

WATERQUEST, INC.

Employee Handbook

January 10, 2022

TABLE OF CONTENTS

Signature Page/Acknowledgment	3
Welcome to WaterQuest!	4
Company Culture & Values, etc.	5-6
Introduction/Overview	7-9
POLICIES.....	9-12
RULES & REGULATIONS	13-18
EMPLOYEE BENEFITS	18-19
MISCELLANEOUS	20

ACKNOWLEDGEMENT

This handbook is provided to you for information and immediate reference. Read it carefully and completely.

Policies included in this handbook are subject to unilateral changes by the Company from time to time, with or without our notice, in writing, verbally or in practice.

Please acknowledge receipt of this handbook by signing and returning this page to your supervisor.

Date

Signature

Supervisor

WELCOME TO WATERQUEST!

We have always emphasized that outstanding people are the key to our success. Through the efforts of our people, WaterQuest has become a leader in the Landscaping, Irrigation Repair and Grounds Maintenance industry. To ensure continued success, we feel it is important that all employees understand our policies and procedures. This employee handbook will familiarize you with the various aspects of working with WaterQuest. I encourage you to use it as a valuable resource for understanding the company and as a useful reference document for any questions you may have. If you have any additional questions not covered here, please do not hesitate to ask them of your supervisor or any member of the management team.

Please note that the WaterQuest Employee Handbook is intended to give you a general overview of the company and information regarding policies and benefits. Because we operate in a dynamic industry, some policies and benefit programs currently in effect may be revised, suspended, or eliminated by WaterQuest, Inc. in response to business needs or changing legal requirements.

My best wishes to you and thank you for taking this first step in knowing your company.

Sincerely,

Robert Biernacki
General Manager, Owner

WATERQUEST, INC

Our Culture & Values

The “Why” for WaterQuest: *The satisfaction that comes from making a difference in our client’s outdoor living environment, and being able to share in their joy.*

Our Culture: *Safety, Appreciation, Innovation, Opportunity*

Our Vision: *To be a trusted partner and source to help clients enhance their outdoor living environment.*

Our Mission: *To provide excellence in all we do and exceed client expectations to enable our clients to fully enjoy their outdoor living environment*

Our Core Values: *Integrity, Respect, Dependability, Professionalism, Communication, Ownership, Team Work, Positive Attitude, Customer Service and Organization. These are defined as follows:*

1. Integrity

We always speak the truth and what we promise is what we deliver. Our word is bankable and we want to be a trusted partner with our clients. We communicate potential broken agreements at the first opportunity and we address all broken agreements immediately.

2. Respect

In all of our dealings with associates, guests, and vendors, we treat everyone with the highest degree of respect and dignity. We are respectful of others time, talents, issues, possessions and space.

3. Dependability...accuracy, thoroughness, consistency, excellence.

People depend on us and we deliver, consistently, thoroughly, accurately and honestly. We provide and confirm the excellence and competence that our customers expect every day.

4. Professionalism....imagination, excellence.

We are a professional organization, providing honest, accurate, thorough, timely and dependable products, services and information to our clients....and creatively finding efficient and reasonable solutions.

5. Communication

We communicate continuously and are constantly moving towards our 5 year goals.

6. Ownership

We take ownership in our work and are employee driven. Ownership means taking personal responsibility for every decision we make, every product we process or install and every client interaction we have. We have the highest level of commitment and ownership for the work we do.

7. Teamwork

We are a team oriented organization. We do whatever it takes to stay together and achieve team goals. We focus on co-operation and always come to a resolution, not a compromise. We are flexible in our work and able to adapt if what we're doing is not working.

8. Positive Attitude...good humor, balance

We bring a positive and uplifting mindset to all of our interactions. This includes a caring and modest approach to all of our dealings. We bring good humor, fun and balance to our work. Family time is important to all of our associates.

9. Customer Service

We are a customer driven business. We respectfully communicate in a professional, dependable, flexible and positive way. Our customer service is the foundation for our success.

10. Organization....systems

We are very well organized, from personnel to all of our operations. Each operation is systemized to produce consistent, efficient and accurate results. When it comes to getting things done, each step is identified and consistently applied. Nothing is taken for granted.

COMPANY OVERVIEW

INTRODUCTION

Our policies, practices and benefits are continuously reviewed for updating and we expect to change them from time to time. Therefore, you should always check with your manager or supervisor for the most current ones. Company benefit plans are defined in legal documents such as insurance contracts, etc. This means that if a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of this handbook. Plan documents are available for your inspection.

