

MTN CLEAN LLC COMPANY HANDBOOK

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Section 1 - Introduction

Welcome Statement

On behalf of MTN CLEAN, let us extend a warm and sincere welcome. We hope you will enjoy your work here and we are glad to have you with us. We understand that it is our employees who provide the services that our customers rely upon. We believe that each employee contributes directly to MTN CLEAN's growth and success.

This handbook was developed to describe the policies, programs, and benefits available to eligible employees. It is important to read, understand, and comply with all provisions of the handbook.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Equal Employment Opportunity

MTN CLEAN is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, creed, sex, color, religion, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

MTN CLEAN is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability. Consistent with this policy of non-discrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined in the ADA, who has made the

Company aware of his or her disability, provided such accommodation does not constitute an undue hardship to the Company.

Any employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against should notify their manager or The Company.

Employment At Will

Employment with MTN CLEAN may be terminated for any reason, with or without cause or notice, at any time, by you or the Company. Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate employment at will. Only the President of the Company shall have any authority to enter into an employment agreement with any employee providing for employment other than at-will and any such agreement must be in writing.

This policy of at-will employment is the sole and entire agreement between you and MTN CLEAN as to the duration of employment and the circumstances under which your employment may be terminated.

With the exception of employment at will, terms and conditions of employment with MTN CLEAN may be modified at the sole discretion of the Company, with or without cause or notice, at any time. No implied contract concerning any employment- related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

This handbook states only general company guidelines. MTN CLEAN may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed or made available to employees.

Open Door Policy

The company has an open door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Every employee is encouraged to speak with his or her immediate supervisor at any time with questions or problems relating to the job while employed. If you are unable to satisfactorily resolve your question or problem with The Company, you can request a meeting with a manager or with The Company.

Section 2 - Employment Policies

Employee Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and MTN CLEAN.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT

employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by MTN CLEAN management based on the Fair Labor Standards Act guidelines only.

In addition to the above categories, each employee will belong to one of the following employment categories:

Regular Full-Time: These are employees who are not in a temporary or probationary status and who are regularly scheduled to work the organization's full-time schedule (40 hours or more per week).

Regular Part-Time: A part-time employee is an individual who is hired for an indefinite period, but who works less than a normal workweek. Employees, who work irregular hours, regularly scheduled hours every workday or full work days but less than 5 days per week. A common definition of part-time employment is scheduled work of 40 hours or less per week.

Short Term Employee: A "short term employee" shall mean an individual whose employment is limited in duration and is hired for a specific short term project, or on a short-term freelance, per diem or temporary basis. Short-term employees are not eligible for Company benefits.

Introductory Period

During the first 90 days of employment, both the new employee and the Company have the opportunity to decide on the continuation of their employment relationship. This is an opportunity for the Company to evaluate your performance. It also is an opportunity for you to decide whether you are happy being employed by the Company. The Company may extend the probationary period if it desires. If, at the end of the introductory period, the relationship with the Company is satisfactory to the new employee and the supervisor, the employment relationship will continue.

Performance Reviews

The company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The company uses performance reviews as a tool to determine pay increases, promotions and/or terminations. Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at-will-relationship with the Company.

Performance appraisals are conducted every year. The performance review will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

In addition to these formal performance evaluations, the Company encourages you and The Company to discuss your job performance on a frequent and ongoing basis.

Employment Records

In order to obtain employment, you provided the Company with personal information such as your address and telephone number. This information is saved in your personnel records. Please inform The Company of any changes to your personal employment information, including your emergency contact. Changes to your address, marital status, etc. can affect your withholding tax and benefit coverage.

Section 3 - Compensation Policies

Benefits Overview

In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

The information presented here is intended to serve only as an overview. At this time MTN CLEAN does not provide medical or dental benefits. It is with the complete understanding that the employee will need to seek medical and dental benefits for themselves if they do not currently have health insurance to not only avoid penalties or fines, but for their own health and well-being. The details of specific benefit plans will be provided by The Company when and ONLY if benefit plans become an available option for our employees. MTN CLEAN reserves the right to modify, amend or terminate any future benefits at any time and for any reason.

Jury Duty

MTN CLEAN understands that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law.

Employees who are selected for jury duty must provide a copy of their jury summons to The Company. Time taken for jury duty is granted on a paid basis. Employees released from jury duty are expected to return to work.

