

ALDER AUTOMOTIVE SERVICES, LLC
DB AUTOMOTIVE ENTERPRISES, LLC
THRESHOLD AUTOMOTIVE SERVICE, LLC

DBA



EMPLOYEE HANDBOOK

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Mission Statement

"Driven to Perform So Our Customers and Their Vehicles Can Too"

Core Values

D.R.I.V.E.N

Drive

Passion - In our quest to be the very best in the industry, our passion is to be better today than yesterday.

Improve - We prepare ourselves for new challenges and opportunities through a commitment to lifelong learning and improvement. We constantly strive to learn and accept new ideas, methods, and technology that improves us and our business. When we believe it, we execute with speed and passion.

Respect

Golden - We treat others the way we want to be treated – with respect, honesty, and consideration. We don't say anything about another that we would not say to him or her directly. When we fall short, we acknowledge, apologize, and learn.

Respect - In our actions and words, we are relentlessly building a culture of service. We value different points of view and agree to support one another in our professional and organizational goals, realizing that together we are stronger.

Integrity

Honor - Sound ethics are a foundation for our professional relationships. Honesty and fairness are principles that guide our actions.

Trust - We strive to earn mutual trust with one another by doing what we say we are going to do. We communicate honestly and with purpose. We ask clarifying questions when needed.

Agreements - We only enter into agreements that we are willing, able and intend to honor. We communicate broken agreements at our first opportunity to those affected.

Accountable - We are accountable for our own work and actions and for achieving our Mission. We acknowledge our obligation to our stakeholders to meet corporate initiatives and goals. We operate our businesses as good community citizens.

Value

Recognition - Our Team Members are critical. We need passionate Team Members to deliver our promise of value to the customer.

Customers - We embrace our need to be different – to be better – in the marketplace by delivering a unique customer experience and a laser-like focus on our customers. The *Grease Monkey Experience* is embodied in our customer value proposition and is the core of our existence.

Empowerment

Empower - While we each have our assigned responsibilities; we understand that our position interacts with others, and we seek to understand how we influence each other. We encourage our Team Members to make independent decisions aligned with our Company Goals.

Nurture

Creativity - We foster an environment of open exchange of ideas with one another to gain all perspectives.

Participation - We expect active participation in growing our brand and listen to all who share our mission and ideals. We cherish those who support us and who challenge us to be better.

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Introduction

We are happy that you have joined our team at Grease Monkey. You have chosen to be part of a company that strives for excellence in cost and quality of repair. The efficiency and success of our business depends on the ability of each employee to recognize their talents while contributing to our overall goals and purposes. Here at Grease Monkey, we consider ourselves more than just a team; we are a family. We hope over time you feel like a part of our family.

You were hired because you are intelligent, capable, and possess the ability to work well with others. All these attributes are necessary for you to succeed. You accepted the position because you like the challenges and rewards that Grease Monkey has to offer. You are part of our team now, and the most important thing you can do as an employee of Grease Monkey is to maintain a positive attitude. Please uphold your end of the workload to retain the respect of your fellow team members, management, and owners. We hope you enjoy working at Grease Monkey.

Purpose of Handbook

The purpose of this Employee Handbook is to acquaint you with the rules, policies, and procedures at Grease Monkey. It will also reinforce the common goals we maintain; to serve our customers effectively and help them to have a pleasurable experience. Please understand that this handbook only highlights Grease Monkey guidelines, policies, procedures, and benefits for your personal education; therefore, it cannot be construed as a legal document.

This handbook is not a contract of employment. Grease Monkey will recognize only written contracts of employment executed by an officer of the company. Nothing contained in this handbook is intended to alter this fact.

In addition, circumstances require that policies, practices, and benefits described in this handbook change from time to time. Consequently, Grease Monkey reserves the right to amend, supplement, or rescind any provisions of this handbook, as it deems appropriate, at the business's sole and absolute discretion.

Also, for simplicity of terminology, Grease Monkey may be referred to as "The Company" within this document.

Personnel Policies

Employment-at-Will

The Company implements an "at will" employment system. "At will" employment means that Grease Monkey reserves the right to terminate your employment at any time; for any reason, for no reason at all, or for an erroneous reason. It also means that you can terminate your employment at any time; for any reason, for no reason at all, or for an erroneous reason. You must give The Company unequivocal notice of your resignation either verbally or in writing. There is no official notification period with "at will" employment; however, The Company would appreciate a two-week (or more) notice to allow for recruitment and training of a new employee. The Company provides a good place for its employees to work. If you choose to leave all company items in your possession belonging to Grease Monkey are required to be handed in and accounted for. (i.e., credit cards, vehicles, etc.)

Hiring

The Company is open to current employees applying for internal positions. It is designed to encourage the personal growth of every employee by promoting from within The Company whenever possible.

The Company reserves the right to advertise job vacancies publicly or invite current employees to apply. All internal applicants must complete an application form and obtain signature authorization from their immediate Store Manager. All applicants who apply for a position through the proper internal applications procedure will be considered the same as other applicants. The final candidate will be chosen based on their qualifications, performance, and experience. The HR Manager and Store Manager will conduct interviews. Resumes may be submitted in addition to an application.

Employment Classification

The Company uses the following terms to describe the status of an employee:

Hourly: Employees who are paid an agreed-upon rate on an hourly basis. Hourly employees are responsible for documenting and submitting the number of hours they work. Monthly pay is dependent on the number of hours worked. Overtime pay is paid when more than 40 hours are worked in one week.

Colorado Employees: Are eligible for overtime pay for working over 12 hours in a day. Non-exempt employees should review the Colorado Overtime and Minimum Pay Standards (COMPS) Order, which includes important information regarding their rights under state law. If this handbook is provided in print form, a copy of the COMPS Order will accompany the handbook. If this handbook is provided in electronic form, the COMPS Order is available for online access by clicking [here](#).

HR will provide an acknowledgment form for non-exempt employees to sign to indicate they have received the COMPS Order.