ETHICAL STANDARDS/CONFLICT OF INTEREST

WaterQuest, Inc. has an excellent reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromises the company's reputation, please discuss it with your manager or supervisor.

OPEN DOOR POLICY

Employees are encouraged to share their concerns, seek information, provide input, and resolve problems/issues through their immediate supervisor, and as appropriate, consult with any member of management toward those ends. Managers and supervisors are expected to listen to employee concerns, to encourage their input, and to seek resolutions to their problems/issues.

SUGGESTIONS

If you have any suggestions or ideas that you feel would benefit WaterQuest, we would encourage you to tell us about them. We are always looking for suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit the Company and its employees.

Persons who make suggestions which are used to substantially benefit the Company and its employees will, at the sole discretion of WaterQuest be considered for a one-time appreciation award.

Employee Empowerment

To help our employees take ownership of their position and have the authority to do your work on behalf of WATERQUEST, we have created these 5 simple questions to ask prior to making any decision regarding company representation. Our goal is to empower each and every employee to make sound decisions within their areas of responsibility. Please keep these in mind at ALL times.

EMPOWERMENT QUESTIONS ...

1. Is it the right thing to do for our customer?
2. Is it the right thing to do for the company?
3. Is it in line with our vision/mission and value statement?
4. Is it ethical?
5. Are you willing to take responsibility for this decision?

IF YOU CAN ANSWER YES TO EACH OF THESE QUESTIONS, **DO IT!**

POSITIVE SUPPORTIVE AND ENCOURAGING EMPLOYEES MAKE FOR AN ENJOYABLE AND PRODUCTIVE WORK ENVIRONMENT.

ATTITUDE IS A CHOICE! STAY ABOVE THE LINE!

Ownership

Accountability

Responsibility



RESULTS - \$

Blame

Excuses

Denial



REASONS - ;(

Company Policies

COMPLIANCE WITH ALL LABOR LAWS

This handbook has been designed to integrate human resources best practices, reflect the business environment at WaterQuest, and ensure that documented company policies and guidelines are aligned and in compliance with all labor/employment laws. Labor law compliance isn't just about avoiding fines; it's about maintaining a safe and healthy work environment for all employees, and it's about giving fair treatment to all employees. The policies in this handbook are designed to ensure compliance with fair wage laws, employment authorization requirements, e.g. I-9's, Family and Medical Leave Act requirements, workplace safety, employee benefits, workers' compensation program requirements, and other industry specific guidelines.

EQUAL EMPLOYMENT OPPORTUNITY

WaterQuest, Inc. maintains a strong policy of equal employment opportunity for all employees and applicants for employment. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, sex, sexual orientation, national origin, age, marital status, disability or citizenship, as well as other classifications protected by applicable state or local laws.

Our equal employment opportunity philosophy applies to all aspects of employment with WaterQuest, Inc. including recruiting, hiring, training, transfer, promotion, job benefits, pay, and/or dismissal .

HARASSMENT

It is illegal to harass others on the basis of their sex, age, race, color, national origin, religion, marital status, citizenship, disability and other personal characteristics. Harassment includes making derogatory remarks about such characteristics, making "jokes" about ethnic or other groups, and other verbal, physical and visual behavior.

Sexual harassment is also prohibited. Propositions, repeated requests for dates, dirty jokes, sexually provocative pictures and other verbal, physical and visual harassment are prohibited.

The harassment of another employee by an employee will lead to disciplinary action, up to and including immediate termination.

Any employee who feels harassed has the right to file a charge with the Equal Opportunity Commission. Before doing so, the employee should speak first with his or her supervisor, or if the supervisor is not appropriate, to the next level supervisor, the office manager, owner or anyone else in management, in an attempt to reach resolution. It is the manager's duty to listen to such complaints and to refer them to the appropriate authority.

JOB CLASSIFICATIONS

WaterQuest, Inc. places employees into one of two classifications, based on grade level and position, consistent with the Fair Labor Standards Act and applicable state law.

Salaried employees hold executive, administrative, professional, or other exempt positions. Salaried employees are not eligible for overtime pay.

All other employees are hourly. Hourly employees are eligible for overtime pay.

COMPENSATION POLICIES

PAY PERIOD

For all employees the standard pay period is weekly.

When a pay day falls on a holiday, paychecks will be distributed at the end of the last working day prior to the holiday.

WORK SCHEDULE

The standard hours of operation are 7:15 AM to approximately 4:00 PM, Monday through Friday. NO EMPLOYEE SHOULD BE ON THE PREMISES BEFORE 7:00 a.m. WITHOUT PRIOR PERMISSION FROM THE PRESIDENT OF WATERQUEST. The hours of the workday may vary in length depending upon the season and the amount of work load. When certain conditions occur you may be asked to work overtime.