Workers' Compensation

As required by law, the company provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses. Workers' compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee's responsibility to immediately notify The Company of their injury in order to receive benefits. Report every injury or illness to The Company, regardless of severity. Additional information regarding workers' compensation is available from The Company.

Section 4 - Timekeeping and Payroll Policies

Pay Day

All employees of the Company are paid on the 10th and the 25th of each month. If the above said dates fall on a weekend then employees are paid the following business day. Pay periods may be adjusted due to holidays. The employer takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

By law, the Company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received. If you believe there is an error in your pay, bring the matter to the attention of The Company immediately so the Company can resolve the issue as quickly as possible.

Overtime

If you are classified as a non-exempt employee (see Employment Categories section), you will receive compensation for approved overtime work as follows:

1. You will be paid at straight time (i.e., your regular hourly rate of pay) for all regular hours worked in a workweek totaling a forty (40) hour week.
2. You will be paid one and one-half times (1 ½) your regular hourly rate of pay for all hours worked beyond the fortieth (40) hour in any given workweek.

The Company is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide you with advance

notice in such situations. Please remember, however, that advance notice may not always be possible and overtime work may be required to meet production or staffing requirements.

Timekeeping

Employees must keep accurate records of time worked. Non-exempt employees will be paid for all hours worked, including fractional parts of an hour. All employees are expected to be at their workstations, ready to work at the beginning of their shift. It is up to the employee to report all time worked and to work within the scheduled and approved work hours.

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

It is your responsibility to sign your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to The Company, who will attempt to correct legitimate errors.

Working Schedule

It is the employee's responsibility to accurately report time worked and to conform to work schedules and overtime policies in effect at the time. Work performed outside of authorized work hours may lead to disciplinary action unless approved by The Company in writing.

Employees will be provided meal and rest periods as required by law. The Company will provide further details.

Direct Deposit

MTN CLEAN encourages employees to have their pay directly deposited into their bank accounts via direct deposit. Employees will receive an itemized statement of wages when MTN CLEAN makes direct deposits.

Lactation Breaks

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided. If possible, the break time must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

MTN CLEAN will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public for the employee's use. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations, subject to applicable law.

Please advise The Company if you need break time and an area for this purpose.

Section 5 - Standards of Conduct

Non-Harassment Policy / Non-Discrimination Policy

MTN CLEAN believes that each of us should be able to work in an environment free of discrimination and harassment. To this end, the Company prohibits and will not tolerate discrimination or harassment. This policy applies equally to any form of discrimination or harassment based on any legally protected status under local, state and/or federal law, including but not limited to sex, race, color, religion, disability, pregnancy, national origin, age, sexual orientation, or gender identity.

Harassment is verbal or physical conduct designed to threaten, intimidate or coerce. It includes verbal taunting (including racial and ethnic slurs) which impairs an employee's ability to perform his or her job. Harassment includes:

Verbal conduct such as threats, epithets, derogatory comments, or slurs;

Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;

Physical conduct such as assault, unwanted touching, or blocking normal movement.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to The Company.

Sexual Harassment

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose

or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment. Examples of sexual harassment can include but are not limited to: asking for sexual favors in exchange for work benefits; the posting of sexually graphic materials; jokes; stories; comments or innuendoes of a sexual nature; making sexual gestures or expressions; unwanted touching of a person's clothing or hair; whistling or "cat calls"; staring at someone; or blocking or impeding a person's path. It is the responsibility of the employee who is subjected to harassment or who witnesses a case of unlawful harassment to report such incident directly to The Company.

Reporting:

Any company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of The Company. The company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the Company will take appropriate action based on the outcome of the investigation.

There will be no reprisal or retaliation against anyone who reports such an incident as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of a harassment complaint. However, no disciplinary action will be taken without a thorough investigation of the facts which shall include gathering statements from all parties and witnesses involved.

Workplace Violence

It is MTN CLEAN's policy that any threats, threatening language or any other acts of aggression or violence made toward or by any Company employee **WILL NOT BE TOLERATED**. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to warn The Company of any suspicious behavior, situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, suppliers, visitors or other parties. These situations include, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or similar behavior. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The company will not permit any form of retaliation against any employee for filing a report under this policy.

MTN CLEAN will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Employee Conduct and Work Rules

MTN CLEAN expects its employees to behave professionally and with integrity to ensure that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs in order to maintain a positive work environment.

