



LAZ Parking Employee Handbook

January 2019





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A Note from Alan

You might wonder what drives us?

What drives us is our relationships, the services we perform, and the results we achieve. But most especially what drives us is **YOU**.

Our primary mission is to **“Create Opportunities for our Employees and Value for our Clients.”** We know we are only as good as the people we have on our team. We want every employee to join us in upholding **“The LAZ Way”** which identifies our corporate Mission, Values and Practices. By sharing a common bond of growing our business and promoting the The LAZ Way we can all reach our personal and professional goals.

We are truly interested in our people and remain extremely proud of our employees' achievements. Our genuine **respect for people** is the cornerstone of our culture and success.

We're glad you have been chosen to join our family. Have a great ride!

Warm Regards From

Alan LAZowski, CEO & The Partners of LAZ Parking

Employees should also refer to their Regional materials, including but not limited to, the *Supplemental Employee Handbook, Safety Handbook, and “Parkology” Manual*, for additional information and policies applicable only in the state in which they work.

Introduction

AT-WILL EMPLOYMENT STATEMENT & CONTRACT DISCLAIMER

Nothing in this Employee Handbook is intended to imply permanent employment to any person, either implicitly or explicitly. Similarly, nothing in this Handbook is intended to create, or constitute a part of, any express or implied contract of employment between the *LAZ Parking Family of Companies* (hereinafter "LAZ" or "Employer") and any of its present or future employees. Any oral statements or representations which conflict with this position are unauthorized and may not be relied upon by any employee. Employees are employed on an "at-will" basis. This means that they may be terminated at any time and for any lawfully permissible reason. Similarly, employees may leave their employ at any time and for any reason provided the requirements of the "Resignation" section of this manual are met.

This handbook replaces all prior handbooks and policies. Owing to ongoing changes in applicable governmental regulations and the needs of our organization to retain necessary operational flexibility in the administration of policies and procedures, LAZ reserves the right to modify, rescind, delete or add to the provisions of this Handbook at any time without notice to employees.

OTHER IMPORTANT STATUTES & DOCUMENTS

Where state law, local law or an employee collective bargaining agreement provide for greater benefits than those outlined in this Employee Handbook, such state law, local law or employee collective bargaining agreement will supersede the terms of this Employee Handbook.

Employees must follow all rules specific to your regional and local location, including, but not limited to, safety rules, Parkology manuals, and your region's Supplemental Employee Handbook. You may ask your supervisor, manager or local human resources representative for this information.

LAZ Parking recognizes and provides benefits equally to Domestic Partners for both same and opposite sex.

OPEN DOOR POLICY

At LAZ we are committed to our core values, including creating a culture of "authentic communication." That means we want employees to communicate problems they are having openly and honestly with us. We encourage you to bring your questions and concerns to our attention.

If there is anything bothering you about your job, get it out in the open and talk about it. Discuss it frankly with us and we will do everything we can to help you remedy the situation.

First, if you feel you have a problem, **present the situation to your immediate supervisor.** Your immediate supervisor knows you and your job the best. Simple discussion of the facts at this level can settle most problems. However, if your complaint involves your supervisor, or you are not satisfied with your supervisor's response, or if for any reason you do not wish to bring the problem to your supervisor's attention, you should **present your concern to our Corporate Human Resources Department** in writing LAZhr@LAZparking.com.

Finally, if your problem is still not solved to your satisfaction **you may contact verbally or in writing anyone in the organization, up to and including the Founding Partners.**

All complaints will be discussed, reviewed, and/or investigated in a confidential matter. In addition, we wish to assure you that you will not be retaliated against in any manner for use of the Open Door Policy.

Employment

EQUAL EMPLOYMENT OPPORTUNITY

LAZ is an equal opportunity employer. We make all employment decisions, including, but not limited to, recruiting, hiring, training, and promoting our employees and administering our personnel policies, without regard to protected class status in accordance with applicable state and federal laws. We are dedicated to ensuring that all decisions regarding personnel are in accordance with our principles of equal employment opportunity.

HARASSMENT, SEXUAL HARASSMENT AND DISCRIMINATION

It is our policy to maintain a work environment free from all forms of harassment and sexual harassment and to insist that all employees are treated with dignity, respect, and courtesy. Harassment, including sexual harassment of an employee by another employee or supervisor is prohibited by Title VII of the United States Civil Rights Act of 1964 and applicable state law. The purpose of this policy is to assure that harassment does not occur in our workplace.

Sexual harassment is against the law. Sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature when:

- a. Submission to conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: (a) Offering employment benefits or giving preferential treatment in exchange for sexual favors; (b) Retaliation against or getting someone back who turns down sexual advances; (c) Visual Conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, calendars, magazines, or posters; (d) Verbal conduct: whistling and catcalls making or using derogatory or sexual comments, epithets, slurs, or jokes. Referring to another person as "doll," "babe," "honey," or a name of this type; (e) Verbal sexual advances or propositions, including repeated and unwanted requests for a date; (f) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual; (g) Obscene or sexually orientated computer or phone mail messages, suggestive or obscene letters, notes or invitations; (h) Physical conduct such as touching, an unwanted neck and shoulder massage, assault, impeding or blocking movements; and (i) Repeated and unwelcome comments about one's physical appearance or attire.

MAKING COMPLAINTS OF HARASSMENT OR SEXUAL HARASSMENT: If you feel that you are or have been subjected to any kind of harassment, coercion or intimidation by anyone, whether by one of your co-employees, a client, a vendor or a member of our management, we encourage you to file a written complaint to the Human Resources Department. If for any reason you are not comfortable reporting harassment in this manner, you may instead report it to any supervisor or manager. Or feel free to contact your local Human Resources representative or the Corporate Human Resources office at LAZhr@LAZparking.com.

All complaints of harassment will be promptly, thoroughly, objectively and to the extent possible, confidentially investigated. If harassment is found to have occurred, appropriate disciplinary action will be taken against the harasser up to and including termination.