Nevada Employees: Nevada employees are eligible for overtime pay for working over 8 hours a day. However, the daily overtime requirement does not apply if by mutual agreement the employee agrees to work 4–10-hour shifts in one work week.

Salary: Employees who are paid an agreed-upon rate each pay period. Pay is not dependent on the number of hours worked. Salaried employees typically work 50+ hours per week, however, they are expected to work a minimum of 50 hours per week and a minimum of 5 days a week.

Hours and Work Week

The Company's normal work hours are Monday through Friday 7am – 7pm and Saturday 7am – 7pm. Variations in the workday can and should be expected depending on job and schedule. Employees working an average of thirty-three (33) hours per week are considered full-time. These hours may vary depending on the season or individual location.

Immigration Law Compliance

Grease Monkey is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Grease Monkey within the past three years, or if their previous I-9 is no longer retained or valid.

Grease Monkey may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, Grease Monkey provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Worker's Compensation

The Company provides Workers Compensation coverage to all employees who are injured on the job or who develop a work-related illness. All injuries and illnesses must be reported immediately to the HR Manager, and if you are granted leave, you must seek medical attention. This insurance provides specific coverage under the Workers Compensation Law for medical treatment and compensation benefits, but you must report the injury or illness to the HR Manager for it to be effective. People who are off work due to a work-related injury or illness may return to their job or a similar job, upon providing The Company with a signed release to return to work form from a licensed physician. Failure to report an injury within 24 hours may result in a delayed or denied worker's compensation claim. A post-accident drug test will be required for all accidents or injuries.

Disclaimer: People who come back to work on a light-duty release will receive the rate of pay for the new job they are assigned.

Termination of Employment

Upon termination of your employment with Grease Monkey all benefits are terminated. You must return all keys, vehicles, credit cards, manuals, uniforms, or any other property belonging to the company prior to receiving your last paycheck, including any intellectual property (i.e., passwords, ownership of digital assets, etc.). If the items are not returned before then the cost of these items will be deducted from your final paycheck.

Equal Employment Opportunity

Grease Monkey is an Equal Opportunity Employer. Employment opportunities at Grease Monkey are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, color, religion, creed, sex, pregnancy, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marital status, marriage to a co-worker, the use or nonuse of tobacco products outside the course of employment or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

Grease Monkey strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. Grease Monkey will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

Drug and Alcohol-Free Workplace

To maintain a safe and pleasant working environment The Company strongly advocates and is committed to maintaining a drug and alcohol-free workplace. The Company takes this issue very seriously and it is important to understand that this policy applies to all employees of the business without exception. Unsatisfactory job performance, poor attendance, and/or any conduct unbecoming caused by alcohol or substance abuse that is detrimental to the business, its employees, and patrons are unacceptable.

No employee is permitted to consume alcohol, illegal drugs, narcotics, or controlled substances on company property, in company vehicles, or in personal vehicles during which time the employee is getting reimbursed by The Company for work or travel.

Involvement in such activities constitutes grounds for disciplinary action up to and including termination. Any prohibited substances found will be turned over to the appropriate law enforcement agencies and may result in criminal prosecution in addition to any disciplinary actions imposed by the company.

Acceptable uses of drugs include non-performance affecting "over the counter" medications, and those substances that have been prescribed by a licensed physician. Any employee who is under prescribed medication, but who may be in any way impaired by its side effects must report its use to their Store Manager immediately.

Consistent with federal and state law, drug/alcohol testing may be required of any employee if there is enough evidence to suggest that an employee is under the influence of alcohol or drugs while at work.

In the case of an accident or injury on the job, as well as any accident in the company vehicle, you are required to take a drug test; you must go to the drug testing facility within (2) hours of the accident or injury. Until a negative test result is received by the HR Manager you will be suspended and not allowed to return to work. Detailed list outlined in the Alcohol and Drug Agreement, or you may contact or direct Manager or the HR Manager for the nearest facility. Failure to comply can result in disciplinary action up to and including termination.

Alcohol and Substance Abuse Policy

In compliance with the Drug-Free Workplace Act of 1988, Grease Monkey (the "Company") has a longstanding commitment to provide a safe, quality-oriented, and productive work environment. Alcohol and drug use poses a threat to the health and safety of Company employees, as well as the Company's equipment and facilities. For these reasons, the Company is a drug and alcohol-free workplace. The use of or being under the influence of illegal drugs and/or alcohol is inconsistent with the behavior expected of employees. The use

of illegal drugs or alcohol; the misuse of prescribed and over the counter drugs, subjects' employees and customers to unacceptable safety risks that undermine the Company's ability to operate safely, effectively, and efficiently. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol; being under the influence of such controlled substances (drugs and alcohol) or testing positive for alcohol or any drug including but not limited to inactive components or metabolites associated with the use of such drugs is strictly prohibited: while on duty; while on Company premises; or while operating the Company's equipment or vehicles.

Our Company participates in pre-and post-offer, random, and post-accident drug, and alcohol testing. In the case of an accident or injury on the job, as well as any accident in the company vehicle, you are required to take a drug test; you must go to the drug testing facility within two (2) hours of the accident or injury. Until a negative test result is received by the HR Manager you will be suspended and not allowed to return to work. Failure to comply can result in disciplinary action up to and including termination.

Idaho Locations

- Redicare 2730 Channing Way, Idaho Falls, ID 83404
- Community Care 1595 Yellowstone Ave, Pocatello, ID 83201
- SUC 5605 Northside Crossing, Chubbuck, ID 83202
- Community Care 404 N 2nd E, Rexburg, ID 83440
- SUC 130 W Main St, Rexburg, ID 83440
- Wienhoff Drug Testing 496 Shoup Ave W Ste D Twin Falls, ID 83301

Colorado Locations

- Concentra 11877 E Arapahoe Rd Ste 100, Centennial, CO 80112

Utah Locations

- Health Street 295 S 1470 E, St George, UT 84790
- St. George WorkMed Physical Therapy 385 N 3050 E, St George, UT 84790

Nevada Locations

- Canyonlands Healthcare 210 N Sandhill Blvd, Mesquite, NV 89027
- LabCorp 3131 W Charleston Blvd Ste 110 Las Vegas, NV 89102

Wyoming Locations

- Advanced Medical Services LLC 409 E Bradley St #3 Laramie, WY 82072

The Company will assist and support employees who voluntarily seek help with drug or alcohol problems. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this Policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment and will face possible disciplinary action up to and including termination if the drug test results are positive.