While it is not possible to list all forms of unacceptable workplace behavior, the following examples of misconduct are strictly prohibited and anyone who violates these rules may be subject to immediate termination. These examples are not

intended to be an all-inclusive list, but are based on common sense and our company's culture, honesty and ethics. Any questions about the conduct policy should be directed to The Company. Be reminded that all employees are employed at-will, and MTN CLEAN reserves the right to terminate an employee for any reason at any time.

- Theft, removal or defacement of customers, company, or a co-worker's property, and/or disclosure of confidential information.
- Falsification or modification of Company or personal records. This includes obtaining employment on the basis of false or misleading information.
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment .
- Fighting or threatening violence in the workplace
- Violations of safety or health rules
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Absent from work for three (3) consecutive work days without notifying appropriate management.
- Sleeping while on duty
- Direct Insubordination
- Creating or contributing to unsanitary conditions
- Smoking in prohibited areas
- Sexual or other unlawful harassment
- Excessive absenteeism (authorized or unauthorized)
- Unauthorized absence from work station during the work day
- Unauthorized use of telephones, mail system, computers, or other employer or customer owned equipment

- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Repeated Verbal Warnings
- Repeated Written Warnings
- Failing to report on-the-job injuries immediately to The Company, his/her immediate supervisor or replacement.
- Unruly or disruptive activity in the workplace, or disrupting the work of others
- Negligence or improper conduct leading to property damage or personal injury
- Failing to follow instructions of The Company or manager
- Profanity or abusive language to an employee, supervisor or manager.
- Horseplay, pranks, practical jokes
- Gambling on Company property
- Comments, statements, or other actions which are disparaging or derogatory of any person's sex, race, ethnic origin, age, or sexual orientation.
- Other disrespectful conduct or threatening or intimidating management, supervisors, or fellow workers.
- Failure to report any fraudulent behavior, activities, and unsafe acts.

Use of Communication and Computer Systems

The company retains the right to access all company property including computers, desks, file cabinets, storage facilities, equipment, vehicles, telephones, software and files and folders, electronic or otherwise, at any time. Employees should maintain an expectation of privacy when on company grounds

or while using company property. All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through company property are the property of the Company, not the employee.

When and if computer Systems are to be used strictly for company business, and are not permitted off grounds unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess. Employees are not permitted to download any "pirated" software, files or programs and must receive permission from The Company before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use.

You agree and understand that as an Employee of this company, you are responsible for obeying all local, state, federal, and international laws regarding the use of our computers. Any attempt to break those laws through the use of the Company's computers or networks may result in charges and fines being levied against you. In such an event, you agree and understand that the Company will fully cooperate with authorities to provide any information necessary. The Company's e-mail and Internet access systems (which are provided for your use) are for business use only. As such, you agree and understand that the Company may monitor email and Internet access systems at will, including the full content of any messages therein, without further disclosure to you. The following rules regarding Computer Systems Policy are in no way an exhaustive list. If you have any questions about Computer Systems Policy, please contact the The Company.

1. Do not share your user login credentials or passwords with anyone, with the exception of authorized company personnel.
2. Do not delete, examine, copy or modify files and/or data belonging to other users without their consent.
3. Do not use company computers for other commercial purposes or for personal profit.
4. Do not send harassing, obscene, sexually explicit, and/or other threatening email. Use of Company computers for immoral, illegal or unethical purposes is prohibited and may result in immediate termination.

5. Files imported or transferred in must be checked for viruses prior to being opened. All computers must have current virus detection software installed by the IT Dept.
6. Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is prohibited.
7. Downloading and/or installing any program which has not been approved by the IT department or included with the computer when it was placed into service is prohibited.
8. Attempts at sending unsolicited junk mail, "for-profit" messages or chain letters are prohibited.
9. Dissemination of proprietary or confidential Company information via electronic means without appropriate authorization is prohibited.
10. Use of Company computers for entertainment purposes such as listening to Internet radio, playing Internet games, online gambling, accessing pornographic sites, or participating in Internet chat rooms is prohibited.
11. Do not use customer computers for ANY reason.

Punctuality and Attendance

Scheduled hours may vary depending on work location and job responsibilities. The Company will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the supervisor. The company does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify The Company in advance, or as soon as practicable in the event of an emergency. Employees who need to leave early, for illness or otherwise, should inform The Company before departure. Unauthorized departures may result in disciplinary action.

