



Employee Agreement

Authorization to Obtain Criminal Background Reports

I, _____ authorize Evolution Maintenance, Inc. to obtain criminal background reports and/or investigative background reports for the pre-employment background investigation and at any time during my employment. I understand that these reports might include but are not limited to, a search of my criminal background, reference checks, driving record checks and verification of my identification and Social Security Number. I agree that this disclosure/ authorization, in original or copy form, is valid for all current and future criminal background reports.

I understand that Evolution Maintenance, Inc. may use such criminal background reports for employment purposes, including, but not limited to, hiring, promotion, retention and termination.

Signature: _____ Date: _____

Full Name (Printed): _____

Social Security #: _____ Date of Birth: _____

Address: _____

City, State & Zip: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

Evolution Maintenance, Inc.

Weekly Timekeeping Policy

Standard procedure for weekly time keeping will be performed through EvoTrakker on your tablet. You will clock in when you leave your home, clock out/in for your lunch breaks and then clock out when you arrive home at the end of the day.

The first 15 minutes and the last 15 minutes of your work day are your commute times and will be deducted from your total hours for the day.

You are required by law to take a 30 minute lunch break every day that you work more than six hours. If you do not clock out/in for lunch, 30 minutes will be deducted for lunch from your total hours for the day.

If for some reason you forget to clock out or clock in, please inform a member of the office staff.

Employee Signature

Date

Employee Name (Printed)

Evolution Maintenance, Inc. Time Off Policy

- Employees must submit requests for time off (except sick leave). These forms are available at the office.
- Employees must submit request for vacation time at least two weeks before the desired start date of the vacation period.
- Employees must submit request for PTO (personal time off) at least 48 hours before desired day off.
- If an employee is off on sick leave for more than 3 days consecutively, they must submit a doctor's note to the office.

Employee Signature

Date

Employee Name (Printed)

Evolution Maintenance, Inc. Safety Policy

It is the intent of Evolution Maintenance, Inc. to provide a safe environment for employees. We are committed to preventing the accidental loss of any of resources, including employees and physical assets. It is also our intent to properly manage any incidents that occur so as to minimize injury and other forms of loss.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents, or personal injury/illness.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors, employees, and contractors.

All management activities will comply with company safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

Below are policies put in place to help keep our employees safe and our accidents to an absolute minimum. This list is subject to change. Overall we ask our employees to exercise caution and good judgment.

Evolution Maintenance, Inc. takes safety very seriously and any violations may result in immediate termination.

- Company issued work uniforms must be worn at all times while conducting company business.
- Steel toed boots must be worn at all time on a job site.
- Employees who have been assigned a vehicle will be given a safety kit to be kept in this vehicle. This kit will include safety cones, a safety vest and a first aid kit. Employees must notify their supervisor or the office if an item in this kit needs to be replaced or repaired.

In the Event of an Injury

1. If you are able to do so, contact the office or your supervisor if an injury occurs on a jobsite. If you are unable to do so, instruct someone else to do so. **Injuries must be reported immediately.**
2. If you are able to do so, record details about the accident from which the injury occurred such as witness names and witness contact information.
3. If you have an accident on a jobsite, no matter how minor, you must report it.
4. Evolution Maintenance, Inc. is a Drug Free Work place. As a part of this program you will be drug tested after an accident occurs.
5. If you witness an accident involving a coworker on a jobsite, contact the office.

Employee Signature

Date

Employee Name (Printed)

Evolution Maintenance Inc. Policy Regarding Use of Company Issued Credit and Debit cards

Use of company-issued credit/debit cards is a privilege, which the company may withdraw. Any credit/debit card the company issues to an employee must be used in conjunction with the employee's job duties for business purposes only. Employees with such credit/debit cards may not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. If any employee uses a company credit/debit card for purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee and will be deducted from future wages. In addition to these deductions, any purchases an employee makes with a company credit/debit card in violation of this policy may result in disciplinary action, up to and possibly including termination of employment.