RETALIATION PROHIBITED: Any employee who reports unlawful harassment or cooperates in the investigation or a complaint will be protected from retaliatory action. If it is determined that inappropriate conduct has occurred, Employer will act promptly to eliminate the offending conduct, and where it is appropriate, will also impose discipline. Disciplinary action will be taken against any employee(s) who attempt to discourage or prevent any harassment victim from using LAZ's complaint procedure to report harassing conduct.

Workplace Threats and Violence Policy

Nothing is more important to LAZ than the safety and security of its employees. Threats, threatening behavior, intimidation, harassment or acts of violence against customers, employees, clients, visitors, guests, or other individuals by anyone on LAZ property or during working time will not be tolerated. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution.

Except as may be required as a condition of employment, (1) no employee shall bring into any worksite any weapon, including, but not limited to, any firearm, including a BB gun, whether loaded or unloaded, any knife, including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon, or dangerous instrument including, but not limited to, any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury; (2) no employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a worksite; and (3) no employee shall cause or threaten to cause death or physical injury to any individual in a worksite.

Any person who makes threats, exhibits threatening behavior, or engages in intimidating, harassing or violent acts on LAZ property shall be removed from the premises as quickly as safety permits, and shall remain off LAZ premises pending the outcome of an investigation.

Upon completion of its investigation, LAZ will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All LAZ personnel are responsible for notifying a supervisor or their local or Corporate **Human Resources Department** of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a LAZ site, or is connected to LAZ employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. Any supervisor who becomes aware of threatening behavior must immediately notify the **Human Resources Department** at LAZhr@LAZparking.com.

Any employee who reports unlawful workplace threats or violence or cooperates in the investigation of a complaint will be protected from retaliatory action.

YOUR PERSONNEL RECORDS

We keep records concerning your employment. It is important that your personnel records are accurate and up to date. When you were hired, you provided us with information about yourself. It is important that this information be kept current because it enables us to reach you in an emergency, properly maintain your benefits, and compute your payroll deductions. Please notify your supervisor immediately of any change in:

- 1 . Name
- 2 . Address and telephone number
- 3 . Marital status
- 4 . Number of dependents
- 5 . Beneficiary or dependents listed on your insurance policy
- 6 . Person to notify in case of emergency

INTRODUCTORY PERIOD

Each new employee will have a 90-day introductory period. The introductory period is meant to benefit both the employee and LAZ. It is a period of adaptation and adjustment, both personally and in terms of learning job requirements and LAZ's policies. During and after the 90-day introductory period, the employee remains an at-will employee and therefore can be terminated at any time and for any reason, provided it is not unlawful. The employee is also free to leave his/her employment with LAZ at any time.

JOB PERFORMANCE

We believe that it is important to periodically review with you our evaluation of your job performance and discuss job interest and career goals. Your performance evaluation will also provide an opportunity to review your compensation, based on your performance, and living our corporate values and Practices.

You may receive an annual performance evaluation according to a schedule developed by our Human Resources Department in cooperation with your regional supervisors and managers.

PROMOTIONS AND TRANSFERS

LAZ encourages employees to apply for promotions to management positions for which they are qualified. Promotions are based on the ability, qualifications, performance and potential of the candidates for the positions as determined by LAZ.

If you are interested in promotional opportunities, please contact your supervisor or the Human Resources Department.

In addition, LAZ operates in a number of cities in the United States. If you are interested in relocating, please let us know. Although we cannot guarantee that there will be an available position, we will do our best to accommodate you.

Work Schedule and Pay Practices

WORK SCHEDULE

Your supervisor will advise you of your regular work schedule, arrangements for breaks, and any changes in them. All employees are expected to be in their assigned work stations at the beginning of their assigned starting time, in proper uniform or dress. All employees are expected to continue working until their assigned ending times. All employees are expected to return from meals and breaks promptly. Attendance standards are applicable to the extra shifts and other forms of assigned overtime. If you have any question about your hours of work, please consult your supervisor.

MEAL AND BREAK PERIODS

Your supervisor will inform you of scheduled meal and/or break times based on the needs at your location and applicable state and local laws. Employees should review their Region's Supplemental Employee Handbook or talk to a supervisor for more information.

TIME RECORDS/TIME KEEPING

LAZ uses timecards or other timekeeping methods to assist in keeping an accurate record of your time. You are required to record your time when you start work, leave for lunch, return from lunch and when you leave at the end of the day. Additionally, there may be times that you are required to work after you leave, such as when making deposits or attending company meetings, among other tasks. As a general rule you should not be engaged in any LAZ related activities when you are not working your regularly scheduled shift (see, for example, LAZ's PDA policies elsewhere in this handbook). Nevertheless, if you are engaged in such activities, it is your responsibility to accurately record all time you work on the company's behalf, even if that work is before your regularly scheduled shift begins or after your shift ends.

Your wages are calculated on the basis of the time recorded, so accuracy is important. At the end of your pay period you must turn your timecard or similar tracking information into your immediate supervisor or other member of management for review and approval. Providing false information on your time card is a serious offense and may be grounds for discipline up to and including termination.

Under no circumstances should you complete another employee's timecard or timekeeping method. Doing so may result in disciplinary action up to and including termination.

OVERTIME

At times it may be necessary for employees to work overtime. Your supervisor will notify you whenever overtime is necessary. We expect and will appreciate your cooperation. Every effort will be made to provide you with advance notice of any overtime that will be required of you.

Non-exempt employees will be paid one and one-half their regular straight time rate for all hours worked over 40 hours in a workweek. Paid holidays, vacations and leaves of absence (disability leave, sick leave, **personal**

leave etc.) are not considered hours worked for the purpose of computing overtime. Exempt employees are not eligible for overtime. Employees may be eligible for additional overtime pay based on state law. Employees should review their Region's Supplemental Employee Handbook or talk to a supervisor for more information on overtime pay.

Please remember that you are not allowed to work overtime unless your supervisor has authorized it in advance. Employees working unauthorized over time will be subject to disciplinary action up to and including termination.

ATTENDANCE AND PUNCTUALITY

The success of our company depends upon the cooperation and commitment of each member of our team. Therefore, your attendance and punctuality are extremely important. Excessive absenteeism or tardiness will result in disciplinary action, up to and including termination.