Employees are expected to arrive on time and ready for work. An employee who arrives after their scheduled arrival time is considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

Failure to report to work and not calling to report the absence is a no call/no show and is a serious matter. Any unreported absences are considered job abandonment and will be considered a voluntary resignation of your employment.

We do recognize that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify The Company as early as possible, but no later than the start of your work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call, stating the nature of your illness and its expected duration, every day that you are absent.

The Company reserves the right to require reasonable proof of illness or temporary disability. Excessive absences or tardiness will result in disciplinary action up to and including termination.

Personal and Company Owned Communication Devices

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate business uses for connecting a personally-owned mobile device to the Company's corporate website. This mobile device policy applies, but is not limited, to all devices and accompanying media that fit the following classifications: • Smart phones • Other mobile/cellular phones • Tablet computers • E-readers • Portable media devices • PDAs • Portable gaming devices • Laptop/notebook computers • Any mobile device capable of storing corporate data and connecting to a network The policy applies to any hardware and related software that is not corporately owned or supplied, but could be used to access corporate resources. That is, devices that employees have purchased for personal use but also wish to use in the business environment. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within The Company's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it could

potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, loss of revenue, and damage to the Company's public image. Therefore, all users employing a mobile device connected to The Company's corporate network, and/or capable of backing up, storing, or otherwise accessing corporate data of any type, must adhere to company-defined processes for doing so. For approval and further information, contact The Company.

Company-Provided Portable Communication Devices (PCDs), including cell phones, tablets and computers, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary. Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

Personal Visitors and Telephone Calls

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time. For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities or our customer locations.

The company requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief.

Inspections

MTN CLEAN wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, MTN CLEAN prohibits the control, possession, transfer, sale, or use of such materials on its premises and may require employees while on Company or client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Company or client property, and work areas including lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal email sent to the Company or its clients. The cooperation of all employees is required to successfully administer this policy. Desks, lockers, and other storage devices may be provided for the conveniences of employees but remain the sole property of the employer. Accordingly, any authorized agent or representative of the employer can inspect them, as well as any articles found within them, at any time, either with or without prior notice. Employees are expected to cooperate in the conduct of any search or inspection.

Smoking

The Company is in compliance with the Clean Air Act and requires all our office buildings to be designated non-smoking areas. Smoking will not be allowed within any office buildings. To those who smoke, we respectfully request your understanding and cooperation and ask that if you need to smoke please do so after leaving our facilities along with our customers' locations. This includes "Vaping" or using e-cigarettes. Smoking is prohibited in all company vehicles when and if they are provided.

Confidential Company Information

The protection of confidential business information and trade secrets is vital to the interests and the success of this organization. Such confidential information includes but is not limited to the following examples: Customer lists and contact information, Price lists, Financial information, Marketing strategies and Employee information. Anyone who discloses trade secrets or confidential business information will be subject to disciplinary action (including possible discharge), even if he/she does not benefit from the disclosed information. Absence of a confidentiality agreement does not absolve the employee from responsibility.

Dissemination of proprietary or confidential Company information via electronic or other means without appropriate authorization is prohibited.

It is extremely important that all confidential information remain so, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

Furthermore, MTN CLEAN maintains personnel files on each employee. These files are kept confidential. Employees are expected to inform the Company of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.

No Solicitation / No Distribution

The Company is enthused to maintain a pleasant and cooperative relationship with employees in all matters. However, no business relationship can operate efficiently if there are frequent work interruptions. As such, employees may not solicit for any cause, or distribute literature of any kind (for themselves or another employee) for any purpose during working time.

Non-employees are not permitted to solicit employees or distribute materials for any purpose on company or customer property at any time.

Conflict of Interest and Business Ethics

All active employees must notify the Company before they take outside employment so that the Company will have reasonable notice to make a determination as to whether it sees, at that time, any conflict of interest. An employee may hold a job with another organization as long as he/she satisfactorily performs his/her job responsibilities with the Company including scheduling requirements and that the position is approved in advance. Employees should consider the impact that outside employment may have on their health and physical endurance and safety. All employees will be judged by the same performance standards and will be subject to the employer's scheduling demands, regardless of any existing outside work requirements. The company retains the right to prohibit second jobs if it considers it to be a safety exposure or if it interferes with current job responsibilities.