Employees must submit all purchase receipts to the office labeled with the store number and work order number associated with that purchase. If the purchase is made to restock a company vehicle or is a travel or other prior authorized expense, the employee may label receipt accordingly. Any purchases totaling over \$250 require prior authorization from a supervisor or the office staff.

Agreement for wage deductions associated with improper use of company-issues credit/debit cards

I, _____, hereby certify that I understand and agree to abide by the company's policy regarding use of company-issued credit/debit cards. I agree that if I make any personal purchases (i.e. transactions for the benefit of anyone other than the company), the amount of such purchases will be treated as an advance of future wages payable to me, that the company may deduct

the balance of the wage advance from my future paychecks until the amount is repaid in full. I further agree that if I make any non-personal transactions in violation of the policy in question (i.e. incur the financial liability on the company's part outside the scope of my duties or my authorization to make) I am financially responsible for any such expenses and agree to reimburse the company via wage deductions for the amount of the unauthorized purchase(s). If the amount of the unauthorized purchase(s) would take my pay below minimum wage for the workweek in question, the deductions will be deducted in two or more equal increments until the unauthorized purchase(s) are paid in full.

Signature of Employee

Date

Employee's name – Printed

Electronic Equipment Policy

The following policy and protocols are in reference to company provided specialty smart phone and tablet devices. Company shall provide employee with a tablet and/or smart phone to be utilized to conduct company related business.

- The employee is expected to safeguard the devices as well as all data communicated through the devices
- These devices will be enrolled in a Mobile Device Management program selected by Evolution Maintenance, Inc. Removal of any assigned MDM can result in disciplinary actions including termination.
- The employee is responsible for maintaining a full battery charge during each day to ensure communication with fellow associates and the office.
- Employee will be provided a phone, tablet device, AC charging cable and carrying case.
- Employee will be liable and agrees to the financial responsibility of the equipment. The prices for assigned equipment are as follows: Cell Phone \$ 250.00; iPhone \$600.00; iPad \$800.00; iPad carrying case \$150.00; GPS tracking unit \$150.00

All devices must be returned to the company within one day after termination of employment. The device must be cleared of all personal data, accounts, photos and passcodes. It must be fully unlocked and returned to factory settings. An amount equal to that of the device's worth will be withheld from the employee's final check until the device is returned. If the device is not returned, or is returned without removing personal accounts or data from the device, this amount will be forfeited to Evolution Maintenance, Inc.

Evolution Maintenance understands that employees may use utilize certain features of company equipment for personal use. The company accepts this nominal use is customary. The employee is responsible to see that all usage, company and personal, is carried on with the highest integrity afforded.

All employees will be assigned a company email address. The employee is responsible for maintaining this account and is required to check and promptly return business emails. Assigned devices will be linked to the company's email exchange server. All emails will be generated, submitted and maintained through employee's company email account or other company approved email account. Employee acknowledges that all email is company property and may be monitored and made available to those authorized when required.

Employee must contact a supervisor immediately should the device fail or require repair.

By signing below I am agreeing to adhere to the policies stated above

Employee Signature

Date

Employee Name (Printed)

Evolution Maintenance Inc. Company Vehicle Policy

Specifically designated employees of the company are allowed to operate and use company vehicles for BUSINESS PURPOSES ONLY. This policy is designed to assure that all company vehicles are operated in a safe and professional manner in compliance with all company policies and applicable laws and regulations.

Company business are defined as activities that involve performance of one's duties for the benefit of the company in accordance with the directives and instructions received from company management.

Company vehicles are defined as all vehicles owned, leased, reimbursed or otherwise provided for by the company and used in the furtherance of company business activities or interests.

No company vehicle is to be used for any reason other than company business. Company owned or leased vehicles are not intended for personal use.

Personal use is defined as ANY vehicle operation outside the scope of company business use.