The work week commences on Friday morning and ends the following Thursday evening. Paychecks are issued weekly. You will receive your paycheck at the end of the workday each Friday. If for some reason you are not here on Friday to pick up your paycheck, you may pick it up in the main office anytime following the day that you return to work. **Paychecks will only be given to employees unless prior written consent is given to the main office.**

The lunch period is from 12:00 to 12:30. All employees are expected to take lunch at the scheduled time. Lunch periods for customer yard help and delivery drivers may vary depending on the season and the amount of work load.

MOBILE PHONES

Certain employees are required to maintain mobile contact with the main office and other employees. WaterQuest provides \$20 monthly reimbursement to those employees.

PAYROLL DEDUCTIONS

Your earnings and payroll deductions are shown on your paycheck stub. Deductions required or requested are as follows:

Required by Federal & State	Authorized by Employee
Federal Income Tax State Income Tax Social Security Tax Garnishments/Wage Attachments	Medical Insurance Other

Any questions about your paycheck should be directed to your manager or supervisor.

OVERTIME

Hourly personnel will be paid at the overtime rate for any hours worked over the regular 40 hour work week. Overtime pay equals one and one half times your regular hourly rate. **OVERTIME WILL ONLY BE ALLOWED AFTER COMPLETION OF REGULAR WORKING HOURS.** You must have worked a full 40 hours before you are eligible for the overtime rate. Even if for some reason you worked a 12 hour day, if at anytime during that week you did not complete an 8 hour day, only that portion over a 40 hour total will be applied to the overtime rate.

PERFORMANCE AND WAGE REVIEWS

Job performance of all employees are monitored on a daily basis. In this way, we may give you feedback and suggestions on how you can improve as well as giving proper recognition. A job well done is the basis of what WaterQuest is all about. A job poorly

done can not and will not be tolerated, and may affect your continued employment with the company.

WAGE ADJUSTMENTS WILL BE BASED SOLELY UPON INDIVIDUAL MERIT AND JOB PERFORMANCE. If you have any questions regarding your wage rate or performance, contact your supervisor.

WAGE GARNISHMENT

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from the company. Although the company does not wish to become involved in an employee's private matters, we are compelled by law to administer the court's orders.

In doing so, a supervisor will contact the employee to explain the details of garnishment and how it affects wages. The possibility of resolving the situation before turning it over to implementation will also be explored. Employees are encouraged to resolve these matters privately to avoid WaterQuest's involvement in this mutually unpleasant situation.

PAYROLL ADVANCES

WaterQuest has and will enforce a "NO LOAN POLICY".

COMPANY RULES AND REGULATIONS

OVERVIEW

Every organization has certain guidelines which were developed to reflect good business practices. In establishing any rules of conduct, the company has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- * On-time and alert when scheduled to be at work.
- * Careful and conscientious in performance of duties.
- * Thoughtful and considerate of other people.
- * Courteous and helpful, both when dealing with customers and with other employees.

ABSENTEEISM AND TARDINESS

Tardiness and unexcused absenteeism are not acceptable and can lead to dismissal. The company can not properly or efficiently function if all employees do not report to work on time every day. **THIS IS YOUR RESPONSIBILITY AND OBLIGATION TO HELP WATERQUEST SUCCEED.**

SAFETY

ALL INJURIES INCURRED ON THE JOB MUST BE REPORTED TO THE SUPERVISOR IMMEDIATELY. WaterQuest, Inc. expects its employees to conduct themselves in a safe manner. Please use good judgment and common sense in matters of safety, and observe any safety rules posted in various areas, and follow all OSHA and state safety regulations.

DRUG AND ALCOHOL POLICY

Purpose

WaterQuest, Inc. strives to provide a drug-free, healthful and safe work place. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. WaterQuest, Inc. has established this drug and alcohol policy to protect and preserve the health and safety of

employees, clients and the public, and to maintain the quality of products and/or services provided by WaterQuest, Inc.

Terminology

The term "alcohol" means any alcoholic beverage. The term "illegal drugs" means any drug not legally obtainable, as well as any drug which is legally obtainable, but which has been illegally obtained.

Policy

The use, possession, distribution, dispensation, sale or transfer of, or being under the influence of, illegal drugs or alcohol on the WaterQuest, Inc. premises, or while away from the WaterQuest, Inc. premises on company business, is prohibited. Notwithstanding the foregoing, consumption of alcohol may be permitted by management of WaterQuest, Inc. at a company-sanctioned meeting or social gathering, provided that employees conduct themselves in a responsible manner and do not drive a motor vehicle if their blood alcohol level exceeds the legal limit.