Employee Consent

I understand that the refusal to submit to any drug testing required by this policy or a positive test result is grounds for disciplinary action up to and including termination. Furthermore, I authorize the release of the test results to my employer and/or on post-incident test the Company's workers compensation insurance carrier and understand that refusal to release these results is ground for disciplinary action up to and including termination. I understand that if I test positive for alcohol or drugs including but not limited to inactive components or metabolites associated with the use of such drugs following an on-the-job accident, I may be ineligible for workers compensation benefits. I have read and understand this policy and will abide by it as a condition of my employment

Confidentiality, Intellectual Property, & Creative Works

As an employee of Grease Monkey, you should understand that all staff, customers, and business information is strictly confidential, and should not be discussed with any person(s) inside or outside of the company. Each employee shares this responsibility. Loyalty should be to our customers and the company. This is both a moral and a legal responsibility. You are prohibited from disclosing any proprietary information to anyone not employed by The Company without the written approval of an Owner/Partner of the company. Copying, removing, or allowing unauthorized access to any of the company's proprietary information such as documents, files, correspondence, notes, papers, products, receipts, sales practices, computer programs, trade secrets, supplier information, know-how, mailing/customer lists, etc. is prohibited. In cases where the confidentiality requirement is breached your employment with The

Company may be terminated. If you have any questions as to whether the information is confidential or proprietary in nature, please check with your direct Store Manager prior to any use or disclosure thereof.

You further agree that during the Restricted Period of 18 months, you will not, and will not assist anyone else to, (I) hire or solicit for hire any employee of the Company or its Affiliates or seek to persuade any employee of the Company or any employee of its Affiliates to discontinue employment or (ii) solicit or encourage any independent contractor providing services to the Company or any of its Affiliates to terminate or diminish such independent contractor's relationship with the Company or its Affiliates.

Staff Meetings

Staff meetings will be held regularly for training purposes and to make decisions regarding the business functions and procedures. Attendance by all employees is mandatory. Employees are expected to take notes. Assignments will be made at some staff meetings and employees will be held responsible at the next staff meeting to provide an update on progress.

Harassment and Discrimination

Grease Monkey believes that each employee has the right to be free from harassment and discrimination; furthermore, state, and federal law prohibits harassment and/or discrimination because of age, color, religion, race, national origin, gender, or disability. The Company will not tolerate any form of harassment of any employee by any employee, or by any third-party individuals. Harassment is defined as any behavior that results in intimidation or persistent and repeated annoyance of an individual. Examples of prohibited acts that are unwelcome include but are not limited to: physical contact, threatening or obscene language or gestures, unwanted or uninvited sexual advances, photographs, jokes, printed materials, etc. that create an offensive environment. There are two recognized types of sexual harassment under state and federal law: Quid pro quo and hostile work environment. The definitions of both forms of sexual harassment are as follows:

1. **"Quid Pro Quo" Sexual Harassment.** The essential elements of this type of harassment are unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:
 - a. Submission to the conduct is made either explicitly or implicitly a term or condition of an employee's employment, or
 - b. Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting that employee.
2. **"Hostile Work Environment" Sexual Harassment.** The essential elements of this type of harassment are:
 - a. The employee affected was subjected to harassing conduct directed toward him or her, or the employee personally witnessed the harassing conduct, and it took place in their immediate work environment.
 - b. The employee's gender was a motivating factor for the harassment.
 - c. The conduct is unwelcome and sufficiently severe or pervasive that it has the purpose or effect of altering the conditions of employment and creating an intimidating, hostile, abusive, or offensive working environment.
 - d. The environment created by the conduct would have been perceived as intimidating, hostile, abusive, or offensive by a reasonable person in the same position as the affected employee; and
 - e. The environment created was perceived by the affected employee as intimidating, hostile, abusive, or offensive.

Prohibited unlawful harassment or discrimination based upon sex (gender or pregnancy), or other protected characteristics (age, race, national origin, etc.) includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race, or any other protected basis
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors
- Retaliation for having reported or threatened to report harassment

If any employee feels that they are a victim of any form of harassment, discrimination, work-related problems, or mistreatment the following guidelines should be followed to help solve the problem:

- The employee should present, in writing, any grievance or complaint which they have or believe they have to the HR Manager along with any suggestions for remedy.

- Grievances or complaints will be promptly and carefully reviewed, and the HR Manager will reply to the employee within (5) five working days.

Any employee, regardless of position or title whom the Company determines has engaged in discrimination, sexual harassment, and/or harassment in violation of this policy, can result in disciplinary action up to and including termination of employment. The Company will not retaliate against any worker who files a good faith complaint.

Disparagement

This term refers to gossip and negative conversation about employees. It is not tolerated because of its negative effects on the morale of all. All employees, managers, and owners are expected to be mature enough to not engage in such behavior.

Disciplinary Process

The employee will receive a verbal warning with written verification placed in the employee's personnel file. If the behavior continues or warrants further action, the employee will receive a written warning detailing the exact nature of the problem along with the measures the employee should take to resolve the problems. If a problem is severe or ongoing other measures may be taken up to and including suspension or termination. This is only a guideline and may or may not be followed exactly.

Smoking and Vaping

In conjunction with the Clean Air Act, "no person shall smoke in a public place, publicly owned building, office, or at a public meeting" except in "designated smoking areas." Grease Monkey strongly discourages smoking, e-cigarettes, or vaping by employees; however, if you must smoke/vape, please be aware that your habit affects others. Smoking, vaping, or using an e-cigarette is not allowed in any portion of the building. Employee parking lots are designated smoking, vaping, & e-cigarette usage areas. Please do not smoke, vape, or use an e-cigarette within 25 feet of any building entrances, exits, air intakes, or windows that can be opened. NO smoking/vaping is allowed in company vehicles. Please make sure your cigarette butts are thrown in trash receptacles as they are considered litter.