Evolution Maintenance Inc. employees are expected to follow ALL traffic laws while operating a company vehicle. Failure to do so may result in termination. If an employee is cited for breaking a traffic law while driving a company vehicle, the employee must notify the company. The company is not liable for any traffic citations.

- The operation or use of any company vehicle is limited to company business use by the assigned driver or other company employee acting under the authority of the assigned driver and in compliance with company policies.
- No other person is authorized or permitted to operate or use a company vehicle, including but not limited to the spouse, friend, children or other family member of the company employee.
- Company employees, clients, vendors and suppliers are allowed to occupy a company vehicle in the course of company business interests or activities.
- No animal or pet may occupy a company vehicle.

General Provisions

- Any employee to whom a company vehicle has been assigned must maintain a valid operator's license at all times.
- In the event that an employee's operating license or privileges have been suspended or revoked, the employee is required to notify the company immediately. Operating or using a company vehicle or a personal vehicle for company business under a suspended or revoked license is a violation of this policy.
- In the event of an accident with a company vehicle that occurs on an employee's property, Evolution Maintenance is not liable for damage made to any personal vehicles and property.
- In the event that an employee is cited by a traffic enforcement camera, the amount of the citation will be paid by the company and then deducted from the employee's wages.
- Under no circumstances shall an operator of a company vehicle remove or tamper with any equipment, parts or accessories in or on the vehicle in any way.
- No other decals, bumper stickers or other information may be displayed on a company vehicle without company executive-level authorization.
- Any company employee who is involved in a motor vehicle accident is required to undergo alcohol and drug testing.
- All company employees assigned a company vehicle must submit a monthly Vehicle Condition Report.

Violations of this Policy

Violations of this policy are include but are not limited to:

- Unauthorized operation or use of a company vehicle.
- Operating a company vehicle without a valid operator's license or under suspension or revocation of operating privileges.
- Operating or using a company vehicle by anyone who has consumed any alcoholic beverage of any amount whatsoever.
- Operating a company vehicle in a careless or dangerous manner, including speeding or any other unlawful operation.
- Operating, using or occupying a company vehicle by anyone who has consumed or ingested any controlled or illegal substance or drug, unless the controlled substance or drug has been prescribed by a physician having knowledge that a vehicle may be operated or used by that person under the influence of the controlled substance or drug.

- Hauling goods or pulling any type of trailer for any reasons other than company business, including but not limited to the hauling or pulling of boats, motorcycles, ect..
- Operating, using or occupying a company vehicle for any reason except may be necessary for traveling to and from work or for company business use only. Deviation from normal and ordinary travel routes to or from work is not authorized or permitted, unless directly related to company business.
- Operating or occupying a company vehicle while not wearing a seat belt.
- Smoking in a company vehicle.
- Texting while operating a company vehicle.

Signature of Employee

Date

Employee's name - Printed

Confidentiality of Compensation

Information concerning your wages, hours, and other terms and conditions of employment are not allowed to be discussed with others in the company unless they are your direct supervisor and/or ownership.

Zero Tolerance

Any employee who is determined by the Company to have engaged in a violation of this policy will receive the appropriate level of discipline, up to and including termination, even for the first offense, depending on the circumstances.

Signature of Employee

Date

Employee's name - Printed

Proprietary and/or Confidential Information

Much of the Company's information is proprietary and/or confidential. Proprietary and/or confidential information includes information about our business, customers, processes, and suppliers which is not known to the public and includes, as examples, information about the Company's financial and sales data, business and strategic plans, pricing, forecasts, methods and techniques, and similar information. As an employee of the Company, you are responsible for protecting proprietary and confidential information. You may not use it for any purpose that is not directly related to your employment at the Company, and must return and/or destroy any such information in your possession promptly upon request. You may not retain use or disclose any of the Company's proprietary and/or confidential information at any time after your employment ends. Posting proprietary and/or confidential information on message boards or other public sites (e.g., Facebook, Twitter) is prohibited. If a non-Evolution employee asks you for information that you believe may be proprietary and/or confidential under this policy or if you have questions regarding what constitutes proprietary and/or confidential information under this policy, contact your manager.

