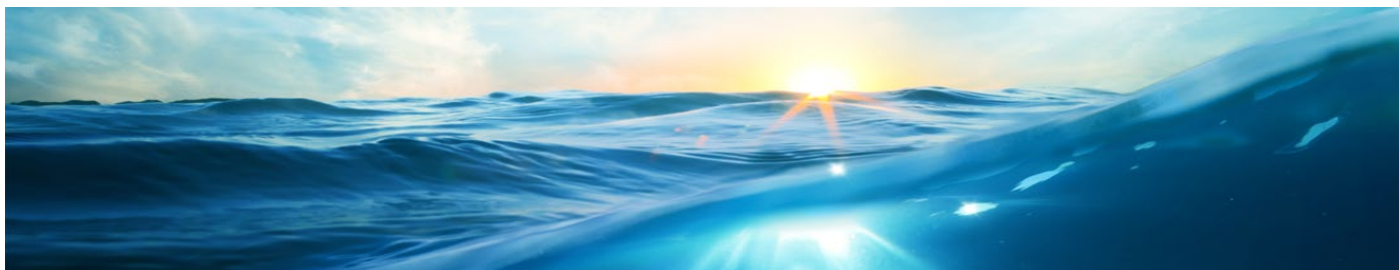
- Employees shall immediately notify their supervisor of all moving violations or accidents.
- Employees who reach the "Marginal" classification shall be required to attend a mandatory Defensive Driving Course (or the equivalent training program).
- Drivers who reach the "Probationary" classification shall be given a written reprimand and notification that any future moving violations or at-fault accidents shall result in their removal from a driver/driving status.
 - The only exception is if a previous violation or accident has rotated off of the employee's three (3) year driving record in the meantime.

Investigation of an Accident

In the event of an accident, be sure to:

- Contact the HR department immediately. They will contact the insurance provider.
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- Do not guarantee payment or accept responsibility without company authorization.

Each driver will be held accountable for operating his or her vehicle in a safe and professional manner. Accident investigations are the key in determining the causes of accidents. Each accident will be investigated and reviewed for



cause and preventability. The accident investigation form found at the end of this policy shall be used in the investigation process. Accidents will be determined to be chargeable, preventable or non-preventable on the basis of recognized defensive driving rules. A preventable accident is one in which the driver failed to do everything reasonable to prevent the accident. He or she did not follow the accident prevention formula:

- Recognize the hazard.
- Understand the defense.
- Act correctly in time.

If an accident is determined to be non-preventable, drivers shall be cleared. Accidents determined to be preventable may be used in determining driver disciplinary actions. Accidents determined to have been chargeable shall result in driver disciplinary action as specified in the company safety policy.

For reference purposes, examples of **accidents that are chargeable most of the time and preventable all of the time** using defensive driving techniques are:

- Head-on Collisions – The driver must remain in his or her proper lane. When approaching vehicles veer into the driver's lane, the driver must change lanes, slow down or stop, when such action can be taken without additional danger.
- Rear-end Collision – The vehicle ahead stopping suddenly is a common road hazard. Drivers must always follow at safe distances and have their vehicles under control at all times.
- Backing Accidents – Drivers should be aware of the conditions and potential hazards before backing.
- Failed to yield the right of way.
- Accidents due to adverse weather conditions such as darkness, fog, rain, snow, sleet, icy conditions, etc. – It is the driver's responsibility to compensate for adverse conditions by remaining alert, slowing down or pulling off the road in a safe area until conditions improve.
- Pedestrian accidents – Drivers should have their vehicle under control at all times and be ready for any unusual circumstances (children playing or riding in the road, jaywalkers, etc.).

Vehicle Inspections

Vehicles shall be inspected by their assigned drivers daily. This includes a walk-around inspection of the vehicle and an inside safety check of all gauges, equipment, lighting, emergency devices, etc. Drivers shall use a formal inspection checklist highlighting critical vehicle safety factors. These checklists shall be signed and dated by the drivers and turned in daily to their supervisor. In the event a critical defect is found by the driver, the vehicle shall **not** be driven until the deficiency is corrected. (The vehicle shall be taken "out of service" until repaired.)