You must report to work on time. This means that you should be at your work place and ready to work at your starting time. If you must be tardy, call your Supervisor to let him or her know that you will be late.

We recognize that there may be times when your absence or tardiness cannot be avoided. In such cases, you are expected to notify your supervisor at least twenty-four (24) hours before your regular starting time, except in the case of emergencies then you must notify your supervisor as early as possible. If you know of your need to be absent in advance, advise your supervisor and obtain his or her approval. Simply notifying your supervisor that you will be absent or tardy does not mean that the absence or tardiness is excused. An absence or tardiness will be deemed excused only if you have obtained your supervisor's approval.

If you are absent due to illness for more than three (3) consecutive days, LAZ reserves the right to require a doctor's certificate.

Unless you have made other arrangements with your supervisor, you should call your supervisor each day of your absence. If you fail to notify your supervisor of your absences for three (3) consecutive days, you will be considered to have voluntarily terminated your employment with our company as of the first day of the unreported absence.

If you do not call in each day you are late or absent, you may be disciplined. Repeated instances of unexcused absenteeism or tardiness or a pattern of absenteeism/tardiness will result in disciplinary action up to and including termination of the individual's employment.

Personnel Policies

Safety

LAZ maintains a high standard of safety for all employees. We expect that all employees will act in a proactive manner to identify unsafe working conditions, and notify their manager immediately so that the condition may be corrected. Examples of safety hazards include ice or snow creating slippery conditions, light fixtures that are not operational, gas or oil spills, leaks, equipment not operating properly, unusual noises or odors, or unauthorized persons in or around the facility. Employees must follow all applicable federal and state Occupational Safety & Health Administration rules and regulations. Employees should refer to their Region's local safety handbook for more information on safety rules.

EMERGENCY PROCEDURES

Please familiarize yourself with the emergency procedures for the location where you are working. This may include the location of fire extinguishers, emergency exits and evacuation routes. In addition, your supervisor will provide you with instructions to follow in the case of emergency.

Accidents

REPORT ALL ACCIDENTS TO YOUR SUPERVISOR IMMEDIATELY! All employees must report any accident or personal injury which they witness or are involved in while they are working. Failure to report an accident or injury, whether such accident involves a motor vehicle or not, will result in immediate termination of employment.

Personal Injury

Call your supervisor immediately, unless someone is injured in the accident then call 9-1-1 immediately and your supervisor immediately afterwards. Do not attempt to give medical aid to an injured person unless you are qualified to do so. Your supervisor will fill out an Incident Report and advise the customer to contact the Claims Department using the information provided on the form. If a supervisor is not available, you should complete the forms before the customer leaves. Always be polite with customers, however, do not admit or deny responsibility for the incident, as it will be handled by our Claims Department.

Damage to a Customer Vehicle or Report of Loss of Property

Immediately contact your supervisor. You must complete an authorized Claim Form before the customer leaves the facility. Claim Forms must be filled out completely and accurately. Your supervisor will fill out an Incident Report and advise the customer to contact the Claims Department using the information provided on the form. If a supervisor is not available, you should complete the forms before the customer leaves. Always be polite with customers, however, do not admit or deny responsibility for the incident, as it will be handled by our Claims Department.

Third Party Damage to a LAZ Vehicle

If a third party causes damage to one of our vehicles, you must call the police and file their report in addition to our normal Claim Form. Make sure all parties involved exchange the correct information. Always be polite with customers, however, do not admit or deny responsibility for the incident, as it will be handled by our Claims Department.

Policies and Procedures

PAYOFFS & BRIBES STRICTLY PROHIBITED

A bribe is defined as offering or accepting money or some other incentive to forgive an incident involving another employee, a customer or a vendor. Any employee who is found to have offered or accepted a bribe will be subject to immediate termination.

SUBSTANCE ABUSE

LAZ is committed to providing a safe and healthy environment free from the influence of alcohol and drugs. The unlawful and unauthorized use, sale, dispensation and possession of drugs and the abuse of alcohol pose serious threats to safety and security and is strictly prohibited. Employees are expected to report for work free from alcohol or drugs in their systems, with the exception of legal prescription drugs that will not alter their performance. Compliance with this requirement is considered an essential qualification for all job assignments.

Any employee who violates this policy will be subject to discipline including immediate termination of employment.

DRUG TESTING

LAZ reserves the right to require certain classifications of job applicants and certain classifications of employees to submit to drug or substance abuse testing as permitted by state and federal law. Employees should refer to their Region's Supplemental Employee Handbook for the state in which they work for more information regarding employee drug testing practices or contact the Human Resources Department with questions.

SOLICITATION AND DISTRIBUTION

In order to avoid interference with work and to protect employees from unnecessary disturbance in the workplace, the following rules are in effect regarding solicitation and distribution:

1. Solicitation and distribution of literature by non-employees on LAZ's property is prohibited.
2. Solicitation by LAZ employees on Company property during working time is prohibited. Working time is the time an employee is expected to be working and does not include an employee's free time, whether the employee is being paid for the time or not. Free time is defined as meal, break and rest periods or other specified times during the work shift when employees are not expected to be performing work tasks.
3. Distribution of literature by employees on LAZ property in non-working areas during working time, as defined above, is prohibited.
4. Distribution of literature by employees on LAZ property in working areas is prohibited.

Any employee who violates these rules shall be subject to disciplinary action.

SMOKING

Employees are not permitted to smoke while on duty, on work property, in company uniforms or in the presence of a customer, unless a designate smoke area has been identified for employees.

TIPS AND GRATUITIES

Federal law requires all employees to report the full amount of tips received. Please see IRS publication 1244 for information on reporting of tips for tax purposes.

CASH & MONEY HANDLING

Employees must use the utmost honesty and care when handling cash or other forms of money while working with LAZ. Employees must also handle receipts very carefully and seriously. Any questionable money handling practices by an employee will be grounds for immediate disciplinary action, up to and including termination.

