

TEAM BENEFITS

For more information regarding benefits programs contact the HR department. Please also note that the terms of the written insurance policies are controlling and override any statements made in this or other documents. All benefit programs are subject to change based on management's discretion, changes in the market place and company performance.

Eligible employees are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors, including employee classification.

1.1 MEDICAL, DENTAL & VISION INSURANCE

The company currently offers regular full-time employees enrollment in medical, dental, and vision insurance coverage options. Your benefits become effective on the 1st of the month following your hire date.

Employees have up to 30 days from their date of hire to enroll in benefits. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Human Resource department to determine if a family status change qualifies under the Plan document and IRS regulations.

During open enrollment, employees may change all benefit elections for the following year. The Human Resource department is available to answer benefits plan questions and assist in enrollment as needed.

1.2 BENEFIT GIFT CARDS

Benefit eligible employee's that are not on the Company's insurance plan will receive a \$250 Gift Card. Gift cards will be distributed before the end of the year. Employees must be eligible for insurance for six months prior to card distribution and be employed on the date of card distribution.

1.3 FLEXIBLE SPENDING ACCOUNT

As part of the Company's Flexible Benefits Plan, we offer an employee-funded flexible spending account (FSA) to regular full-time employees. Plan participants may elect an annual amount of flexible dollars to pay for eligible health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs.

We also offer dependent care as part of our FSA benefit. This may be used for daycare and/or senior care expenses.

1.4 GROUP LIFE INSURANCE

The Company offers regular full-time employees an employer-paid basic group term life policy along with an accidental death and dismemberment policy. The Company also offers additional Life Insurance as a cost of the employee for themselves and dependents.

1.5 SHORT-TERM DISABILITY BENEFITS

The Company's short-term disability plan is a benefit that provides partial pay for employees who are unable to work due to illness, injury or disability not related to work. Employees will not be able to return to work without submitting to HR a note from a physician or licensed health care professional authorizing the employee's return.

Any time spent on short-term disability counts as part of the employee's FMLA leave (if the employee is eligible for FMLA).

1.6 LONG-TERM DISABILITY BENEFITS

The Company offers eligible full-time employees a long-term disability (LTD) base plan. This plan provides for monthly LTD benefits of 60% of basic monthly earnings to a defined maximum benefit per month, less any other offsets. Eligible employees are automatically enrolled as of the first day of the calendar month on or following their date of hire. Long-term disability coverage terminates on the last day of employment.

1.7 401(K) PLAN

Full time employees are eligible to participate in the Company's 401(k) savings plan after three months of employment, which offers a Company match on a portion of employee contributions. Eligible employees may make a before-tax and ROTH contribution. The plan is designed to help save for retirement. The Internal Revenue Service (IRS) establishes annual dollar contribution limits that are adjusted annually for inflation. As a participant in the 401(k) plan, each employee is responsible for all investment directions for all of his or her plan assets, choosing from investment alternatives provided under the plan. The IRS has placed restrictions on when money may be withdrawn from your account.

<u>Employee Contribution</u>	<u>Employer Contribution</u>
1%	.50%
2%	1%
3%	1.5%
4%	2%
5%	2.5%
6%	3%

The Company match is basically free money to you. You are fully vested in all Company matching monies immediately.

1.8 COBRA

Employees and their covered dependents have the opportunity to continue medical benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA); when group medical coverage the employee and their covered dependents would otherwise lose due to the employee's death or because:

- employment terminates, for a reason other than gross misconduct; or
- employment status changes due to a reduction in hours; or
- Employee's child ceases to be a "dependent child" under the terms of the medical plan; or
- Employee becomes divorced or legally separated; or
- Employee becomes entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, the employee or a family member must notify Human Resources within 60 days of the occurrence of the event. For more information regarding COBRA, you may contact Human Resources.

1.9 TUITION REIMBURSEMENT

The Company believes strongly in the value of education. For any full-time employee that has worked for the Company a minimum of one year and has not previously earned a college degree, the Company will reimburse the employee as described below. The Company will reimburse employees for specified expenses related to completion of courses within a degree program applicable to the current position or natural progression of your position at accredited institutions, including traditional universities, distance learning, and correspondence courses. This benefit will only allow reimbursement for one degree per level while the employee is employed (i.e. Associates and Bachelors). Special approval is required and other conditions may need to be met for a Masters Degree and/or Doctorate Degree. If employee leaves within three (3) years of the tuition reimbursement benefit, employee will reimburse the Company in full.

The Company will provide eligible employees reimbursement of tuition and fees up to a maximum of \$4,000 per calendar year. Employees will pay all expenses directly to the institution. Reimbursements will then be made to the employee according to the schedule below as long as receipts are also submitted:

Undergraduate Programs		Graduate Programs	
Grade of "A" or "B"	100%	Grade of "A" or "B"	100%
Grade of "C"	75%	Grade of "C"	50%
Grade of "D" or "F"	No Reimbursement		
Pass or Fail	100% - passing grade only		

1.10 PROFESSIONAL MEMBERSHIPS AND EXAM FEES

The company encourages active participation in professional organizations and will assume payment of professional memberships; which are subject to management approval. The Company will pay for professional licenses for the employees "home" state. If the employee is requested to obtain other state licenses by the Company; these expenses will also be paid for by the company. These include but are not limited to Engineering Intern (EI), Professional Engineer, Professional Land Surveyor, Professional Geologist, etc., and exam fees and study materials. If an employee fails a reimbursable exam the first time, subsequent reimbursable exams will be paid for at the following percentages: 2nd attempts – 50%, all others 0%.