Accident Reporting, Investigation and Review

Each driver is required to fill out a detailed accident report on all accidents in which their vehicle (the company vehicle they are driving or their personal vehicle being used for company business) is involved. This should include the following information:

- Date and time of accident.
- Names of all drivers and passengers involved and witnesses to the accident.
- All vehicle identification numbers (VINs).
- Location of the accident.
- A minimum of the nearest cross streets is expected if an exact address is unknown.
- Brief description of the accident, photos if possible.
- The police report number so a copy of the police report can be obtained.
- Description of the property damage, injuries and/or fatalities.

The camera on the cellular phone is an excellent tool for gathering information at an accident scene. Drivers shall take photos of any damage to their company vehicle and any other vehicle or property involved in the accident. Drivers shall be polite and obtain pertinent information, but shall **not** admit fault.

- Drivers must report all accidents immediately to their supervisor and turn in completed accident reports to their supervisor **no later than 24 hours** after the accident.
 - If the employee(s) is severely injured and/or hospitalized, the time constraint will be lengthened depending on



the condition of the employee(s).

- Drivers shall report all arrests and traffic convictions to their Supervisor. Repeated traffic convictions or failure to report traffic accidents or convictions may result in disciplinary action, up to and including termination.

Where employees are responsible, disciplinary action shall be taken. Should a repeat event happen again, more disciplinary action shall be taken, up to and including termination.

Driver Safety Practices

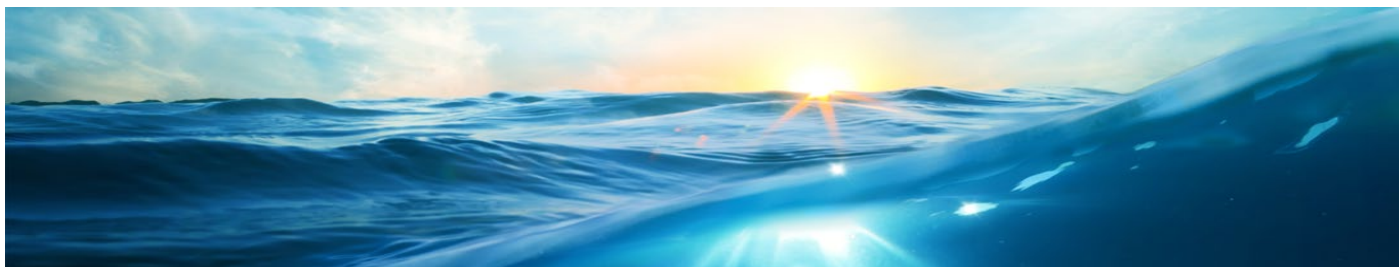
Drivers Shall:

- **Always** wear a seat belt.
- Be a defensive driver.
- Keep your eyes on the road, your mind on driving, and your hands on the wheel.
- Obey all speed limits. Speed shall never be faster than a rate consistent with posted speed limits, road traffic, and weather conditions.
 - Posted speed limits shall always be obeyed.
- Obey all traffic signs and signals.
- Do not tailgate. Never follow another vehicle so closely that a safe stop cannot be made.
- Yield the right of way; being in the lead is not worth starting a road rage event.
- Drive cautiously at night and in bad weather.
- Always use headlights and increase your following distance between other vehicles at night and during rain, snow, sleet and fog.
- Use lights, wipers, and defrosters in rain, snow, and fog.
- Watch out for puddles, icy patches and sudden fog.
 - In extreme fog, use fog lights if available, or pull off the road slowly and put on your hazards.
- Maintain a constant scanning pattern of the front, sides and rear of your vehicle to spot potential hazards such as changes in road and traffic conditions and vehicles, pedestrians and animals which might pull out or walk/run out in your path of travel. Scanning 1-1/2 blocks ahead in city driving and 1/4 mile ahead for highway driving will allow time to change lanes, reposition your vehicle, slow or stop to prevent an accident.
 - Also, be aware of vehicles driving in your blind spots or if you are driving in the blind spot of others. If observed, adjust your speed to move out of the blind spot area. If you observe a tailgater behind you, increase your following distance from the vehicle in front of you.
- Where possible, drive maintaining a cushion of safety around your vehicle.
- Only pass on the left (unless it is the only way to avoid an accident or broken-down vehicle.).
- Dim your high beam lights for oncoming traffic.
- Do **not** stop on the road at night unless absolutely necessary; then use lights and flashers and flares (if available).
- Expect the unexpected and mistakes of other drivers.
- Vehicles shall be driven by authorized drivers only.
- Do **not** give rides to hitchhikers or strangers.
- Do **not** use cell phones or other devices while driving, pull over safely to the side of the road first.
- **Must** document any driving expenses.
- **Must** report any damage or problems with your assigned vehicle.
- **Must** always lock company cars.
- Do **not** lease, sell, or lend the company vehicle.
- Do **not** allow unauthorized drivers to use a company vehicle.
- Do **not** use vehicle for personal errands during or outside working hours.
- Do **not** use phone or text while driving.