The purpose of this policy is to ensure that the Company's reputation is not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Employees can seek further clarification on issues related to the subject of acceptable standards of operation. Situations that would constitute a conflict in most cases include but are not limited to:

- Transactions with outside firms not conducted within a framework established or controlled by the executive level of the organization.
- Bribes, bonuses, fringe benefits, unusual price breaks or excess volumes designed to benefit another company, an employee, relative or acquaintance.

- Holding an interest in, or being employed by, any company that competes with MTN CLEAN.

No "presumption of guilt" is created by the mere existence of a relationship with outside personnel. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he/she disclose to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above. This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value. It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Company.

Equipment and Property Including Intellectual Property

Employees are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software when and if such intellectual property were to exist.

Equipment essential in accomplishing job duties is often expensive and difficult to replace. Improper or unsafe use of equipment can result in discipline, up to and including discharge. Employees are expected to follow safety standards and guidelines and to follow all operating instructions. Employees must notify The Company if equipment, machines or company property appears to be damaged or in need of repair.

Further, The Company is not responsible for any damage to employees' personal belongings and The Company is to be deemed harmless from any damage of employees' personal belongings.

Health and Safety

The company takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees and it is ultimately the responsibility of each employee to help prevent accidents. Employees should use all safety and protective equipment provided to them, and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to The Company immediately.

In the event of an accident, employees must notify The Company immediately. Report every injury, regardless of how minor, to The Company immediately. Physical discomfort caused by repetitive tasks must also be reported.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit.

Hiring Relatives

It is well accepted that employment of relatives and personal friends in the same area of an organization can cause serious conflicts and problems. In these circumstances, all parties, including The Company, leave themselves open to charges of inequitable consideration in decisions.

MTN CLEAN's policy is that relatives or friends or individuals who live with but are not legally related to persons currently employed by the Company may be

hired ONLY if they will not be working directly for or supervising a relative or personal friend or will not be working directly above the relative's immediate superior or directly for the relative's immediate subordinate. If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred if there is a position opening that the individual is qualified to satisfy. If that decision is not made within 30 days, management will decide. This policy takes effect as of the date this manual was originally distributed. Anyone currently working in a position contrary to this policy will be grandfathered in.

Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, MTN CLEAN may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists. In other cases, the parties may be separated by reassignment or terminated from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

Business Expense Reimbursement

Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by The Company, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. Contact The Company in advance if you have any questions about whether an expense will be reimbursed.

Progressive Discipline Policy

The Company enforces a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, removal or some other disciplinary action, in no particular order. The course of action will be determined by the company at its sole discretion as it deems appropriate. The discipline imposed under this policy will be determined based on the severity of the violation. The following progressive disciplinary steps may be utilized for breach of policy or violation of rule(s): First offense: Verbal counseling/warning Second offense: Written warning Third offense: Suspension (length to be determined by supervisor/manager) Fourth offense: Termination Note that each offense need not be for violation of the same policy or procedure. First time violations of different policies or procedures may count as second, third or fourth offenses. All violations will be filed in the employee's personnel file. The employee may ask for a copy of the warning at any time. Employees, although they may not necessarily agree with the disciplinary action, are expected to sign the form acknowledging that disciplinary action has been taken against them and add any comments they deem necessary. While the Company provides this policy as a guide for the administration and enforcement of its policies and procedures, the severity and circumstances surrounding a particular violation may warrant imposition of a more serious form of discipline, even in situations where the violation is a first offense. Accordingly, the Company reserves the right to accelerate disciplinary measures to deal with the severity of the infraction. Furthermore, there are some situations which the Company believes are so detrimental to the integrity of its operations and personnel that immediate termination may be required (see Standards of Conduct). Use of Social Media Information published on any social networking site should not reveal any information designated by the company as confidential and must not disclose any trade secret, such as client information or marketing efforts. This also applies to comments posted on other blogs, forums, and social networking sites. The Company respects the right of any employee to maintain a blog, web page or to participate in a social networking site. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the