In addition, employees must cooperate with LAZ during any audit by LAZ or outside third parties. All employees are expected to answer questions truthfully when asked. Employees should not take the initiation of an audit or inquiries into money handling practices personally.

EMPLOYEE DRESS CODEOffice Staff

Employees working in the LAZ offices are expected to dress in a professional and business like manner. All clothing must be clean, appropriate for a place of business, and in good repair.

Employees who come to work in dress that management believes to be inappropriate will be sent home to change. Any time lost by non-exempt employees as the result of this will not be paid.

Dress and Appearance

Parking Attendant UNIFORM

Where applicable, all employees who provide customer service for the Company must wear the assigned uniform while you are working at all times. All employees must be aware that when you have your uniform on you are associated with and representing the Company. At no time should any company uniform be worn off work hours. Employees are required to sign for the uniforms and the uniforms are considered company property.

In the event of termination, uniforms are to be returned on or before your last work day. In the event uniforms are not returned timely, the company may take further action to recoup any replacement costs and or seek the return of company property through appropriate legal recourse. All lost and/or stolen uniforms must be reported to your supervisor immediately. Uniforms must be maintained at all times by the employee; while they remain the property of the company it is the employee's responsibility to maintain the uniforms appropriately including upkeep, and ensuring they are cleaned and pressed.

Always wear the proper uniform for the location in which you are working. Our primary uniform is:

1. Company issued or approved shirt
2. Company issued or approved Jacket (Spring or Winter weight)
3. Company issued or approved name tag or badge
4. Company issued or approved pants (shorts for some locations)
5. Company approved belt in color specified at your location
6. Company approved socks and rubber sole shoes in color as specified at your location
7. Any accessories (such as hats or gloves) must be Company authorized.

Other uniforms may be required depending on the location and department you are working with. If you are not sure of the correct uniform for any location, call the office or your location manager and ask.

Employees who come to work in dress that management believes to be inappropriate or in violation of the Company's uniform policy may be sent home to change and/or disciplined up to and including termination of employment, depending upon the circumstances. Any time lost by non-exempt employees as a result of being sent home to change will not be paid time.

PERSONAL APPEARANCE

Your personal appearance must always be very neat. Please do not wear excessive jewelry, including oversized rings, chains or earrings, while at work. Visible tattoos and body piercing are prohibited.

No facial hair is allowed other than well groomed moustaches. Long hair should be tied back, cosmetics should be moderate, and visible pierced jewelry may be worn only on the ears.

(Where Regional Supplement Employee Handbook provides for less

restrictive personal appearance standards, regional rules will control.)

In keeping with our equal employment opportunity policy, LAZ will make reasonable accommodations to the dress code and personal appearance standards for those employees in a protected class.

Repeated or egregious violation of the employee dress code and/or personal appearance standards will be grounds for discipline up to and including termination of employment.

PERSONAL VISITS, TELEPHONE CALLS AND MAIL

Due to the nature of our business, personal visits during your work hours are prohibited.

Likewise, personal telephone calls, including on an employee's cell phone, are discouraged. In the event that you must receive a personal call for emergency purposes, such calls should be kept to a minimum and kept short in duration.

Personal mail must always be directed to the employee's home and not to LAZ.

Technology Policies

COMPUTERS, ELECTRONIC MAIL AND INTERNET

All LAZ computers are for business purposes only. Personal use of any computer is prohibited while on company time. LAZ considers email an important means of business communication and expects all employees to use good judgment when sending and/or receiving email messages. Employees should take the same care in drafting an email as they would for any other business communication. The use of any offensive, obscene or discriminatory language is strictly prohibited.

It is **prohibited** to send or forward emails containing confidential information, and/or libelous, defamatory, offensive, racist or obscene remarks. **If you receive an email of this nature, you must promptly notify your supervisor.** Employees are also prohibited from sending unsolicited email messages, disguising or attempt to disguise your identity when sending mail, and using another person's computer or email account without authorization.

LAZ undisputedly owns all items of electronic communications located on our equipment. LAZ reserves its right to block access, cancel access and monitor its computer systems, including but not limited to, e-mail messages and Internet usage, with or without notice, at any time, at LAZ's discretion. Users expressly waive any right of privacy in anything they create, store, send or receive on LAZ's computer system. LAZ also reserves the right to access and disclose such communications and records to third parties in certain circumstances.

Downloading or misusing software available through the Internet could violate copyright laws or licensing requirements, so please see your supervisor before downloading such material.

Any questions regarding this Email Policy should be directed to the Human Resources and/or IT Department.

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination.

VOICE MAIL

Employees are encouraged to use the voice mail system to communicate appropriate messages to co-workers. The voice mail system should only be used for business purposes and is not confidential. LAZ reserves the right to listen and respond to all messages sent or received by employees using the voice mail system. Improper use of voice mail, including but not limited to the sending or forwarding of obscene messages, will result in disciplinary action up to and including termination.

SECURITY

We reserve the right to conduct audits, security investigations, inspections and searches of your person or personal belongings, including but not limited to any articles of clothing, pockets, backpacks, purses or other bags. You are expected to cooperate with authorized Company representatives in this regard as a condition of your continued employment. By doing your part to protect the safety and security of Company premises, you provide an important service to your fellow employees and our Company in pursuit of our common goal to provide a safe, secure, productive and efficient work place.

INTERNET

As part of the organization's commitment to the utilization of new technologies, all employees have access to the Internet. In order to ensure compliance with copyright laws and protect the company the threat of viruses or hackers, employees is expected to follow the internet policy:

1. It is LAZ Parking policy to limit Internet access to official business. Employees are authorized to access the Internet for personal business after-hours, in strict compliance with the other terms of this policy. The introduction of viruses, or malicious tampering with any computer system, is expressly prohibited. Any such activity will immediately result in discipline up to and termination of employment.
2. Employees using LAZ Parking accounts are acting as representatives of LAZ Parking. As such, employees should act accordingly to avoid damaging the reputation of the organization.
3. Files that are downloaded from the Internet must be scanned with virus detection software before installing or execution. All appropriate precautions should be taken to detect for a virus and, if necessary, to prevent its spread.
4. The truth or accuracy of information on the Internet and in e-mail should be considered suspect until confirmed by a separate (reliable) source.
5. Employees shall not place company material (copyrighted software, internal correspondence, etc.) on any publicly accessible Internet computer without proper permission.
6. Alternate Internet Service Provider connections to LAZ Parking internal network are not permitted unless expressly authorized and properly protected by a firewall or other appropriate security device(s).
7. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Employees must exercise caution and care when transferring such material in any form.

