

WELCOME TO GLACIER NURSERY

We are pleased you have decided to work for us and are optimistic that you will find this opportunity fulfilling, challenging, and rewarding. To aid you in adjusting to your new job we have assembled this summarization of the Benefits and Conditions of Employment here at Glacier Nursery, LLC. The contents of this summarization will be reviewed with you. At such time we will ask you to sign a statement that you understand the content of the orientation and the Benefits and Conditions of Employment. It is important for you to fully understand what we will do for you and what we expect in return.

There are three things we expect of you as a new employee:

1. Show up ready to work every day that you are scheduled.
2. Show up on time at your work area— ready to begin work.
3. Put forth your best effort for the entire workday.

Please bring sufficient clothing (including boots, gloves and sunscreen) to keep you warm and dry throughout the entire workday. You should plan on being at your work area at the appointed starting time. Be here a few minutes early so you can find the location of your work area from your crew leader. Plan on parking your vehicle with all the other employees, to the left of the entrance to Glacier Nursery. Bring any refreshments you might require during your shift to your assigned work.

Though this does not sound like much to ask, this forms the foundation for a good working relationship, and accomplish our goals here at Glacier Nursery.

We started Glacier Nursery, firstly, to provide year-round, rewarding employment to interested, enthusiastic and productive people. Secondly, we aim to provide our customers with the finest quality nursery stock, at a reasonable price, and to support that sale with uncompromising personal service. Lastly, we strive to return some of the generosity to the community we live in, that has been extended to us. We look forward to you joining us and helping us achieve these goals.

Welcome to Glacier Nursery, we are glad you are here!

BENEFITS AND CONDITIONS OF EMPLOYMENT

This handbook is not a contract, expressed or implied, guaranteeing employment for any length of time. The company reserves the right to revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. Feel free to ask questions about any of the information within this handbook. This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees. Payroll and all employee benefits are administered by GNW, INC which is the management consulting and services entity for Glacier Nursery, LLC. The two entities are referred to collectively as Glacier Nursery in this manual.

BENEFITS The following is a summarization of the benefits available to you as an employee of Glacier Nursery.

HEALTH AND DENTAL Glacier Nursery has chosen PacificSource as their provider of group medical insurance and Best Life as their provider for group dental insurance. Glacier Nursery purchased a \$3,000 deductible plan for its' employees. PacificSource does not have a co-pay, but rather, the first \$3,000 of medical expenses including office visits, prescription drugs, medical tests are paid for out of pocket by the employee. After 90 days of employment, an employee who works more than 130 hours per month is eligible for the Glacier Nursery, Medical and Dental Insurance Plan. For **employees**, spouses and qualified children of an employee or spouse, Glacier Nursery, pays 75% of the monthly premium and the **employee** pays 25% of the monthly premium. Please see the definitions of an employee, spouse, and qualified children at the end of Appendix A.

An **employee** may enter the plan on the 91st day of employment if the employee works more than 130 hours per month. Only employees who work more than 130 hours per month are eligible for medical and dental insurance. Premiums are paid on a compensation reduction plan allowing pre-tax dollars to be used to pay the premium. There are varying rules and regulations determined by the Federal and State Government regarding one's coverage based on the status of your current insurance coverage (if any). See Appendix A for a summary of how the plan is structured utilizing information regarding participating providers. Please refer to a current copy of the printed materials you receive from PacificSource and Best Life regarding specific coverage and benefits.

PAID HOLIDAYS After six months of continuous full-time service you will be eligible for the following paid holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas. Holiday pay will not be included when computing overtime in a week.

VACATION TIME After one year of continuous full-time service you will be allotted a vacation (or personal time) of approximately 40 hours. The **exact** number of hours of vacation will be computed based upon the formula represented in Appendix B. Use of vacation time should be approved in advance. No time off will be considered during our two peak seasons March 1 to May 31 and again September 20 to November 20, (the Friday before Thanksgiving).

Vacation will be accumulated and calculated based upon hours worked in the previous calendar year. After the second full year of employment, you will receive an additional 8 hours of paid vacation. An additional 8 hours will be earned for each year of service up to 11 years. Please refer to the example in Appendix B. Vacation time earned **should** be used in the calendar year allocated, but a maximum of 40 hours may be carried over to the next year. No vacation time more than 40 hours carried over year-to-year will be paid. Vacation time cannot be used when computing overtime in a week.

Employees in a supervisory position (Managers, Foreman, Crew Leaders) are subject to the vacation and absence standards detailed in Appendix B.

401K RETIREMENT PLAN After completing one full year of service (12 months) that includes at least 1,000 hours of work you will be eligible for entry in the 401K Plan. Entry into the plan comes quarterly: January 1, April 1, July 1 and October 1. A portion of your wages may be contributed to the 401K Plan and may be matched by Glacier Nursery. A graduated vesting schedule is followed that allows for Glacier Nursery's contributions to be available to you. The 401K Plan is currently administrated by JCSS Benefit Consulting Group. Full details are attached in Appendix C.

CLOTHING/TOOL CHECKOUT Hand tools, safety gear and clippers may be checked out for your use during the day's work. Failure to return items belonging to Glacier Nursery will result in their purchase price being withheld from your final paycheck. For employees who have more than twelve months of continuous service, Glacier Nursery, will provide an allowance for the purchase of raingear.