Telephone Usage

All cell phones, iPods, iPads, notebooks, laptops, or any other personal device should be turned off or set to silent or vibrate mode while working. Personal telephone usage should not occur during working hours, except under unusual circumstances of importance. Personal telephone usage should occur during break times, but if it must happen during working hours, they should not take away from any customer care or time. Please alert family and friends of the phone policy during work. When an emergency requires immediate attention via cell phone usage, employees must notify their manager of the situation immediately before or after the occurrence. Use of cell phone calls must be approved by your manager first. Abuse of this exclusion is a means for disciplinary action, up to and including termination.

Video Surveillance and Phone Policy

Grease Monkey shops are under constant video surveillance to protect employees and provide a safe and secure environment to prevent theft, robbery, and criminal activity in the workplace. This also protects employees as a means for proof of work done to a vehicle. These recordings can also be used for any legal or non-legal proceedings as back up documentation by the company for evidentiary purposes. Premises are employer premises, and I do not have a reasonable right or expectation of privacy while on employer premises, except the bathroom facilities.

For example, a customer claims an employee did not air up their tires, and missed this vital step as a courtesy tech. We can pull up video and show the customer their tires were filled. At this point we can offer to add more air or refer them to a tire specialist.

All company phone systems are recorded to protect employees and/or the company and as such these recordings can also be used in any legal or non-legal proceedings by the company for evidentiary purposes.

Video or Audio Recording Device Usage

The use of camera or other video or audio recording-capable devices, including personal or Company-issued cell phones equipped with this technology is prohibited without the express prior permission of management and of the person(s) subject to recording. Video or audio recording in restrooms and other areas where someone expects privacy is strictly prohibited. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Furthermore, cell phone usage and/or video or audio recording device usage, whether personal or Company-issued, for illegal, unethical, or dangerous activity, for purposes of harassment, intimidation, bullying, invading, and violating another person's privacy, may result in disciplinary action, up to and including termination.

Holiday Policies & Procedures

Our company holiday policy outlines the days our company acknowledges as holidays, we do not offer paid holidays. This policy does not apply to employees covered by a collective bargaining agreement.

Observed Holidays

The Company observes the following holidays per calendar year:

- New Year's Day
- Memorial Day
- July 4th – day observed by the government.
- Labor Day
- Thanksgiving Day
- Christmas Day

Employees are not guaranteed to receive time off around major holidays. Employees do have the option if they would like to use their accrued vacation time to make up the time; or work the additional hours the week of the holiday in lieu of using accrued vacation time, you can do so by submitting the vacation request in payroll software, and letting your direct Manager know that you would like to work. These holidays are considered "off-days" for most employees unless a particular department or branch of our company must operate during these days.

Working on a holiday

We will count hours employees worked on a holiday to decide whether an employee is entitled to overtime pay or to calculate the overtime amount due.

Disclosure: If the employee chooses to come to work on an observed holiday, that employee will receive regular pay at the employee's regular rate.

Time-off and Leave Policies and Procedures

Time off Requests and Absenteeism

Time-off requests will not be permitted during the employee's first ninety (90) days of employment. Time-off requests will be restricted during the company's busy times. Time-off requests are approved on a first come, first served, seniority basis, and not all requests may be approved. You may not request time off for multiple major holidays in a row (i.e., Thanksgiving and Christmas).

Regular dependable attendance will be required of all employees. Rights of employment shall cease in the event an employee is absent without notifying their Store Manager. Being late or absent for a shift adversely affects the company and its patrons. Fairness to the team members who observe scheduled shifts requires all employees to follow company rules as outlined. Vacation time-off requests are to be approved by the Store Manager by submitting the request through payroll software a minimum of two (2) weeks in advance. Sick leave requests must be submitted to your Store Manager through payroll software for approval at least two (2) hours before your scheduled time to work.

Disclosure: Employees will be allowed a combined total of fifteen (15) days off per calendar year. Excessive unexcused absences or tardiness could lead to disciplinary action up to and including termination.

Vacation (Paid Time-off)

Vacation is granted to full-time¹ and salaried employees each year, after one (1) year of continuous employment. Vacation begins on the employee's anniversary date of employment (hire date). Vacation is calculated according to the following schedule:

- 1 – 4 years: Full-time: 1 week per year/40 hours; Salary: 1 week per year/50 hours
- 5 – 9 years: Full-time: 2 weeks per year/80 hours; Salary: 2 weeks per year/100 hours
- 10+ years: Full-time: 3 weeks per year/120 hours; Salary: 3 weeks per year/150 hours

Vacation pay will not be carried over from year to year (use it or lose it), if not used in the year accrued it will be forfeited. A **minimum of two (2) weeks** notice must be given to the Store Manager by submitting the request through payroll software for vacation requests. Any vacation time will be paid out at the time of termination of employment whether it be voluntary or involuntary.

Sick Leave

Occasionally, you may have to miss work due to personal illness, injury, or incapacity of oneself or immediate family. For the purposes of this policy immediate family is defined as spouse and dependent children (including newborn, adopted, or stepchildren). Requests must be submitted to your Store Manager through payroll software for approval at least two (2) hours before your scheduled time to work. This allows the business time to plan for your absence. The Company reserves the right to require substantiation of all illnesses charged to sick leave. The Store Manager may also require the employee to provide a "Fitness for Duty" certificate before returning to work after sick leave. The employee will be notified of this requirement by their Store Manager before the employee returns to work. The Company cares about your health. If an employee reports to work sick the Store Manager may request that they go home.

Salaried employees are allowed five (5) days of paid sick leave per year, which is acquired on the employee's anniversary date of employment. Sick leave can be taken in half-day increments.