8. Use of streaming media (radio/music stations) is prohibited with no exceptions.
9. Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.
10. Any infringing activity by an employee may be the responsibility of the organization. Therefore, this organization may choose to hold the employee liable for the employee's actions.
11. This organization reserves the right to inspect an employee's computer system for violations of this policy.

SOCIAL MEDIA

Under most circumstances, use of social media (e.g., Facebook, Twitter, Instagram, blogs, etc.) is prohibited during working hours. Employees may use social media during working hours only for legitimate business purposes and with the approval of an immediate supervisor. Social media may not be used at any time by any employee to make defamatory statements (about LAZ or any of its employees or clients), to harass or threaten other employees, disclose confidential, proprietary or privileged information, or for any other unlawful purpose, even if the employee is using social media on his or her own personal time. Inappropriate or unlawful use of social media will result in disciplinary action up to and including termination. Nothing in this policy prohibits employees from using social media to engage in protected, concerted activities regarding their work in accordance with applicable law. From time to time employees may participate in social events/outings resulting in photographs being taken of employee that may or may not be posted to the Company's website or social media pages. The Company reserves the right to post any images on Company owned pages; however, the Company is not responsible for any image which are posted externally.

General Rules of Conduct

OVERVIEW


Every employee is expected to act in a professional manner that enhances the work environment. Inappropriate and unprofessional conduct or behavior will not be tolerated by LAZ and will subject the employee to discipline, up to and including immediate termination of employment.

The following are examples of prohibited conduct. This list is not all inclusive. LAZ reserves the right to discipline for other offenses or inappropriate behavior not expressly stated in this handbook, and management retains discretion to decide the level of discipline based upon relevant facts and circumstances, up to and including termination.

This list of examples of conduct that may result in discipline up to and including termination are for purposes of illustration only, and do not limit or alter the "at-will" employment relationship:

1. Illegal harassment of other employees, managers, or customers.
2. Dishonesty, theft, attempted theft or any other crime.
3. Insubordination to management, customers or clients.
4. Bribery or embezzlement.
5. Immoral, unethical or illegal conduct.
6. Falsification of time card or punching another employee's time card.
7. Falsifying company records.
8. Falsifying information to obtain employment.
9. Falsifying reasons for a "leave of absence" or not reporting to work after completion of an authorized leave.
10. Failure to report a work-related injury to management.
11. Failure to report an accident you witness or are involved in while on duty.
12. Failure to comply with safety and sanitation standards.
13. Destruction or sabotage of company property.
14. Unauthorized removal of company property.
15. Fighting on company premises or at your assigned work location.
16. Abusing company tools and equipment.

17. Wasting supplies or materials.
18. Abusing telephone privileges.
19. The possession, use, or distribution of illegal and/or non-medically prescribed drugs on company premises, or at your assigned work location, or being under the influence of drugs during work time.
20. Use or possession of alcohol on company premises, or at your assigned work location in any vehicle, or being under the influence of alcohol during work time.
21. Possession of any weapon, firearm, or other item used in a deadly/dangerous manner, while on Company premises, at Company sponsored events or activities, in Company vehicles; and/or when representing LAZ.
22. Gambling on company premises, or at your assigned work location.
23. Failure to conform to company personal appearance standards.
24. Not accepting reasonable work-related orders as stipulated by management.
25. Arguing, being rude, indecent or insubordinate to customers, other employees or anyone else at your assigned work location.
26. Violating the no-solicitation/distribution rule.
27. Disclosure of confidential company, client, customer and fellow employee information.
28. The use of company assets for personal gain.
29. Personal work on company time.
30. Instances of unexcused absenteeism or tardiness or a pattern of absenteeism and or tardiness.
31. Reckless driving or irresponsible behavior.
32. Leaving your assigned work location before the work shift is completed without authorization.
33. Smoking while on duty.
34. Eating or drinking in the presence of customers.
35. Sleeping during your assigned work period.
36. Negligence, including lost keys or lockouts.

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37. Unsatisfactory work performance.
 38. Loitering on company property before or after your scheduled work time.
 39. Failure to follow company policies as outlined in this handbook or any newly instituted policies.
 40. Failure to comply with company procedures.

DISCIPLINARY POLICY

LAZ expects all employees to comply with company policies and the general rules of conduct. Violation of company policies or rules may result in disciplinary action. Management retains discretion to decide the level of discipline based upon relevant facts and circumstances, up to and including termination.

Discipline may include: coaching, verbal warning, written warning, suspension or termination of employment.

Separation of Employment

If you decide to leave the Company, if possible, you should provide the Company with at least two (2) weeks written notice prior to the date of your resignation. Further, before you leave, your supervisor or other Company official may meet with you to discuss such matters as your reason for leaving and your opinion about working for the Company. Any outstanding pay and benefit questions will be also be handled.

You will be required to return to your supervisor all company issued uniforms, Company issued laptops, cell phones, access and key cards, and any other Company property on or before your last scheduled day of work. In the event you are unable to give two (2) weeks' notice, you will be required to return all Company issued uniforms; Company issued laptops, cell phones, access and key cards, and any other company property immediately. If you fail to return the Company property, the company may take further action to recoup any replacement costs and or seek the return of Company property through appropriate legal recourse.

Employees who are rehired following a break in service of more than six months, other than an approved leave of absence are, subject to applicable law, considered a new employee from the effective date of their reemployment for all employment purposes and must follow all new hire process and procedures. If your original length of service was five (5) years or more, benefits may, at the sole and absolute discretion of the Company, be grandfathered upon rehire with RVP approval.