Drug And Alcohol Testing

Prospective employees may be required to submit to a pre-employment drug and alcohol test (urine testing) as a pre-qualification to assuming any position with WaterQuest

In addition, WaterQuest reserves the right to require, and employees will be obligated to submit to if requested, drug and alcohol testing (urine testing) under the following circumstances:

1. **Accident/Damage/Injury.** When an on-the-job accident and/or injury has occurred, or where the employee has caused damage to WaterQuest property in excess of \$100.00;
2. **Safety Violation/Carelessness.** When an incident has occurred where safety precautions have been violated or the employee has been unusually careless in performing job functions;
3. **Other Reasonable Cause.** When the employee's supervisor, or other WaterQuest management representative, has reasonable cause to believe that the employee may be under the influence of drugs or alcohol; or
4. **Possession.** When the employee is found to be in possession of what is reasonably believed to be an illegal drug, or in possession of alcohol in violation of the policy set forth above, while on the WaterQuest premises, or while away from the WaterQuest premises on company business.

Except as otherwise provided below in the section entitled "Consequences of Violation", drug or alcohol testing may be requested by WaterQuest only in the foregoing circumstances. WaterQuest is not required to request a drug or alcohol test or to consider test results in order to take action based on an employee's violation of the drug and alcohol policy.

Consequences of Violation

The violation of the drug and alcohol policy by an employee, or an employee's refusal to promptly submit to drug and/or alcohol testing in the circumstances described above, is grounds for immediate termination of employment. At its option, WaterQuest may undertake any one or more of the following actions in the event of violation of this drug and alcohol policy: (i) suspend an employee and require the employee to submit to additional drug and/or alcohol testing before returning to work, (ii) condition the continuation of employment on an employee's willingness to enter a treatment program, (iii) condition the continuation of employment on an employee's willingness to undergo regular drug and/or alcohol testing without the existence of any of the circumstances described in the Drug and Alcohol section of this policy set forth above. Tampering with test materials or test results or otherwise interfering with drug or alcohol test procedures will be treated the same as if an employee had refused to submit to a drug and/or alcohol test.

Legal Drugs/Impairment

When an employee's medical condition requires the use of legal drugs which may impair the performance of a job function of the employee, the employee must immediately notify his or her supervisor of this fact. Communications of this nature will be kept confidential by WaterQuest as required by applicable law. The failure of an employee to so notify his or her supervisor constitutes a violation of drug and alcohol policy for which the employee is subject to the consequences set forth above. If requested by the employee and if appropriate, WaterQuest will determine if reasonable accommodations can be made with respect to the job functions of the employee under such circumstances.

Confidentiality/Testing Not Required

Information regarding the medical condition or history of an employee obtained from a drug test, except information regarding the use of illegal drugs or being under the influence of alcohol, will be kept confidential to the extent required by applicable law.

Workers Compensation Benefits

Employees are reminded the no compensation is payable under the New Mexico Workers' Compensation Act if the injury to the person claiming compensation was caused by that person being under the influence of certain depressant, stimulant, hallucinogenic or narcotic drugs, as further described in the New Mexico Workers' Compensation Act, unless the drug was legally prescribed or administered.

CONSIDERATION FOR SMOKERS AND NONSMOKERS

Employees are requested to confine smoking to the designated smoking area. This area consists of outside all buildings and AWAY from flammable material and all equipment. All cigarette butts shall be disposed on in a trash receptacle. Smokers are further requested to have consideration for their non-smoking co-workers. **Absolutely NO SMOKING is allowed inside any facility/building at WATERQUEST, on a client's property, or in front of a client or prospective client.**

DRESS CODE

Personal appearance and attire gains respect and shows personal pride, of which our company is constantly striving. As an employee of WaterQuest you are expected to maintain proper hygiene and be suitably attired during working hours. All employees are required to wear WaterQuest logo shirts while on a job site.

Absolutely NO shorts may be worn by installation and maintenance personnel.

Personal grooming is also expected; although we allow a great deal of freedom on individual tastes, we do expect that as a company representative, all employees will maintain a respectable appearance, thereby reflecting a good company image.

OUTSIDE EMPLOYMENT

WaterQuest, Inc. does not limit an employee's activities during nonworking hours unless those activities interfere with or are in conflict with the performance of his/her job, or create a conflict of interest.

TERMINATIONS

We hope to retain good employees. However, employment at WaterQuest is for no specified time, regardless of length of service. Just as you are free to leave for any reason, we reserve the same right to end our relationship with you at any time, with or without notice, for any reason not prohibited by law.

