

EMPLOYMENT GUIDELINES AND ORIENTATION ACKNOWLEDGEMENT

This is to acknowledge that I have received my copy of the Employee Guidelines and an orientation on its contents. I further acknowledge that I have read the Employee Guidelines and understand my responsibilities as an employee of P.E.M.

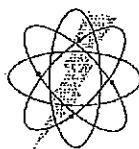
Printed Name: _____

Signature: _____

Date: _____

Please return this form with your paperwork to the corporate office recruiter, or to your Supervisor / Operations Manager if completing on a job site.

Power Equipment Maintenance, Inc.
Proven Performance / Quality Driven



Employee Guidelines

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Employment Procedures and Conditions

Equal Employment Opportunity
Power Equipment Maintenance, Inc. believes in equal opportunity for all. There will be no discrimination or harassment on the basis of race, color, religion, sex, age, national origin, disability or status as a Vietnam Era veteran.

Employee Status
Power Equipment Maintenance, Inc. believes and practices the "Employment at Will" doctrine. PEM does not have an established probationary period for employees. Employment and compensation can be terminated at any time, with or without cause, and with or without notice at the option of either PEM or the employee. Any statements contrary to the above whether oral or written are expressly disavowed. No manager or representative of Power Equipment Maintenance, Inc. other than the President has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing, and to be enforceable any such agreement must be in expressed writing that is signed by the President of Power Equipment Maintenance, Inc.

Employment Records

Records covering your service with PEM are maintained in the home office. So that your records may be kept up to date, inform PEM promptly of any changes that affect you, such as marriage, address change, telephone number, etc.

Payday and Pay Period

You will be paid, by check or direct deposit by Friday for wages and Per Diem earned the previous week. Should you be absent on payday, your check will be held at least until the next payday, and if not picked up, will be sent by US mail to your last known address. The pay week is Monday through Sunday.

Payroll deductions

Deductions for Social Security, Federal Withholding Taxes, and State Withholding Taxes are withheld from your checks as required by law. In addition, deductions will be made for child support, garnishments or other court ordered payments. To change Federal and State Withholding deductions, it will be necessary for you to complete a new W-4.

Wage Advance

It is the policy of PEM, **NOT** to honor advances on wages or per-diem.

Elective Insurance

Employees are given the opportunity to purchase, on a contributory basis, group hospitalization insurance for themselves and their eligible dependents. In addition, employees may elect to participate in the other insurance programs offered. More detailed information on coverage will be mailed to your home address when you become eligible.

Cell Phone Use

Cell phone use is limited to break time and lunch time. The use of cell phones during normal scheduled work time will be limited to emergency situations only.

Accident/Incident Reporting

Any accident on the job, regardless of how minor it may seem to you, must be reported to your Supervisor immediately. Failure to report an accident or injury may result in disciplinary action and could result in a loss of Workers' Compensation benefits to you.

Work Rules

Project security

To maintain project security, all employees entering and leaving the project may be requested to submit to an inspection of lunch boxes or other parcels upon the request of the security guard. Any vehicle entering or leaving the project is also subject to inspection. Refusing to allow a search is grounds for immediate termination.

Intimidation, Harassment and Threats

PEM will not tolerate any form of intimidation, harassment or threats directed at other PEM employees, other subcontractor employees or customer employees. Violation of this policy will result in disciplinary action up to and including termination.

Drugs and Alcohol

The use of controlled substances (Drugs and Alcohol) on the project without a prescription is expressly prohibited and will result in immediate termination. Any employee who takes a controlled substance under instructions from his or her physician must inform his/her Supervisor and must show the prescription or doctor's order. If a prescribed drug may cause dizziness, drowsiness, nausea, or other effects, which pose a safety hazard to you or your fellow employees, you may not be permitted to work while under the influence of the prescribed drug.

To help maintain a safe work environment and help provide a drug free work place, employees will be required to adhere to Power Equipment Maintenance, Inc. drug and alcohol policy.

Employees will be required to take a pre-employment drug/alcohol test. In addition, employees will be covered by PEM's random, post accident and reasonable suspicion drug and alcohol testing procedures. Positive test results for drugs not supported by prescriptions prescribed to the employee will result in immediate termination. Refusing to submit to testing will be considered a positive test result and immediate termination.

Absenteeism/Late Arrival

In the event you have to be absent from work or arriving late for work, notify your supervisor as early as possible or call the home office at 1-888-715-3914 to report your absence/late arrival. Excessive absenteeism or failure to call-in will not be tolerated and will result in disciplinary action up to, and including termination. Unexcused absences may result in the loss of Per Diem.

An employee who is absent for three (3) consecutive days, unexcused, is subject to termination. Any employee who has three (3) unexcused absences in any four-week period is subject to termination.

Site Work Rules

Listed below are some of the more common rules of conduct that, if violated, will result in disciplinary action. This list is not all-inclusive; good judgment and common sense will dictate whether behavior is or is not acceptable.