Confidentiality and Trade Secrets

Your position at LAZ is one of trust and confidence. During the course of employment with LAZ, employees will have access to, work with or develop inventions, valuable information and materials relating to LAZ's business that are not known or available outside LAZ. This information, including but not limited to business plans, proposals, financial records and revenue reports among other regularly generated business documents, proprietary information and materials are broadly called "trade secrets" and are of great importance in our highly competitive business. In order to retain their value, they must be kept confidential within LAZ.


When an individual accepts employment with LAZ, the employee also accepts a continuing moral and legal obligation not to disclose any LAZ confidential information or trade secrets or similar documents entrusted by our customers and clients to LAZ under a confidential obligation. In a similar fashion, if an employee was previously employed by another organization, the employee has an obligation not to disclose his or her previous employer's confidential information. The obligation to protect LAZ's trade secrets would continue should the employee leave LAZ for any reason.

Some innovations that LAZ employees may develop may be patentable inventions. In such cases, employee's obligations to LAZ include a duty to submit complete details to Human Resources Department or Chief Operations Officer for study and review and to cooperate with LAZ's attorneys if patents are to be sought. These ideas and any resulting patents are owned by LAZ and are part of its closely guarded assets. Not all technical ideas are patentable; some are better retained as trade secrets.

It is impossible to list all of the many types of trade secrets that exist, but a partial list would include: plans for and results of research and development, revenue estimates and histories, strategic plans, proposals, bids, responses to requests for proposals, income and expense documents, identity of special suppliers, cost figures, construction plans, marketing and advertising studies and plans, customer lists, and special techniques of any kind peculiar to LAZ's operations. Employees will find trade secrets disclosed or contained in memoranda, notes, reports, charts, drawings, blueprints, pictures, visual aids, samples, etc. These are examples of materials that every LAZ employee should safeguard carefully during employment with LAZ and leave behind as LAZ property in the event the employee goes elsewhere.

Accidental disclosure of trade secrets can be as harmful as intentional disclosure. The safest practice is avoid discussing trade secrets with anyone other than those LAZ employees who need them in the conduct of their business. If you discuss trade secrets with others—even family members or close friends—a burden is imposed on them that they should not be expected to understand or assume.

If persons outside of LAZ- contractors, vendors, clients or customers – ask for or need certain trade secrets, you should contact a member of management and obtain specific authorization before disclosing any information. In most cases, a confidentiality agreement approved by a vice president or senior officer of LAZ should be executed with the outside party before the disclosure is made.



It is the responsibility of each LAZ employee to exercise proper care in preparing documents or other materials containing trade secrets, in safeguarding them from unauthorized eyes, and in circulating and storing them in a secure manner.

In no event shall an employee use or disclose information of any type when such use or disclosure is in violation of the laws relating to the safeguarding of classified information. Violation of this policy may result in discipline, up to termination of employment.

Benefits and Leave Time

Benefits such as health insurance, life insurance and 401(K) plans may be available for eligible employees and domestic partners equally. Please see your Region's Supplemental Employee Handbook for information.

PAID LEAVE

For information on holiday leave and paid time off (PTO), please see your Region's Supplemental Employee Handbook.

JURY DUTY

If you are called for jury duty, you will be paid in accordance with applicable law. Any payment you receive for your services as a juror or witness (except travel expense) will be deducted from your pay. If jury duty takes less than a full day, you will be expected to report for the remainder of your shift.

Employees should immediately present a copy of their summons to their supervisor as soon as it is received so that arrangements can be made to cover their shifts.

MILITARY LEAVE

LAZ believes in and supports any employee who serves in the Armed Forces of the United States. All regular full-time employees will be granted a leave of absence for the purpose of being inducted into or performing duty in the Armed Forces. Employees who are members of any recognized State or Federal Reserve organization will be granted time off to accomplish periodic training or encampment duty required by state and federal law or regulation.

An employee will be allowed one day off with pay for the required physical fitness examination as long as the employee returns to work as soon as possible after the exam. Any additional time off will be without pay.

An employee who is granted a leave of absence to satisfy reserve duty obligations will be paid the difference between the military pay (excluding allowances) received from the federal or state government and the wages he/she have received for the same period of time from LAZ, as follows:

- Payment will be made for up to forty hours for any one week, for a maximum of two weeks per calendar year, and
- The employee must provide their supervisor with a copy of the military payroll voucher to receive reimbursement for the difference in pay.

Employees may continue their medical benefits during a military leave of absence, if they continue contributions on a monthly basis. Medical benefits will be continued for dependents of employees on active duty. Contributions for dependent only medical coverage will be the difference between the single and family contribution rate and are payable monthly by the employee. Please contact Human Resources to arrange payment for your contributions.

You may be entitled to other rights and benefits when you are called to or return from military duty, as set forth in applicable law. Therefore, please contact the Human Resources Department for possible assistance regarding military leave.

BEREAVEMENT LEAVE

If there is a death in an employee's immediate family, regular full-time employees are eligible for paid time off for **up to** three (3) scheduled workdays as determined on a case-by-case basis. Immediate family is defined as mother, father, domestic partner, spouse, child, brother, sister, grandparent, grandchild, or corresponding in-law or "step" relation. Time off will not be considered as time worked for the purpose of overtime pay.

CHILDBIRTH LEAVE

Leave under this policy is a **paid** leave associated with the recovery from the birth by an employee of an employee's child. Leave is **not** charged against the employee's paid time off (PTO) balance, and the amount of paid days to be received is up to 8 weeks or 40 working days. The paid leave is compensated at the following levels:

- Less than two full years of service prior to commencement of leave
 - No benefit
- After two full years of service prior to commencement of leave
 - 6 weeks @ 60% of salary
 - 2 weeks @ 40% of salary
- After five full years of service prior to commencement of leave
 - 6 weeks @ 100% of salary
 - 2 weeks @ 60% of salary

Health insurance benefits will continue to be provided during the paid leave under this policy at the same rate as in effect before the leave was taken regardless of length of service.

Up to 8 weeks of leave shall be paid with benefits for the recovery from the birth by an employee of an employee's child. The employee must provide 30 days advance written notice (or as much written notice as practical if the leave is not foreseeable) to Human Resources of the request for leave and complete the necessary forms.