All disclosure of Evolution related information must be reviewed and pre-approved by ownership. This includes disclosures in press releases, speeches or presentations to outside organizations or groups, statements made to analysts in group or individual meetings or phone calls, letters to shareholders, interviews with the media, press conferences, certain information posted on Evolution's website, etc. To obtain this approval, please forward your proposed disclosure language to ownership or other person noted in the Policy.

The Disclosure Policy also contains the Company's policies, procedures, prohibitions and required approvals regarding:

- Making a speech or presentation to an outside group about the Company or its business, including presentations at vendor or vendor-sponsored events (other than recruiting presentations);
- Endorsing the products or services of a third party, including providing comments or quotes for use by third parties in their promotional or other materials;
- Approval of third party press releases;
- Other disclosure-related matters.

You must consult the Disclosure Policy for specific information and follow the procedures contained in that Policy.

Additionally, we believe our team members are assets and will invest in them through various training courses and certifications. Based on expense and overall time dedicated to these courses, it is agreed that employees will remain an active employee of Evolution Maintenance, Inc. for a specified period of time following these training sessions. Specific times will be discussed in conjunction with enrolling in any such courses.

Employee Signature

Date

Employee Name (Printed)



Alcohol and Drug Abuse Policy

Evolution Maintenance, Inc. is a drug free workplace. The purpose of this policy is to ensure the safety of all employees and to promote productivity. This policy applies to all employees, contractors and temporary workers. Substance covered under this policy include alcohol, illegal drugs, inhalants, prescriptions and over-the-counter drugs.

We reserve the right to inspect our premises for these substances. We reserve the right to conduct alcohol and drug tests at any time and there will be mandatory testing post motor vehicle accidents. We may terminate your employment if you violate this policy, refuse to be tested or provide false information.

Definitions under this policy

- A “substance” includes alcohol, illegal drugs, inhalants, prescription and over-the-counter drugs.
- An “illegal drug” is any substance that is illegal to use, possess, sell or transfer.
- “Drug Paraphernalia” are any items used or intended for use in making, packaging, concealing, injecting, inhaling or consuming illegal drugs or inhalants.
- A “prescription drug” is any substance prescribed for an individual by a licensed health care provider.
- An inhalant is any substance that produces mind-altering effects when inhaled.
- You are “under the influence” if any substance:
 - Impairs your behavior or your ability to work safely and productively.
 - Results in a physical or mental condition that creates a risk to your own safety, the safety of others, or company property, or is shown to be present in your body by laboratory evidence in more than an identifiable trace.
- “Company Premises” include our buildings, grounds, parking lots and company-provided vehicles.

Company Rules

You must follow these rules while you are on company premises and while you conduct company business. The rules apply any place you conduct company business, including a company vehicle or your own vehicle:

1. You may not use, possess or be under the influence of alcohol on company premises. If management approves, you may drink moderately at certain off-premises, business-related meetings or social gatherings.
2. You may not use, possess or be under the influence of illegal drugs.
3. You may not sell, buy, transfer or distribute any illegal substances. These actions are against the law and we will report such actions to the authorities.
4. You may not use, possess, sell, buy, transfer or distribute drug paraphernalia.

5. You may not use or be under the influence or inhalants.

You must cooperate with any investigation into substance abuse. Any investigation may include tests to detect the use of alcohol, drugs or inhalants.

Testing

Testing may include urine, blood, mouth-swab or breathalyzer tests. Before testing you will have the chance to explain the use of any drugs. We will follow laws for keeping test results confidential.

Agreement to follow policy

I have received and read a copy of the drug and alcohol abuse policy for Evolution Maintenance, Inc. I agree to follow the rules of the policy and understand that any violation of this policy may result in termination of employment.