Disclosure: Employees will be allowed a combined total of fifteen (15) days off per calendar year. Excessive unexcused absences or tardiness could lead to disciplinary action up to and including termination.

Colorado Employees: per Colorado HFWA law you will receive Accrued Leave up to 48 hours, accruing at a rate of one (1) hour for every thirty (30) hours worked. Employees are entitled to carry over up to 48 hours of unused paid sick leave to the following year. During paid sick leave, employees will be paid at least the same rate the employee normally earns during worked hours. When the need for leave is foreseeable, the employee must make a good-faith effort to provide advance notice and schedule the leave so that it doesn't unduly disrupt Grease Monkey operations. However, the Company will not deny paid sick leave for noncompliance with the notice requirement. For absences of four or more consecutive workdays, employees may be required to provide reasonable documentation that the leave is for a covered purpose.

Employees may use paid sick leave as it is accrued. The leave may be used for the following purposes:

- The employees, or a family member's, mental or physical illness, injury, or health condition;
- The employees, or a family member's, need for preventive medical care or a medical diagnosis, care, or treatment related to an illness, injury, or condition;
- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to: seek medical attention, obtain counseling or assistance from a victims' services organization, seek relocation services, or obtain legal services; or
- A public official has ordered the closure of the school or place of care of the employee's child or the employee's place of business due to a public health emergency.

Public Health Emergency Leave (Colorado Employees)

In addition to the paid sick leave outlined above, employees may be entitled to public health emergency leave (PHEL) in an amount based on the number of hours the employee works. Employees are only eligible for PHEL once during the entirety of the public health emergency, even if it's amended or extended. Employees may use PHEL until four weeks after the official end of the public health emergency. Employees who normally work 40 hours or more per week are entitled to at least 80 hours of PHEL. Those who normally work fewer than 40 hours in a week are entitled to at least the greater of either the amount of time they're scheduled to work in a 14-day period or the amount they actually work during an average 14-day period. Upon expiration of the leave under this policy, employees will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of

¹ Full time is defined as working a minimum of 2080 hours per calendar year

employment. Grease Monkey will not take adverse action against an employee for exercising their rights under the law. If you have questions about this policy, contact your supervisor or HR.

Employees may use PHEL for the following purposes:

- Self-isolating or work exclusion due to exposure, symptoms, or diagnosis of the communicable illness during the public health emergency;
- Seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
- Being unable to work due to a health condition that may increase susceptibility to or risk of such an illness; or • Caring for a child or other family who meets one of the categories above, or whose school or childcare is
- unavailable due to the public health emergency.
 - A public health emergency is defined as:
 - An act of bioterrorism, a pandemic flu, or an epidemic caused by a novel and highly fatal infectious agent for which an emergency has been declared by a federal, state, or local public health agency or a disaster emergency declared by the governor; or
 - A highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.

Maternity Leave Policy

Purpose/Objective

Grease Monkey will provide unpaid maternity leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of unpaid maternity leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

Eligibility

Eligible employees must meet the following criteria:

- Been employed with the company for at least twelve (12) months.
- Worked at least 2,040 hours during the twelve (12) consecutive months immediately preceding the date the leave would begin.
- Be a full-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 16 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame, and Duration

Eligible employees will receive a maximum of twelve (12) weeks of unpaid maternity leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 6-week total amount of unpaid maternity leave granted for that event. In addition, in no case will an employee receive more than 6 weeks of unpaid maternity leave in a rolling 12-month period, regardless of whether more than one adoption or foster care placement event occurs within that 12-month time frame. Employees must take unpaid maternity leave in one continuous period of leave. Any unused unpaid maternity leave will be forfeited.

Request Process

The employee will provide their Store Manager with notice of the request for leave at least thirty (30) days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). As is the case with all company policies, the organization has the exclusive right to interpret this policy.

Pregnancy Accommodation Policy

Employees who are limited in their abilities to perform their jobs because of pregnancy, recovery from childbirth, or related conditions may request reasonable accommodation as is necessary.

Grease Monkey will provide eligible employees with reasonable accommodation as long as the accommodation does not impose an undue hardship on the Company. Reasonable accommodations may include, but are not limited to:

- Providing more frequent or longer breaks periods
- More frequent restroom, food, and water breaks
- Acquiring or modifying equipment or seating
- Limitations on lifting, light duty, or a temporary transfer to a less strenuous position if available
- Assistance with manual labor
- Modified work schedules

Employees should be prepared to provide Grease Monkey with medical certification to verify the need for the accommodation requested. If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Company will not retaliate against an employee who requests or uses reasonable accommodation under this policy. Employees should speak with HR to discuss their need for reasonable accommodation or for questions regarding this policy.

Military Training Leave

Employees may be eligible to take up to 15 days of leave in a calendar year if they are a member of the National Guard or the reserve forces of the United States and are called to receive military training. Military training leave is unpaid; however, employees may opt to use accrued paid time off for this purpose. Employees must provide reasonable advance notice of their need for leave. When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt Grease Monkey operations. Employees must be prepared to provide Grease Monkey with certification from the proper military authority to verify the employee's eligibility for, and completion of, military training. Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

FMLA Leave for Members of the Armed Forces

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

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Colorado Employees: Beginning January 1, 2024, employees working in Colorado may be eligible for up to 12 weeks of wage-replacement benefits per year for Paid Family and Medical Leave from the state of Colorado. Employees are generally required to contribute to the state-run Paid Family and Medical Leave program through payroll deductions, starting in 2023. To be eligible for wage-replacement benefits, employees must meet certain wage-base requirements set by the state, follow administrative rules set by the state, and submit a request to the Colorado Division of Family of and Medical Leave Insurance (CDFMLI). The CDFMLI determines eligibility for and the amount of wage-replacement benefits. Employees may take leave under this policy intermittently, but wage-replacement benefits from the state won't be payable until the employee accumulates at least 8 hours of benefits. When the need for leave is foreseeable, employees must notify Grease Monkey at least 30 days in advance. If the need for leave isn't foreseeable, employees must provide as much leave as is practical. Eligible employees returning from Paid Family and Medical Leave will generally be reinstated to the position they held before the start of the leave, or to a comparable position with comparable pay, benefits, and other terms and conditions of employment, provided they have been with Grease Monkey for at least 180 days. During the duration of Paid Family and Medical Leave, an employee's existing health benefits will be maintained as if the employee had continued to work. The

employee must continue to pay their portion of the costs for health benefits. Where applicable, when an employee's leave qualifies under the federal Family and Medical Leave Act ("FMLA"), the leave used counts against the employee's entitlement under both laws and must be taken concurrently. To the extent the Company offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply.