Operation of a company vehicle under the influence of alcohol, marijuana, or illegal drugs is strictly forbidden and grounds for dismissal.

Cell Phones

Arrowhead Deck and Pools restricts the use of all hand-held mobile devices (cell phones). No employees who are operating a vehicle may hold a mobile device to make a call, or dial by pressing more than a single button. Drivers who



use a mobile device while driving can only do so using a hands-free method. If you must make or take a call and the hands-free option is not available, pull over when it is safe to do so, and then make the call.

The above hand-held mobile devices rules apply to all drivers **operating** a company vehicle on a roadway, including moving forward or temporarily stationary because of traffic, traffic control devices, or other momentary delays. In other words, hand-held devices are **not** allowed while stopped at a red light.

Training

All employees that use company vehicles on the job or employees that use their own vehicles on the job shall be trained at least annually on requirements for driver's safety and tasks that they can do to ensure their own safety as well as the safety of others while they drive.

Driver training is important and shall be ongoing, addressing the specific needs of the fleet. The training shall include, but is not limited to the following elements:

- Orientation - New employees shall be briefed on company vehicle policy and procedures, safety rules, accident procedures and traffic laws and ordinances.
- Initial training and retraining as needed. This shall include training in safe operations, loading, backing, vehicle inspections and changes in Federal, State and Local Laws.
- Defensive Driver Training
- Periodic driver meetings to discuss problems and safety issues

Record Keeping

Good record keeping is a requirement and commitment to the safe operations of Arrowhead Deck and Pools 's fleet. Drivers shall comply with all federal and state regulations on recordkeeping requirements. This shall include records of vehicle maintenance and inspections, driver performance files, accident reports and investigations, etc. Training and vehicle inspection forms shall be recorded by the Safety Director and kept on file.

Forms and Reports

The following forms and reports on the following pages are to be filled out accordingly when a situation calls for it and turned into your supervisor per the timeframe outlined in the Practices of each applicable form. There is also a separate report titled the *Vehicle Accident Questionnaire* that shall be kept in all vehicles and filled out whenever an accident occurs.



Review of Driving Record for Arrowhead Deck and Pools

Full Name of Driver: _____

Hire Date: _____

Prospective Candidate: Yes

Employee Number: _____

Department: _____

Instructions to carrier: Complete the *Certificate of Review* as listed. Any remarks may be shown on the reverse side.

A motor carrier shall, at least once every 12 months, review the driving record of each driver it employs to determine whether that driver meets minimum requirements for safe driving or is disqualified to drive a motor vehicle.

In reviewing a driving record, the motor carrier must consider any evidence that the driver has violated applicable provisions of the Federal Motor Carrier Safety Regulations, and the Hazardous Materials Regulations. The Motor carrier must also consider the driver's accident record and any evidence that the driver has violated laws governing the operations of motor vehicles and must give great weight to violations, such as speeding, reckless driving, and operating while under the influence of alcohol or drugs, that indicate that the driver has exhibited a disregard for safety of the public.

NOTE: Prospective drivers will be considered ineligible to operate a company vehicle if they have been convicted within the most recent 36 months of driving while intoxicated (alcohol) or driving under the influence of drugs or controlled substances. Any other reference or notion relating to alcohol, drugs or any other controlled substances, such as possession or transportation of, on an MVR will be fully investigated to evaluate suitability for driver status for both prospective and current drivers.