The 8 weeks of paid leave will run concurrently with any unpaid leave such as FMLA. The Federal Family and Medical Leave Act (FMLA) allows employees up to 12 workweeks of unpaid leave annually. Applicable State FMLA or other laws may provide additional unpaid leave. The balance of Federal FMLA leave or leave provided by applicable State FMLA or other laws beyond the 8 weeks of paid childbirth leave is unpaid unless the employee chooses to use PTO time.

Employees not eligible for Federal FMLA leave or leave provided by applicable State FMLA or other laws should refer to the Leave of Absence Policy after the 8 weeks of paid leave is completed regarding continuation of insurance coverage for employees on unpaid leaves of absence.

Temporary and part-time employees (working less than 37.5 hours per week on average) are not eligible for paid childbirth leave. Temporary and part-time employees who may be eligible for leave under FMLA are limited to 12 workweeks of unpaid leave (unless eligible for additional leave under applicable State FMLA or other laws) and are ineligible for additional leave under this policy.

If the employee fails to return to work after the expiration of this leave and/or any Federal FMLA leave or leave provided by applicable State FMLA or other laws, or returns to work but fails to remain employed for at least 6 months or 180 days, the employee agrees to reimburse LAZ Parking 100% of the benefits paid to employee pursuant to this policy which sum shall be immediately due and payable.

LAZ Parking may, in its discretion, excuse reimbursement when the failure to return is due to the continuation, recurrence, or onset of a serious health condition of the employee or the child or other circumstances beyond the employee's control.

FAMILY AND MEDICAL LEAVE

In accordance with the Federal Family and Medical Leave Act (FMLA), LAZ provides eligible employees with unpaid medical and family leave. At the conclusion of the leave, an employee generally has a right to return to the same or equivalent position. If the leave is foreseeable, the employee must submit their request in writing to their supervisor at least thirty (30) days in advance.

Under the Federal FMLA, an employee may be entitled to take up to twelve (12) work weeks of unpaid FMLA leave in any twelve (12) month period. An employee is eligible for FMLA leave if they have:

- Been employed with LAZ for at least twelve (12) months;
- Worked at least 1,250 hours during the last twelve (12) months; and
- Worked at a worksite where 50 or more LAZ employees have been employed within 75 miles of the worksite.

An employee may take FMLA leave only for the following reasons:

- Birth of a child;
- Placement of a child for adoption or foster care;
- To care for the employee's spouse, domestic partner, child or parent with a serious health condition;
- The employee's own serious health condition;

- A qualifying exigency arising out of the fact that a “military member” is on covered active duty, or has been notified of an impending call to active duty status to a foreign country, in the National Guard and Reserves or the Armed Forces in support of a contingency operation (“qualifying exigency”); or
- To care for a military member’s parent who is incapable of self-care when the care is necessitated by the military member’s covered active duty to arrange for alternative care for a military member’s parent, to provide care on an immediate need basis or to attend meetings with staff at a military member’s parent’s care facility.

A “military member” includes spouse, domestic partner, son, daughter, parent or covered veterans who are undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

In addition, an eligible employee who is the spouse, domestic partner, son, daughter, parent, or next of kin of a covered military member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness is entitled to a total of 26 weeks of leave in a single 12 month period to care for the service-member. Military caregiver leave is available during a single 12 month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Employees must notify their supervisors of the need for leave as soon as the employee knows that leave time will be required. Whenever possible, at least 30 days’ notice is required if the leave is to be taken for the birth of a child, or for the placement of a child through adoption or foster care, for foreseeable medical treatment, or for military caregiver leave. LAZ will require certification and possibly recertification of the need for leave for a serious health condition or for military caregiver leave. Certification of the need for leave for a qualifying exigency will be required if the Secretary of the Department of Labor so specifies. When leave is requested, you will be provided with detailed information regarding the requirements for certification and recertification.

In any case in which leave for a qualifying exigency is foreseeable, whether because the spouse, domestic partner, or a son, daughter, or parent, of the employee is on covered active duty, or because of notification of an impending call or order to active duty in a foreign country in support of a contingency operation, the employee shall provide such notice to LAZ as soon as is reasonable and practicable.

Leave to care for a new child must be completed within 12 months of the birth or placement of the child.

Spouses and domestic partners employed by the same employer are limited to a total of twelve (12) weeks of leave in any twelve (12) month period if the leave is taken for the birth, foster care placement or adoption of a child, or for the serious health condition of a parent. If both husband and wife work at LAZ, no more than a total of 26 weeks’ leave during the one (1) year period will be granted to the couple for military caregiver leave. These limits for both spouses do not apply in the case of leave for other reasons. Each spouse may be entitled to additional leave for other

qualifying reasons under the Act, such as the employee's own illness or for the serious illness of the employee's child.

If leave is requested because of the employee's serious health condition or to care for a family member with a serious health condition, the employee may take up to an equivalent of twelve (12) weeks leave on an intermittent or reduced schedule basis. Military caregiver leave may also be taken intermittently or on a reduced leave schedule when medically necessary. Leave will be granted on an intermittent or reduced-schedule basis for a qualifying exigency. LAZ may require employees taking intermittent or reduced work schedule leave to transfer temporarily to an alternative position with equivalent pay and benefits that is better suited to their schedules.

The period of time attributable to the employee's absence due to any workers' compensation, disability, or other leave may be counted towards leave under this policy, provided the leave meets the Act's requirements.

In all cases, paid leave must be used before unpaid leave. Examples of paid leave include, but are not limited to, vacation, paid sick leave, paid personal days, disability and or workers' compensation leave, provided the leave meets the Acts' requirements. The paid leave will be counted towards leave under the Acts and will not extend the leave period.

During the leave, health benefits will continue for up to twelve (12) weeks in each calendar year under the same conditions as if the employee continued to work. While an employee is on approved leave, the Company will continue to pay its share (if any) of his/her health care premium. An employee's failure to pay his/her share of the premium will result in the loss of the employee's health insurance benefits while on leave. In the event an employee does not pay his/her share of premium, his/her benefits will terminate retroactively to the beginning of first of the month in which such payment was not made.