Grease Monkey will not retaliate against an employee for requesting or using leave under this policy. Employees who are interested in any additional information about these benefits should contact HR. Beginning January 1, 2024, eligible employees may take up to 12 weeks of leave and receive wage-replacement benefits for the following reasons:

- To care for their own serious health condition;
- To care for a child during the first year after the birth, adoption, or placement through foster care of that child;
- To care for a family member with a serious health condition;
- Because of any qualifying exigency arising out of the fact that the employee's family member is on active duty (or has been notified of an impending call or order to active duty) in the armed forces; and
- When the employee or their family member is a victim of domestic violence, stalking, or sexual assault.

Note: Employees with a serious health condition related to pregnancy or childbirth complications may take up to an additional four weeks (16 weeks in total). Under this policy, family member is defined as:

- The employee's child, spouse/domestic partner, parent, sibling, grandparent, grandchild;
- The child, parent, sibling, grandparent, or grandchild of the employee's spouse/domestic partner;
- Any individual with whom the employee has a significant personal bond that is like a family relationship

Volunteer Emergency Response Leave

Employees who are volunteer emergency responders may be eligible for leave to respond to an emergency. Employees must make a reasonable effort to provide notice to Grease Monkey of their need for leave under this policy. Employees must be prepared to provide Grease Monkey with certification from their emergency response supervisor to verify the time and date that the employee responded to an emergency. This leave is unpaid; however, employees may use accrued paid time off for this purpose. Grease Monkey will not retaliate against, or interfere with, employees exercising their rights under the law. Employees should speak with HR if they have any questions regarding this policy.

Bereavement Leave

Full-time regular employees will be permitted to take unpaid leave when a death occurs in the family. Employees will be granted up to three consecutively scheduled workdays off from work in the event of the death of a spouse, child, parent, or sibling; and up to one day in the event of the death of a grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, or relative not a member of the immediate family as defined above. Requests for bereavement leave should be made to the Store Manager.

Jury Duty and Witness Leave

Grease Monkey encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence. Either Grease Monkey or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties. Prior to taking leave, employees must enter a time-off request. Employees may be eligible for leave if they are subpoenaed to testify as a witness or victim in a criminal proceeding. To the extent possible, employees must provide his or her supervisor with notice of their need for leave under this policy as soon as possible after receipt of the subpoena. Leave is unpaid; however, employees may opt to use accrued paid time off for this purpose. Employees must be prepared to provide Grease Monkey with certification to verify the employee's eligibility for the leave requested.

Colorado Employees: If you report for jury duty and/or serve on a jury, you will be paid the first \$50 of your regular compensation for the first 3 days. Additional time off will be unpaid; however, employees may opt to use accrued paid time off for this purpose.

Voting Leave

Grease Monkey requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot,

the employee may be eligible for time off to vote. Grease Monkey may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed. If there are fewer than three consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to two hours of paid leave to vote on Election Day. To the extent possible, employees must notify the Company of their need for leave prior to the day of the election. Employees must be prepared to provide Grease Monkey with certification, such as a voter's receipt, to prove that they voted.

Compensation

Payday

Payday is bi-weekly, every other Thursday. Paychecks will be issued the Thursday after the pay period ends. Employees will be notified in advance of any changes in the payroll schedule. Grease Monkey prefers to pay employees via direct deposit, however if a check is issued it will be available on payday after 3:00pm.

Time Clock Management Policy

You should plan to work the entire shift that you are scheduled. You can only leave early when arranged and approved by the Store Manager. You are required to clock out when you stop working and are allowed to clock back in when you start work again. Missed days (sick, time-off, vacation) need to be submitted and approved prior to requested time off. Failure to follow these rules will make my time-sheet incomplete and un-payable. Mismanagement of time while on the clock or falsification of time records could result in disciplinary action up to and including immediate termination.

- Time STARTS when I start work.
- **IF/WHEN** lunch is taken time ends when I stop work and WILL NOT begin again until I have begun work again.
- Time tracking is done using designated software. Any corrections to my time need to be given to my direct Manager or an email sent to the HR Manager (hr@greasemonkey.shop) immediately, to make the appropriate changes to my timesheet.
- All time-off, sick, and vacation requests need to be submitted into designated software.
- Any fraudulence with timesheets is considered time theft which is punishable by law; time theft will not be accepted under any circumstances and may result in disciplinary action up to and including termination.
- If these rules are not adhered to and The Company checks my time, and they notice faults and/or discrepancies on my time-sheet; The Company has the right to adjust, change, or alter my time to match what is justified by the situation. Any continuation of time fraud or theft may result in disciplinary action up to and including termination.

Examples of Time Theft

- Spending time on my phone or other internet devices in ways that are not involved with work.
- Wasting time during work. This involves the sort of time that is not spent in a constructive way focused on the job.
- Being clocked in and stopping to get any items not work-related while still being clocked in.
- Clocking in before getting to the shop/store.
- Not clocking out when leaving the shop/store.

Colorado Employees: In accordance with Colorado state law, you must take at least a 30-minute unpaid meal break when working five (5) hours or more. In addition, they must take a 10-minute break for every four (4) hours worked.

Nevada Employees: In accordance with Nevada state law, you must take at least a 30-minute unpaid meal break when scheduled for eight (8) hours. In addition, they must take one 10-minute break when scheduled between 3.5 and 7 hours or two 10-minute break when scheduled to work between seven (7) and ten (10) hours.