Eligibility: (see page four of this document for Criteria Point Assignments)

_____ Acceptable 0 to 2 points

_____ Probation 2 to 3 points

_____ Unacceptable Over 3 points

Certificate of Review

I have hereby reviewed the driving record of the above-named driver and find that he/she (check one):

Meets minimum requirements of Safe Driving

Is disqualified to drive a motor vehicle

Date

Printed Name of Reviewer

Signature



Vehicle Accident Report Form for Arrowhead Deck and Pools

(Short Form)

If you are in an accident, you must fill out the following:

Date and time of accident:

Names of all drivers and passengers involved and witnesses to the accident:

Vehicle identification number(s):

Location of the accident

Brief description of the accident, **(Take all the photos with the camera provided on the cellular phone):**

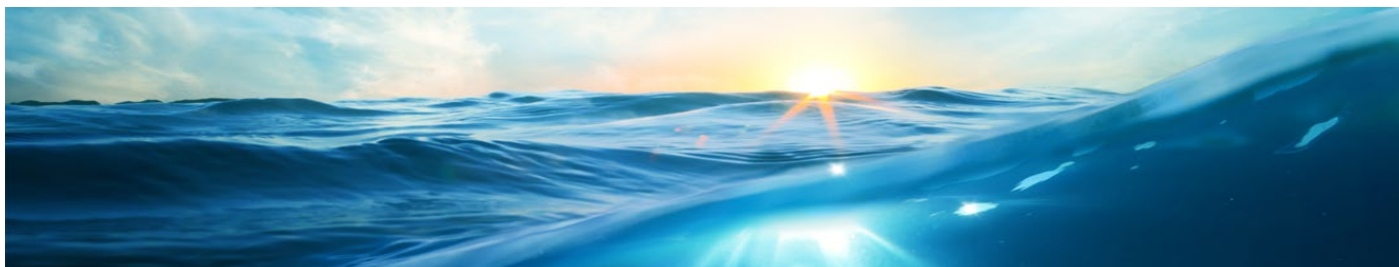
Take photos with your cell phone from several angles. Send them to your supervisor.

Do not take photos of injured people. Do not give the photos to anyone except your company

A copy of the police report or report #, if available:

Description of the property damage, injuries or fatalities:

Return this form within 24 hours to your supervisor



Routine Inspection Checklist Items for Arrowhead Deck and Pools Vehicles

Item	Safe	Not Safe	Comments
Brakes should apply evenly to all wheels so that the vehicle does not swerve when the brakes are applied.			
Headlights should function and be properly aimed to avoid blinding other motorists and to give maximum road lighting efficiency. The dimming switch and the upper and lower beams should work properly.			
Lights including brake lights, taillights, turn signal lights, rear and side marker lights should be checked for proper operation.			
Tires should be inflated to manufacturer's recommended pressure and checked regularly for adequacy of tire tread and for cuts or breaks. Dual tires should be well matched.			
Fluid Levels should be inspected to see that the oil, transmission, power steering, brake, water and windshield fluid levels are full.			
Windshield Wipers should operate properly and wipe clean.			
Glass should be free from cracks, discoloration, dirt, or unauthorized stickers, which might obscure vision.			
Steering Wheel should be free of excessive play. Front wheels should be properly aligned.			
Horn should respond to light touch.			
Side and Rearview Mirrors should be properly aligned for visibility.			
Instruments should be in good working order. They are essential to safe and efficient operation.			
Steering and Suspension System (be alert for any changes in the steering action). Inspection or service is needed when the steering wheel is hard to turn, has too much free play or strange sounds are heard.			
Exhaust System should be checked for leaks to protect against carbon monoxide gas. The exhaust manifold pipe connections and muffler should be inspected periodically and leaky gaskets replaced.			
Emergency Equipment in every vehicle should include a fire extinguisher, essential tools for road repairs, spare bulbs, fuses, flares, reflectors, flags and other such equipment deemed necessary in case of a fire, accident, or breakdown. These items should be periodically checked for availability and usability.			

All problems shall be reported promptly to your supervisor for repair.