following rules: Employees may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with Company equipment or property. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site. Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace. Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. The Company encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination. No social networking accounts may be opened in the name of The Company without express consent of The Company. Any recommendations, referrals, reviews, criticisms relating to the company, its practices and policies, clients, past or current employees, competitors or products should be clearly identified as personal opinion and not that of The Company. Published information should not reveal confidential information, nor may it disclose any trade secret. Company logos and trademarks may not be used without written consent of an officer of the company. The reasons for which the Company may review employees' use of the Internet with Company property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence. The Company may store electronic communications for a period of time after the communication is created. From

time to time, copies of communications may be deleted. The Company's policies prohibiting harassment, in their entirety, apply to the use of Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law. Since the Company's communication and computer systems are intended for business use, these systems may not be used to solicit for religious or political causes or outside organizations. Further, since the Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords. Violators of this policy may be subject to disciplinary action, up to and including discharge.

Recording Devices Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, no employee may use a camera phone function on any phone on company property or while performing work for the Company. The use of tape recorders, Dictaphones or other types of voice recording devices anywhere on Company property, including to record conversations or activities of other employees or management, or while performing work for the Company, is also strictly prohibited, unless the device was provided to you by the Company and is used solely for legitimate business purposes.

Employee Dress and Personal Appearance An employee's personal appearance and hygiene is a reflection on the company's character. Employees are expected to dress in a manner appropriate with their work environment and exercise good hygiene. Appropriate safety attire and dress is required at all times, including the proper Personal Protective Equipment. When a situation arises regarding the appropriateness of attire, the manager or supervisor will be responsible to counsel the employee using best judgment as the determining factor. Employees dressed inappropriately or who exercise poor hygiene may be prevented from working until he or she is well-groomed or wearing proper attire.

Dress Code:

Shirts - MTN CLEAN T-Shirts or Sweatshirts (if Provided).

Pants - Khaki Style Pants, or Scrubs (Colors Allowed: Black)

Shoes - Non-Slip Shoes Only, Shoes that do not leave scuff marks on flooring

Section 6 - Leaves of Absence

Military Leave

MTN CLEAN is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact The Company.

Employees taking part in a variety of military duties may be eligible unpaid military leave under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

Employees requesting leave for military duty should contact The Company to request leave as soon as they are aware of the need for leave.

Family Medical Leave Act Leave

The company offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances, if the employee works within a seventy-five (75) mile radius of fifty (50) or more company employees.

Under the federal FMLA, a person who has worked as an employee of this company for at least 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:

- - The birth of a child and to care for the newborn child;
- - Placement of a child into adoptive or foster care with the employee;
- - Care for a spouse, son, daughter or parent who has a serious health condition; or
- - Care for the employee's own serious health condition.

If the need for leave is foreseeable, employees should notify The Company 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify The Company as soon as practicable, giving as much notice to the Company as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status

and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet, may not be taken intermittently for the care of a newborn or newly adopted child. When leave is taken intermittently, the Company may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Subject to certain conditions, the employee or the Company may choose to use accrued paid leave (such as sick leave or vacation leave) concurrent with FMLA leave.

Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., sick leave or vacation leave) during the period of family and medical leave. Questions regarding particular benefits should be directed to undefined.

Upon returning from FMLA leave, an employee will be restored to his/her original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions as provided by the Family and Medical Leave Act.

General Handbook Acknowledgment

This Employee Handbook is intended to provide guidelines and general descriptions only. Individual circumstances may call for individual attention. Because the Company's operations may change, the contents of this Handbook

may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management. Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of MTN CLEAN's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time. I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind. I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status. I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee Handbook.

Employee's Printed Name: _____

Position: _____

Employee's Signature: _____

Date: _____

The signed original copy of this acknowledgment of our employee handbook should be given to management - it will be filed in your personnel file.

Receipt of Non Harassment Policy

MTN CLEAN prohibits intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is to ensure that in the workplace, no one harasses another individual. If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to The Company. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Employee's Printed Name: _____

Position: _____

Employee's Signature: _____

Date: _____

The signed original copy of this receipt for our Non Harassment Policy should be given to management - it will be filed in your personnel file.

Receipt of Sexual Harassment Policy

MTN CLEAN prohibits harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is to ensure that within the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment. If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to The Company. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations. I have read and I understand MTN CLEAN's Sexual Harassment Policy.

Employee's Printed Name: _____

Position: _____

Employee's Signature: _____

Date: _____

The signed original copy of this receipt for our Sexual Harassment Policy should be given to management - it will be filed in your personnel file.