Other benefits, if any, will continue during the leave under the same conditions as if the employee continued to work.

If the leave is for the employee's own or a family member's serious health condition, the employee will be required to provide LAZ with medical certification on a form that LAZ will provide. If leave is due to the employee's serious health condition, they will be required to provide certification of their fitness to return to work before they will be restored to their position. While on leave, employees are required to contact Management with periodic updates as to their expected date of return to work.

Whenever there is a question of definition of a term used in this policy, the definitions used in the Act will apply.

In some states in which we operate, State policies differ from the Federal policy. In those cases, the employee will receive the best benefit of each statute. Employees should review their state specific Region's Supplemental Employee Handbook for more information regarding state FMLA leave entitlement.

Employees are encouraged to discuss questions regarding their eligibility and the specific provisions of the Act with the Human Resources Department.

PREGNANCY DISABILITY LEAVE

Employees who are unable to work due to pregnancy, childbirth or related medical conditions may be entitled to a leave of absence for the period of such disability based on applicable state law. Such time may include needed for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth and recovery from childbirth. Employees should review their state specific Region's Supplemental Employee Handbook for more information regarding pregnancy disability leave entitlement.

The first 12 workweeks of a pregnancy disability leave will be treated concurrently as a leave pursuant to the Federal Family and Medical Leave Act of 1993 for all eligible employees. (See Family and Medical Leave Policy)

Any employee who plans to take pregnancy disability leave must provide Human Resources with written notice of the date the leave is expected to commence and the estimated duration of such leave. Such notice should be given at least 30 days in advance of the expected commencement date, if possible.

The request for leave must be supported by a medical certification of disability. In addition, before you will be reinstated, you must provide a medical certification that you are able to resume your original job duties. Employees who return to work immediately following the expiration of an approved pregnancy disability leave will be re-employed in their former position or a comparable job, except as permitted by law. As a general rule, employees will have no greater right to employment than they would have had if they had been continuously employed during the leave.

All childbirth disability leaves are without pay. In addition, no benefits, including vacation or holidays are earned during any unpaid portion of pregnancy disability leave. You may use accrued vacation as part of your pregnancy disability leave before taking the remainder of your leave as an unpaid leave. You may also be eligible for state disability insurance. Please contact the state or your local Human Resources Department directly.

While an employee is on approved pregnancy leave, the Company will continue to pay its share (if any) of his/her health care premium. An employee's failure to pay his/her share of the premium will result in the loss of the employee's health insurance benefits while on leave. In the event an employee does not pay his/her share of premium, his/her benefits will terminate retroactively to the beginning of first of the month in which such payment was not made

Employees who are physically affected by childbirth may also be eligible to transfer to a less strenuous or hazardous position or duties provided a position is available and the employee is qualified. For more information on pregnancy disability leave or transfer, please contact the Human Resources Department.

UNPAID LEAVE

The Company recognizes that employees may from time to time need or want to take unpaid leave in addition to the paid leave offered by the Company. To that end, and to enable the Company to appropriately

manage its staffing and operational needs, the Company permits employees the option of taking additional time off as unpaid leave subject to the terms and conditions hereinafter set forth.

Eligible employees may take one unpaid leave, the duration of which shall be at the Company's sole and absolute discretion, each calendar year. To be eligible, the employee must be continuously employed by the Company for at least one year prior to the request for such leave. A request for unpaid leave must be made in writing to the employee's manager no later than thirty days prior to the date the leave is to be taken. The request must include the duration of the leave and expected return to work date. Leave cannot be taken until the Manager and Human Resources provide written approval for the leave.

The Company will make every effort to support a request for unpaid leave. However, the request may be denied at your management's discretion if it is determined that granting such leave will adversely impact business operations or result in additional costs to the Company. The request may also be denied if the employee is on probation or otherwise not in good standing due to performance or conduct issues such as unsatisfactory attendance.

While an employee is on approved unpaid leave, the Company will continue to pay its share (if any) of his/her health care premium. An employee's failure to pay his/her share of the premium will result in the loss of the employee's health insurance benefits while on leave. In the event an employee does not pay his/her share of premium, his/her benefits will terminate retroactively to the beginning of first of the month in which such payment was not made.

If the employee is reinstated, the employee will be eligible to re-enroll in benefits per the Company's benefits eligibility policy. The Company will make every effort to return you to the same position and hours, however, in the event this is not possible, the Company will try to find another position to accommodate your needs. If the unpaid leave exceeds six (6) months in duration you will be expected to re-apply to the Company per our separation policy.

This policy is in addition to the employee's rights to take unpaid leave under the federal or state Family Medical Leave Acts.

This policy may not apply to employees who are covered by a collective bargaining agreement.

Acknowledgement of Receipt of Handbook

Please read the following statements and sign below to indicate your receipt and acknowledgement of the LAZ employee handbook.

- I have received and read a copy of the LAZ Employee Handbook. I understand that the policies, rules and regulations described in it are subject to change at the sole discretion of LAZ at any time.
- I further understand that my employment is terminable at will, either by myself or by LAZ.
- 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" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the President of LAZ.
- I am aware that during the course of my employment confidential information will be made available to me. I understand that this information is critical to the success of LAZ and must not be disseminated or used outside of LAZ's premises.
- I am aware that this employee handbook sets forth the policies of LAZ, and supersedes any documents that I may have previously received with respect to the policies and benefits of LAZ. Where there are documents relating to such benefits as health insurance from LAZ's health insurance carrier that are in greater detail or specificity, the provisions of the more detailed, specific documents shall control. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or entity.
- I understand that, should the content of this handbook be changed in any way, LAZ shall distribute such revisions and, although not necessary to implement such changes, may also require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that the policies, rules and benefits described in this handbook are subject to change at the sole discretion of LAZ at any time.
- I understand that I must read the LAZ Regional Supplemental Employee Handbook for the state in which I work for more information regarding rules, regulations, employment benefits and working conditions.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the LAZ employee handbook.

Please Print Name

Date Received

Employee Signature