Payroll Deductions and Personal Status

Federal income tax, social security, and state taxes will be withheld from the employee's paycheck. The amount of federal income tax withheld is calculated from the status and number of exemptions claimed on the employee's W-4 form. If there are any changes in the status of exemptions the employee must fill out a new W-4 form and submit it to the Accounting Department. It is the employee's responsibility to inform the HR Department of any changes in personal or family status.

Any charges on the company credit card that cannot be proven as work-related with or without a receipt will be charged to you and removed from your paycheck on the following pay period. These non-work-related purchases could be considered embezzlement and cause for disciplinary action up to and including termination.

Garnishment

Outside legal requests for garnishment of an employee's wages will be accepted and complied with. Due to the cost in time and money in processing garnishments any recurring problems of this nature will be grounds for termination.

Operating Policy

Dress Code

We ask that you maintain a professional image, with cleanliness, appropriateness of dress, and that you be continually aware of your professional image. As such, all employees are required to wear Company provided uniforms while working and representing Grease Monkey. One way to demonstrate this awareness is to make sure that the following standards are adhered to:

- Uniforms should be free of wrinkles or stains with a general appearance of cleanliness and professionalism.
- Good hygiene and personal grooming including showering.
- Brushing and flossing teeth daily.
- Conservative cosmetics and perfumes.
- Conservative jewelry only. No jewelry that might interfere with the performance of your job.
- Well-groomed hair and short clean nails.
- If you smell like smoke, alcohol, or body odor you may be dismissed from a shift.
- Technicians are required to wear company shirts and hats while representing The Company. If you do not wear hats, you are not required to do so.
- No visible gauges or excessive piercings will be allowed while representing The Company.
- Offensive body art will be covered while representing The Company, failure to do so may result in disciplinary action up to and including termination.
- PPE is to be always worn (when applicable).
- If you come to work not in the proper uniform, you will be sent home to change without pay.

In general, please refrain from wearing any attire that would be distracting, revealing, or make those around you uncomfortable. Uniforms are considered Company property and as such need to be returned to the Company at the time of separation, whether voluntary or involuntary. Uniforms consist of black uniform pants, non-slip shoes, scratch proof belt, and Grease Monkey shirt. Black knee length shorts are acceptable for team members working in the upper bay. (Jeans and leggings are not acceptable attire) It is the responsibility of the employee to care for their uniforms, if a uniform need repaired or replaced, employees are required to return the damaged uniform to receive a replacement.

Uniform Policy

- All employees are required to always wear a uniform while working and/or represent Grease Monkey.
- Uniforms consist of black uniform pants, non-slip shoes, scratch proof belt, and Grease Monkey shirt. Black knee length shorts are acceptable for team members working in the upper bay. (Jeans and leggings are not acceptable attire).
- Uniforms will be given on the first day of work.
- Full-time staff will receive three (3) sets of uniforms which they are required to wear during their scheduled shift.
- Employees are also required to wear black oil-resistant shoes (employee provided)
- Employees are responsible for the maintenance and care.
- If a replacement is required due to damage or repair, the damaged uniform must be given to the Company prior to receiving the new uniform.
- The Company may issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change, corporate color change, etc.).
- Notice will be given in advance of this return, and the Company will provide suitable replacement uniforms.

- Reasonable accommodation will be considered for those employees whose religious beliefs or medical conditions might require deviations from this policy.
- Employees who wish to request accommodation should contact their direct Manager or the HR Manager
- At the time of separation be it voluntary or involuntary all uniforms must be returned to the company
- The Company has the authority to modify uniform appearance standards according to business requirements.
- While wearing the Grease Monkey uniform you are representing the Company. Therefore, any negative and/or slanderous actions, negative social media posts, etc. can result in disciplinary action up to and including termination.

Alder Employees: will be given a pair of standard work pants. (Usually 2 – 3 weeks for arrival)

I understand that failure to follow can result in disciplinary action up to and including the termination of my employment. I also acknowledge if I have any questions at any time, I need to contact my direct Manager or the HR Manager for answers.

Management Policy

Management

Certain staff may be asked to run errands or act on Grease Monkey behalf on an occasion. If you have been entrusted with these duties, please follow the guidelines below. Only do what you have been asked to do and go where you have been asked to go while on company time.

Company Expenses

Receipts are required to be turned into the office for all purchases made on vendor accounts or on company credit cards. All receipts should be turned into the office in a timely fashion (48 hours). Any purchases made for the team need to be approved by the Store Manager prior to the purchase. (i.e., refreshments, lunch, etc.) Never purchase anything that is non-work-related with a company card. If by chance a personal purchase is made accidentally be sure to notify the office right away to rectify the situation. Any non-work-related purchases will be taken out of your paycheck.

Expense Reimbursement

The Company will reimburse employees for all necessary business expenses approved and incurred on behalf of the company. Every reasonable effort should be made to conserve company funds. Only a list of approved vendors should be charged to the company cards. All other expenses should be incurred by the employee and submitted to the Accounting Department for expense reimbursement. Expense reimbursement requires the submission of receipts along with the Reimbursement Form totaling and describing incurred expenses. These will be reviewed and reimbursed upon approval of the Accounting Department each pay period.

Travel Policy

- All travel requires pre-approval. A travel authorization form should be completed before taking a trip, ordering an airline ticket, renting a car, booking a hotel, or getting a travel advance.
- Within ten (10) days of returning home from a business trip the traveler should turn in the Reimbursement Form to the Accounting Department. If receipts and expense reports are not turned in within twenty (20) days of when the cost was incurred the company reserves the right not to reimburse expenses
- Personal fuel expenses will be reimbursed.
- Parking and tolls will be reimbursed at actual cost if receipts are provided.
- Rental cars should only be used after it is determined that a taxi, limo, or shuttle service would not work. A rental car should be pre-approved and ordered through the Accounting Department. You should decline the extra damage waiver insurance and gas refueling option. All cars should be returned with a full tank of gas.
- Air travel should be arranged through the Accounting Department. Management should take advantage of the least expensive fare available that meets their time requirements. Please make reservations as early as possible to take advantage of special discounts offered by airlines.
- Lodging will be reimbursed at the cost incurred.