Vehicle Accident Questionnaire

Vehicle Accident Questionnaire			
Name of Driver of ADP			
Driver's Address			
Driver's Home Phone #		Driver's Cell Phone #	
Driver's License #		Driver's Date of Birth	
Year:	Make:	Model:	Unit# Last 4 digits of the VIN:
Describe Damage:			
Name of passenger:	Passenger's address:	Home Phone#:	Cell Phone#:
Injuries			
Name:		Hospital:	
Extent of injury:		Hospital Address:	
Name:		Hospital:	
Extent of injury:		Hospital Address:	
<i>If there was an injury- fill out a personal Accident Report Also</i>			
Witness Information			
Name:		Phone#	
Address:			
Name		Phone#	
Address:			
<i>Get an information card From the Police with any of this information</i>			
Claimant (vehicle 2)			
Name of Other Driver		Phone#	
Address:			
Describe Damage to their vehicle			
Date Accident			
Where did the accident occur?			
In what direction were you traveling & lane?			
What direction was the other car when you first saw it?			
Describe weather and light conditions			
Describe road conditions			
The Accident			
Were the police called?		Name of Department	
Case Number		Were any citations issued	
To whom and what for?			
Was anyone intoxicated?		In your judgment, who was at fault for the accident?	
Why?			



Vehicle Safety Policy for Arrowhead Deck and Pools - Employee Acknowledgment

Topics Covered:

- Purpose
- Workplace exposure
- Definitions
- Duties and Responsibilities
- Practices
 - Engineering Controls
 - Preventative Measures
 - Administrative Controls
 - Driver Selection and Training
 - MVR Monitoring Program Standards
 - Driver Qualifications Include
 - MVR Evaluation Criteria
 - Driver Classifications
 - New Hires
 - Existing Drivers
 - Actions Plans
 - Additional Requirements
 - Investigation of an Accident
 - Vehicle Inspections
 - Accident Reporting, Investigation, and Review
 - Driver Safety Practices
 - Cell Phones
- Training
- Recordkeeping
- Forms and Reports
 - Review Driving Record
 - Vehicle Accident Report Form
 - Routine Inspection Checklist
- I have read and fully understand all the outlined practices and responsibilities.
- I agree to observe and follow these practices.
- I have received a copy of this policy and practices.
- I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Arrowhead Deck and Pools 's *Vehicle Safety Policy*, and that I was allowed to ask questions following the training session.

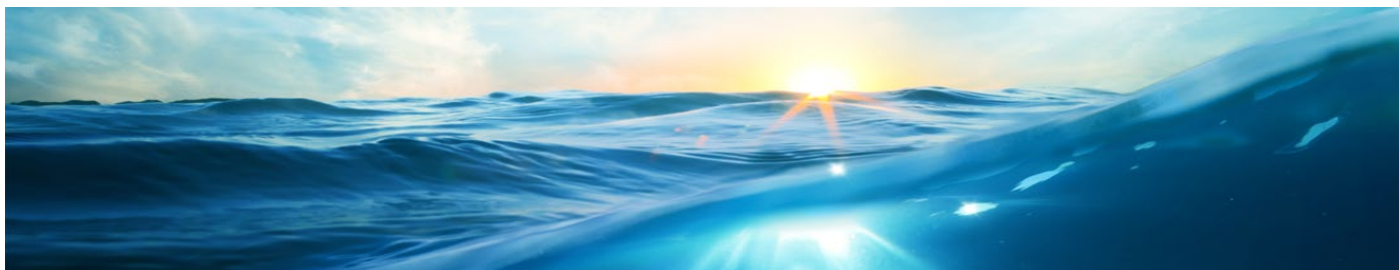
Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: : _____



Drug and Alcohol Policy

Arrowhead Deck Resurfacing, LLC strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers' and customers' confidence in our company.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing company business for Arrowhead Deck Resurfacing, LLC, while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises or a worksite.

Illegal Drugs

Arrowhead Deck Resurfacing, LLC employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in Arrowhead Deck Resurfacing, LLC facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

Arrowhead Deck Resurfacing, LLC may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Arrowhead Deck Resurfacing, LLC property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

Arrowhead Deck Resurfacing, LLC may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Print Name

Signature of Employee

Date