1.11 EMPLOYEE REFERRALS

Professional Candidate Bonus Program:

ECG offers a \$2,000.00 referral bonus for employees who refer Degreed/Professional candidates that have been hired. \$1,000.00 will be paid on the following check date after an offer has been accepted by the candidate and they have successfully passed background and drug screening and have begun working. The remaining \$1,000.00 will be paid out after they have been gainfully employed with the company for 6 months.

Non-Professional Candidate Bonus Program:

Enviro Clean offers a \$1,000.00 referral bonus for employees who refer hourly candidates, or positions that do not require a degree, that have been hired. \$500 will be paid on the following check date after an offer has been accepted by the candidate and they have successfully passed background and drug screening and have begun working. The remaining \$500 will be paid out after they have been gainfully employed with the company for 3 months.

Those in management positions and HR are not eligible to receive referral bonuses since recruiting is considered an aspect of their normal job duties.

1.12 WORKERS' COMPENSATION

The Company has partnered with WorkCare as a partner for on the job injuries. An employee's first call for a non- life threatening incident is to WorkCare, at 1-888-449-7787. Employees may be subject to disciplinary action up to and including termination if they do not follow the instructions provided by our safety department in regards to notifications regarding an injury.

If an employee sustains a work-related injury or illness, WorkCare, their Supervisor, and Legal Counsel should be informed immediately and an accident form must be completed within twenty-four (24) hours. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

Neither the Company nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Company.

1.13 SAFETY

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a customer.

Although most safety regulations are consistent throughout each department, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses within 24 hours of the injury. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the company assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, customer or company property at risk can lead to employee disciplinary action and/or termination.

1.14 HOLIDAY PAY

The Company recognizes eight (8) paid holidays each year:

New Year's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas Day

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday. If a non- exempt employee is required to work a holiday they will be paid double time for hours worked; if the total number of hours worked on the holiday does not total eight (8) hours then the remaining hours will be paid at the employee's regular hourly rate. Employees who work on a holiday will not be able to "bank" the holiday to be used at a later date. Employees must work the day before and the day after, or have approved leave to be eligible for holiday pay.

1.15 VACATION

Vacation leave is time for employees to rest, relax, and pursue special interests. Vacation leave is one of the many ways in which the Company shows our appreciation for our employees. Regular full-time employees are eligible to accrue vacation leave. The Company encourages our employees to take vacation leave in the year that it is accrued and reminds you that it is up to you, the employee, to monitor your time. However, the company allows each employee to accrue up to a maximum of 240 hours should employee be unable to use all of their vacation within a given year.

Full-time employees of ECG will receive two weeks (80 hours) per year of paid vacation. After five years of employment, the employee's paid vacation increases to three weeks (120 hours) per year and after ten years of employment, the employee's paid vacation increases to four weeks (160 hours) per year.

To schedule planned leave, employees must request leave within a reasonable amount of time prior to their leave and it must be approved in advance by the employee's Supervisor. Requests will be reviewed based on a number of factors, including business operating needs and staffing requirements.

Vacation leave is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Vacation leave **will not** be earned during unpaid leaves of absence. Upon termination of employment, whether voluntarily or involuntarily, employees will not receive compensation for any unused vacation time.

In March of each calendar year employees will be able to cash in 40 hours (must be in a week increment) of accrued vacation. Employees must have a minimum of 80 hours accrued in order to take advantage of this benefit.

Years of Service	Months of Service	Weeks of Vacation Earned	Maximum Accrual	Accrual Per Pay Period
0 - 4 years	0 - 60 Months	2 weeks (80 hours)	240 hours	3.077
5 - 9 years	61 - 120 Months	3 weeks (120 hours)	240 hours	4.615
10 + years	121+ Months	4 weeks (160 hours)	240 hours	6.154

1.16 SICK LEAVE

Sick leave is another benefit the Company offers our employees in order to provide compensation while an employee is unable to work due to their own illness or to care for the illness of a family member. Regular full-time employees are eligible to accrue sick leave. Employees are entitled to accrue one week (40 hours), or 1.538 hours per pay period, per year with a maximum accrual of 240 hours.

Sick leave is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Sick leave **will not** be earned during unpaid leaves of absence. Upon termination of employment, whether voluntarily or involuntarily, employees will not receive compensation for any unused sick time.

1.17 EMPLOYEE ASSISTANCE AND DRUG-FREE AWARENESS

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the HR department.

The Company may assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such 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 that require driving or if they have violated this policy previously.

Eligible full-time and part-time employees may participate in our Employee Assistance Program (EAP) immediately upon hire. Our EAP is available to all employees and their immediate families. Situations addressed by the EAP include marriage and family problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, and compulsive gambling and eating disorders. Your conversations and all records are strictly confidential.

The administrative cost of this program is fully paid by the company.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.