- Employees will be reimbursed for meals, tips, valet, and incidentals at \$55 per day. Employees traveling together who use the per diem should request separate checks. If breakfast is provided by your hotel, that amount will be subtracted from the daily total.

The meals per diem breaks down as follows:

- \$9.00 per breakfast (will not be reimbursed if hotel offers complimentary breakfast service)
- \$12.00 per lunch
- \$28.00 per dinner
- \$6.00 per day for all tips including bellhop, laundry, and incidentals (paid every day including on day of travel)

If employees are traveling in an area where the per diem is not adequate, they may request to be reimbursed for actual meal expenses; however, a receipt will be required for every meal. Employees must use actual expenses for the entire trip. You cannot mix the actual expense option and the per diem option. Personal entertainment (e.g., movies, plays, sporting events) are not reimbursable. When an employee has been given permission by the owners/partners to purchase meals or entertainment for non-employees they will be reimbursed by the company for actual expenses. Receipts are required and an explanation of who, where, when, and why should be included in the Travel Expense Report. If the employee is on a per diem and takes a guest to dinner the entire amount should be included under meals for others and the per diem for the meal deducted.

Company and/or Customer Vehicle Policy

I agree to abide by the following when a Company or Customer vehicle is in my care, custody, or control:

1. I will use the Company vehicle only for Company business and never for personal use unless specifically authorized by one of the owners in writing (text or email).
2. I will practice sound defensive driving techniques and otherwise exercise reasonable care in the operation of the vehicle.
3. Only Company employees or other persons being transported for business purposes will be allowed to ride in or enter the Company vehicle and only other authorized company personnel will be permitted to drive it.
4. I will not drive the Company or Customer vehicle while consuming alcoholic beverages or while using drugs. I will not drive the Company or Customer vehicle while under the influence of alcohol or other drugs nor will I allow anyone else to do so. This includes using prescription medications that may affect abilities to drive and/or react. I understand that failure to do so will result in disciplinary action up to and including my termination.
5. I will obey all traffic laws, ordinances, and regulations pertaining to the operation of motor vehicles. I will pay any fines, parking tickets, or other assessments for violations of traffic laws, ordinances, or regulations imposed on me. I acknowledge fines paid by me for any violations of such motor vehicle laws, ordinances, or regulations are totally my responsibility, and I will not be reimbursed by the Company.
6. Other regulations to abide by while driving: no racing, no spinning out tires, no talking on the phone without a hands-free device, no texting, no eating, and no smoking.
7. I will always wear a seat belt and will require all passengers to do so as well.
8. I am responsible for keeping my company vehicle clean and will do so on my own time. (See Employee Time Sheet Agreement)
9. Prior to driving the vehicle, I will check all the following: tires, lights, wipers, horn, turn signals, rear-view mirrors, and brakes to be sure they appear to be in safe operational condition. If defects are noted, I will promptly report and/or have them repaired, as necessary.
10. In the event of an accident, I will promptly comply with the Company's automobile accident reporting procedures. This includes calling the
11. Accounting Department and respected law enforcement to document the accident immediately after it has occurred.
12. I understand that if I am involved in an accident with a company vehicle and the Company's insurance carrier assumes responsibility for payment of resulting claims, I am responsible for the insurance deductible and may be required to attend a Defensive Driving training course.
13. I understand that if I am involved in an accident, I am required to take a drug test. I will go to the drug testing facility within two (2) hours of the accident. A detailed list is outlined in the Drug and Alcohol Agreement, or you may contact the HR Manager for the nearest facility.

14. I am aware that if any damage is caused to the vehicle beyond the state it was given to me, I am responsible for repairing the damage out of my own pocket.
15. I am aware that the Company's automobile insurance **DOES NOT** cover me when I am driving a non-company car for personal use, it only insures the Company's vehicles.
16. I will **NEVER** use a cell phone while operating or working on a company and/or customer vehicle.

I am aware that the failure to abide by these policies will result in disciplinary action, up to and including termination of my employment with the Company.

Marketing Policy

Grease Monkey records commercials for advertising purposes, as well as still shots for print ads. I am aware that unless I indicate below that I do not want to be recorded or photographed for such purposes that I waive any right to protest usage of these marketing materials. This agreement does not stop once employment is terminated whether voluntary or involuntary.

****I DO NOT authorize Grease Monkey to use my image in any marketing materials, including but not limited to commercials, and/or print ads and I have notified my manager and the HR manager via email of this decision.**

Review

Intolerable offenses include but are not limited to the following:

- Stealing or removing property from the business without proper authorization
- Gross insubordination
- Ingesting alcohol or use of any illegal drugs while working, traveling, or representing the company
- Willful damage or destruction of business, employer's property, or customer property
- Offensive language
- Improper recording of working time
- Inappropriate disclosure of confidential information
- Falsifying of company records
- Improper or illegal use of company supplies, tools, or vehicles
- We are an At-Will company, and you can be terminated at anytime
- This is a non-exhaustive list

Employee Statement

I understand that the purpose of this handbook is to serve as a reference; to be a general guide to the rules, policies, and procedures of Grease Monkey. That management may add, amend, or change; rules, policies, and procedures currently in this handbook (and any other documents that may be distributed) at any time and without prior notice. I understand that this handbook's contents are not intended to create, nor are they to be construed to create a contract expressed or implied between Grease Monkey and any of its employees. I understand that there is no guarantee that rights and benefits summarized in this handbook will be continued at any specific level or for any specific time frame.

By signing this statement, I acknowledge receipt of Grease Monkey's Employee Handbook, and I understand that it is up to me to read and familiarize myself with its contents. I understand if I have any questions about the contents, I will contact my direct Manager or the HR Manager.