Employee Signature

Date

Witness Signature

Date

A handwritten signature in black ink, appearing to be 'DSE' or similar, written on a white background.



Vacation and PTO Policy

Hourly Employees

Start Date – 5 years supervisor	80 Vacation hours annually	Must be scheduled 2 weeks in advance or approved by
5+ year by supervisor	120 Vacation Hours annually	Must be scheduled 2 weeks in advance approved
All	24 Hours PTO annually	Does not need to be scheduled in advance

- Vacation and PTO Time available after completion of Probationary Period.
- Vacation and PTO Time begin accruing at your start date.
- Unused Vacation Time can be rolled over to the next year (120 hour max).
- Unused PTO Time will not be rolled over to the next year or paid out.
- Submit vacation requests in writing at least two weeks in advance to your supervisor. When possible, vacation requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling vacation times.
- No more than one week of vacation can be taken at one time without special management approval.
- Eligible employees who provide at least two weeks' advance notice of their resignation will be paid for accrued but unused vacation, unless state law dictates otherwise. All other employees will not be paid for accrued but unused vacation upon discharge.
- Employees who meet the requirements for use of accrued leave will be permitted to use such time to engage in religious observance or practices, unless the company cannot accommodate the request because it will impose an undue hardship on business operations.

Salaried Employees

Start Date– 5 years supervisor	80 Vacation hours annually	Must be scheduled 2 weeks in advance approved by
5+ year approved by supervisor	120 Vacation hours annually	Must be scheduled 2 weeks in advance
All advance	24 Hours PTO annually	Does not need to be scheduled in

- Vacation and PTO Time available after completion of Probationary Period.
- Vacation and PTO Time begin accruing at start date.
- Unused Vacation Time can be rolled over to the next year (120 hour max).

- Unused Vacation Time will not be paid out to Salaried Employees.
- Unused PTO Time will not be rolled over to the next year or paid out.
- Submit vacation requests in writing at least two weeks in advance to your supervisor. When possible, vacation requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling vacation times.
- No more than one week of vacation can be taken at one time without special management approval.
- Employees who meet the requirements for use of accrued leave will be permitted to use such time to engage in religious observance or practices, unless the company cannot accommodate the request because it will impose an undue hardship on business operations.

Signature _____ Date _____



Receipt Policy

If you buy ANYTHING on company card, you're responsible for turning in receipt.

Every Friday office will reconcile receipts.

Weeks 1 & 2 Aged – No action by office

Week 3 Aged – Email sent from office to employee and Zone Facilities Manager with unreconciled charges due to no receipt.

Week 4 Aged – Final email sent to employee and ZFM.

Week 5 Aged – Payroll deduction for amount of receipt and formal write-up.

- If the employee communicates with the ZMF/Office we will do everything we can to help track down or get duplicate receipt but it is ultimately employee's responsibility.
- We will work through "unique" issues as they arise.
- If receipt is turned in after Payroll Deduction we will issue money back on the next week's check if submitted before COB on Tuesday and the following week if submitted after COB on Tuesday. We will deduct a \$10 Processing Fee from the amount of the reimbursement.
- In the event your employment with the company comes to end you will be responsible for turning in all your outstanding receipts. Evolution will withhold from you final check all outstanding receipts. Once submitted, we will issue a check in the amount of the receipts received up to the amount we have withheld from your check.

Sign _____ Date _____



Expectation of Job Performance Standards Policy

Purpose of Policy:

In the performance of Evolution Maintenance job duties, there are certain minimum standards that are required in order to meet the needs of the customers. This policy outlines some, but not all, of those duties and the minimum steps required to perform those duties. This policy also outlines consequences if these minimum steps are not performed. It is the sincere hope, and expectation, of management that this policy is redundant as the majority of technicians already perform their duties at a level much higher than the minimum standards.