The rules below have been divided into two groups. Group A rules are those that could result in immediate termination.

Group B rules are those rules that, if violated will normally, result in issuance of oral or written warnings prior to termination based on severity and circumstances.

The rules of conduct will apply on all PEM projects. In addition, there may be some rules that are specific to your project - your supervisor will explain these to you.

Group A

1. Sleeping on the job.
2. Taking unauthorized photographs.
3. Insubordination.
4. Violation of safety rules that may cause injury or death to self or fellow workers.
5. Fighting.
6. Possession or use of alcohol or controlled substances.
7. Intoxication.
8. Falsification of records, regardless of when discovered.
9. Willful or negligent damage to Company or Customer property.
10. Misuse or abuse of Company or Customer property.
11. Stealing.
12. Carrying weapons or firearms.
13. Intimidation, harassment or threats of fellow employees, other subcontractor employees and/or Customer employees.

Group B

1. Irregular attendance.
2. Tardiness.
3. Unexcused absence.
4. Unauthorized absence during work hours.
5. Quitting early without permission.
6. Inefficiency.
7. Extreme carelessness.
8. Violation of safety rules or procedures.
9. Failure to report an injury.
10. Horseplay.
11. Failure to call in when absent or late for work.

Safety and Health

It is PEM's policy to use all reasonable means to protect the safety and health of its employees. The Company's safety program includes comprehensive safety and health rules, personal protective equipment

and safety training. PEM's safety rules and job practices are designed to ensure compliance with OSHA, ANSI and Customer Standards.

Any employee who violates an established Company or customer rule, including rules requiring personal protective equipment, will be subject to disciplinary action up to and including termination. Safety meetings are also mandatory for all employees. No safety program can be successful without the support of each employee. You should report any unsafe practices or conditions, which come to your attention to your Supervisor immediately.

1. **Personal Protective Equipment** - Various types of personal protective equipment, including hard hats, safety glasses, hearing protection and safety harnesses, etc. are required in designated areas of the project site. All required safety equipment is available on site. Hard hats and safety glasses will be issued initially by PEM.

2. **Asbestos /Lead** - Where known areas of Asbestos and/or Lead exist, PEM employees **WILL NOT**, under any circumstances be engaged in abatement operations. Where known areas of Asbestos and/or Lead exist, PEM employees **WILL NOT** be engaged in any grinding, sanding, welding or burning activities of affected equipment, materials or other coated areas without specific respiratory and protective clothing and related training.

When working in areas with the potential to contain Asbestos and/or Lead, but not identified, such as gaskets and insulation for Asbestos potential and coatings and painted surfaces for Lead potential, have these materials identified or tested prior to disturbing their surfaces. If an area is identified as, or tests positive for, Asbestos and/or Lead, cease work operations until identified equipment, materials, coatings or painted surfaces are abated by qualified personnel.

When working in areas where there is a potential for, or known existence of Asbestos and/or Lead, good personal hygiene is recommended. Wash hands before eating, smoking, chewing or applying make-up.

3. **Safety Meetings** - Regular safety meetings are conducted for your benefit. At these meetings, important safety rules and procedures will be reviewed, new safety rules and procedures will be reviewed, new safety rules and procedures will be announced, and identification of potential safety hazards will be discussed. Active participation in these meetings is expected and attendance is mandatory.

4. **Safety Rules** - PEM has developed a number of general safety rules, which are set out below. Of course, these general safety rules cannot cover all other hazards that may appear on a jobsite. For this reason, additional safety rules designed to protect against specific hazards may be mandated during the course of your assignment. Your Supervisor may inform you of other rules, policies or procedures during safety meetings.

General Safety Rules

1. Hardhats and safety glasses must be worn at all times while on the project.
2. Posted speed limits will be observed.
3. Do not get off moving vehicles at any time. Riding on running boards, or having any part of the body extended outside the vehicles is strictly forbidden. All riders must be seated.
4. Because of the possibility of toxic gases, no one is to enter a tank, trench, sewer, etc. until necessary tests have been made to determine that it is safe to do so and you have been trained in confined space entry procedures.
5. Employees will work fully clothed. Sleeveless shirts and shorts are prohibited.
6. All injuries, however minor, must be reported to your Supervisor immediately. Failure to do so can result in a claim being disallowed. Minor injuries can become major if not treated.
7. Safety harnesses are required on all heights over four (4) feet.
8. Glass containers are not allowed on the jobsite.
9. Smoking in unauthorized areas is prohibited.
10. Weekly safety meeting attendance is mandatory.
11. All federal and state safety standards must be complied with at all times.
12. Good housekeeping practices will be observed.
13. Lock-Out, Tag-Out Procedures will be used on electrical or mechanical systems that can be energized.
14. Compliance with the Company's safety regulations, as well as those established by the client as they apply to our work by contractual agreement, is a condition of employment.
15. Seatbelts - seatbelt use is mandatory in all company owned, company leased or privately owned vehicles used on jobsites or used in the course of company business.