The employee is expected to give at least two weeks notice before voluntarily terminating employment.

PERSONNEL FILES

WaterQuest, Inc. maintains up-to-date personnel files on all employees. It is important to keep your records timely because this information is used for benefit administration,

continued insurance notices under COBRA, notification in case of emergency, etc. We respect your right to have the information on your records treated confidentially.

Contact your supervisor or manager if there are any changes in your:

- * home address
- * telephone number
- * emergency contact
- * marital status
- * number of dependents
- * military status

You may review your personnel file by contacting your supervisor and arranging a time to do so.

COMPANY TELEPHONE AND EQUIPMENT USE

The company phones are for the purpose of conducting business. At no time should personal phone calls take precedence over business calls. Personal calls should be made during your lunch time or after working hours, except in the case of emergency. Incoming phone messages will be relayed as time allows, except in cases of emergency when they will be relayed as soon as possible.

All company vehicles, equipment and tools are for company business, any personal use **MUST BE AUTHORIZED BY THE PRESIDENT OR GENERAL MANAGER.**

BULLETIN BOARD

Please be aware that WaterQuest, Inc. uses bulletin boards to communicate important company information such as safety rules and management memos. Each employee has the responsibility to read the information that is posted. Employees may not post material on bulletin boards without management approval.

SOLICITATIONS & DISTRIBUTIONS

Employees must not solicit other employees for any purpose during working time. This does not include break or meal times. Our employees are not permitted to distribute literature of any kind at any time in work areas.

People who don't work for the company or are not approved vendors are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on company property.

PROTECTION OF COMPANY & EMPLOYEE PROPERTY

Respect and protection of company property and employee personal property is everyone's concern. If you find property missing or damaged, report it to your supervisor immediately.

AT NO TIME SHALL PERSONAL PROPERTY BE STORED ON COMPANY PREMISES.

RELEASE OF INFORMATION

Except for records and information that we are legally required to provide to government agencies, no information about you will be released unless there is a signed authorization form from you on file, and the request is in writing.

EMPLOYEE BENEFITS

PERSONAL TIME OFF ("PTO") POLICY

Accrual rate: Standard 1 hour for every 30 hours worked.

Employees are eligible for PTO after they have worked with WQ for 3 continuous months.

Employees with ongoing "disciplinary actions" may have their PTO benefit suspended upon written notice to the employee.

Employee can accrue up to 80 hours of PTO

PTO usage must be requested in writing, see form.

PTO used for medical reasons over 3 days, must have a doctors note clearing the employee to return to work.

PTO accrued has no cash value and is only awarded for leave taken.

PTO does not count toward "overtime" calculations.

Job abandonment (failure to give 2 weeks notice) will result in a forfeit of any accrued unused PTO.

If at all possible, PTO used for "Vacation" must be approved in writing and requested 30 days in advance.

WQ reserves the right to modify or terminate this policy at any time.

HOLIDAYS

WaterQuest observes and will be closed for the following holidays:

1/2 New Year's Eve Day
Memorial Day
Labor Day

New Year's Day
Independence Day
Thanksgiving Day

1/2 Christmas Eve

Christmas Day

SICK DAYS

If you are sick for more than 3 consecutive days you will be asked to bring in a doctors notice which is to include the date that you will be expected back to work. We understand that some illnesses take longer to recuperate from and you will not be penalized. If illness deals with any injury that will hamper your job such as back or leg injuries you will be required to bring notification from your doctor to start back to work. More than 5 sick days will be considered unexcused unless it falls within the above category.

Excessive sick days (absences) are not acceptable and is grounds for either suspension or termination.

TIME OFF WITHOUT PAY

Time off without pay will be allowed only if it is approved by your supervisor and should only be taken in the same time frame that vacations are allowed. Exceptions may be made only with prior approval, during slack work load periods.

Appearances in court will be counted as a day without pay, but YOU MUST INFORM YOUR SUPERVISOR AT LEAST 2 WEEKS PRIOR TO THE APPEARANCE DATE.

OTHER BENEFITS

WaterQuest, Inc. provides, through a third party, insurance with AFLAC, including, insurance coverage for an accident, critical illness, and short term disability. Contact Robert for more information on AFLAC insurance and additional costs associated with this insurance.

WATERQUEST, INC.

TERMINATION CERTIFICATION

This is to certify that I do not have in my possession nor have I failed to return, any documents, data, customer lists, customer records, sales records, or copies of them, or other documents or materials, equipment or other property belonging to the Company, its successors and assigns.

Dated _____

Signature