Gaps to Address:

- Not adhering to the schedule as outlined in EvoTrakker (***Schedule***)
- Not clicking enroute when heading to a jobsite (***Enroute***)
- Arriving onsite and not checking-in properly including in EvoTrakker, Customer IVR, speaking with customer (***Check-in***)
- Incomplete notes entered (***Notes***)
- Lack of photos uploaded (***Photos***)
- Lack of service items entered with adequate details for all truck stock, purchased and quoted items (***Service Items***)
- Lack of required customer provided checklists being filled out (***Checklists***)
- Lack of asset data being entered (***Asset Data***)
- Exceeding NTE without calling in (***NTE***)
- Unprofessional interactions with customers such as verbal or lack of cleanliness (***Interactions***)
- Lack of customer's signature (***Customer Signature***)
- Lack of receipts* being uploaded (***EvoTrakker Receipts***)
- Lack of first call resolution (***First Call***)

*This relates to uploading job specific receipts into EvoTrakker and does not replace the existing receipts procedures and policies defined elsewhere.

Expectation:

Schedule	Always follow schedule (tickets) as outlined on EvoTrakker
Enroute	Always click enroute when heading to a specific ticket
Check-in	Always check-in through EvoTrakker and all customer specified methods as outlined in the specific job's checklist in EvoTrakker
Notes	Always provide clear, detailed, descriptive notes that paint a picture of what was done and/or what needs to be done to solve the customer's issue

Photos	Always provide multiple, clear before and after photos for all tickets. When appropriate provide clear photos of all data tags and/or part number plates or stamps. Ensure the photos tell the story of what was done and/or needs to be done to solve the customer's issue.
Service Items	Always provide each and every item that was used/needed to solve the customer's issue. List the quantity used and the price you paid for the item or would expect to pay based on your research while at the store gathering information needed for the quoting purposes. THIS INCLUDES ALL TRUCK STOCK ITEMS!!! Every item used – period.
Checklists	Always completely and as accurately as possible fill out customer required checklists attached in EvoTrakker (or e-mailed separately)
Asset Data	Always obtain asset data for any appropriate item on which you are onsite to address that is not already listed in the assets in EvoTrakker.
NTE	Always keep track of your time and materials and immediately call into the office (615-649-0622) and request NTE increases prior to going over. NEVER leave a jobsite with an NTE that has been exceeded.
Interactions	Always interact professionally with all levels of the location's team, the call center's staff and others. Always leave the jobsite as clean as or cleaner than it was when you arrived (specifically in the area of the customer's problem)
Customer Signature	Always, for EVERY visit , obtain the customer's signature, typically the manager on duty (MOD)
EvoTrakker Receipts	Always upload receipts for any part used (and listed in the service items). Take a clear photo and upload into EvoTrakker and associate with the specific service items used.
First Call	Always strive to provide the customer first call resolution. Call for NTE increases as needed, obtain locally sourced parts when available, read the tickets prior to going to the site and when possible (within reason) have commonly used parts on your truck.

If you have issues performing any of the tasks outlined above – call the office 615-649-0622!

Also, add a note into EvoTrakker stating with whom you spoke (the note will already be time stamped). This will allow senior management to ensure the office staff meets their minimum performance of job standards expectations.

Consequences of Violating Minimum Job Performance Standards:

Consequences of violating the minimum job performance standards can only be enacted by senior management only (currently defined as Eric Greschner and Daniel Stone). Others in the office will provide feedback and input on this decision but the final decision rests with senior management.

One off mistakes should not enact the consequences of this policy but repetitive and/or egregious violations and/or declarative statements such as, "I'm not doing it" will.

If enacted, violations will result in time worked in violation of the policy being paid at a level equal to the prevailing minimum wage. This time is defined as, for example, the commute time to/from the jobsite and the time spent on the jobsite.

Senior management will investigate and communicate with those in violation prior to this being enacted.

Signature _____ Date _____