OVERTIME Overtime is paid when the number of hours worked in a workweek exceeds 40. The workweek begins on Monday morning and ends on Sunday night. Overtime computations will not include holiday or vacation pay. All overtime must be approved by your Foreman. Overtime which is defined as work outside of the hours 7:30AM to 4:00PM M-F must be initialed on the timecard by a manager. Again overtime is only paid when the number of hours exceeds 40 in the week.

TRAINING/CONTINUED EDUCATION We will provide opportunities for additional training, either through in-house study or training seminars. Attendance at such sessions is contingent upon your tenure, job description and must be approved by the General Manager. Details of business travel, which may be required for additional training, are covered in Appendix F.

SHOW UP PAY To encourage you to show up every day you are scheduled, we will pay a minimum of one hour's pay regardless of whether there is work for you or not—as long as you show up. If you are told the day before that you should call prior to coming into work and fail to call, you will not be paid show up time.

BONUS PLANS These plans are implemented with the idea of improving or maximizing specific performance. As such there will be guidelines with each different plan that will be discussed. You should read and understand these thoroughly to avoid misunderstandings (see Appendix D included in this handbook). All decisions on employee eligibility and payment of bonuses will be made by the General Manager. Bonus plans are not necessarily continued from year to year and may change due to changing economic conditions.

EMPLOYEE PLANT PURCHASES We do not allow employees to purchase plants without the full knowledge, consent, and personal inspection of the General Manager—no exceptions. Please do not remove **any** plants from Glacier Nursery. Failure to observe this directive will result in dismissal and possibly charges of theft.

CONDITIONS OF EMPLOYMENT AND POLICIES So that you can understand what is expected of you while you are an employee at Glacier Nursery, we have outlined the conditions under which you shall be employed.

ATTENDANCE We expect you to show up ready to work all day, every day that you are scheduled. Your presence at work is especially important. Many tasks require an exact number of people and your absence will inhibit our proper functioning. Please call us as soon as you know you will not be in for work, **406-755-2248**.

Do not call or text fellow employees. Contact the office by telephone directly yourself leaving a message for the Farm Manager, Shane Rogers, if need be. Should you know in advance that you require a day off from work we would like 24-hour advance notice.

As your responsibilities and pay increase, you may be asked to work additional hours beyond 8 per day/5 days a week. To maintain your pay, benefits, and position of responsibility, you will be expected to work the hours required of your position. The expectation is that you will work all days you are scheduled, for the entire workday. Any deviation from this such as tardiness, leaving work early (both of which are considered half day absences if less than four hours) or missing the entire day is an absence. Absence is defined as not being at work 7:30AM to 4:00 PM M-F. When non-supervisory personnel have less than 80 percent attendance, (more than 20 percent absence) your continued employment is in jeopardy. Supervisory personnel must maintain a higher level of reliability and their attendance as detailed in Appendix B.

TARDINESS/LEAVE WORK EARLY We expect you to show up for work and be at your assigned work area at the beginning of the shift you are scheduled to work. We expect you to work the entire workday until 4:00PM. Like attendance, your presence at work on time is necessary so that we may function at optimal efficiency. Repeated tardiness or leaving work early will lead to your dismissal. If you are going to be late, telephone the office and let us know when you intend to arrive at work.

PRODUCTIVITY We expect that you will put forth your best effort every day. This will include listening carefully to all instructions, cooperating fully with your supervisor and showing interest and enthusiasm for what you are doing. Your suggestions, creativity and initiative are welcome.

WORK HOURS AND WORKDAYS We begin work at 7:30AM and cease work at 4:00PM. Our normal workweek is 5 days long, Monday-Friday. Absences by employees during the working hours and days each week are disruptive. At the supervisory level (Managers, Foreman and Crew Leaders absences are discouraged. Peak season in the spring is (March 1 to May 31) and again in the fall (September 20 to November 20). We will be working additional hours per day up to 10 hours and on Saturdays, especially the Crew Leaders, Foreman, Managers and equipment operators. Occasionally the work hours are modified to accommodate the weather or Daylight Savings Time.

Employees in a supervisory position (Managers, Foreman, Crew Leaders) are subject to the vacation and absence standards detailed in Appendix B.

LUNCH/BREAKS There is a scheduled 20-minute break at 10:00AM and an unpaid 30-minute lunch at 1:00PM. Breaks and lunch begin when you leave your assigned work area and end when you return to your work area.

PAY PERIODS Payroll is processed through an online provider called Gusto. Payroll is computed biweekly; Monday through Sunday every two weeks payable every other Friday. Payroll will be submitted to payroll processing at days end on the Monday after the end of the pay period. Payment will be into your bank account five days after the end of the pay period- unless Friday is a holiday. Should Friday be a holiday we will pay on the Monday closest to the regular payday. Glacier Nursery., utilizes direct deposit for all employees, therefore no physical check will be printed. Glacier Nursery will allow a one-month grace period to acquire a direct deposit account. We **do not** issue direct deposit or paychecks early. For employees who leave our employment- voluntary or by dismissal, payment to your account will be made in the normal cycle- not to exceed 15 days. Direct deposit or paychecks are distributed directly to the individual employee. The payroll processor, Gusto will communicate paycheck stubs and payroll forms via email. You are welcome to inspect your payroll records by making an appointment with the Office Manager.

TIMECARDS You are responsible for completing your timecard daily. You should note the beginning time of your shift, the hours worked on each operation, the total for the day, and the ending time of your shift. If you start work at a time other than 7:30AM or end work at a time other than 4:00PM that time must be initialed by a Manager- Brad or Shane. We may ask you to text the Farm Manager Shane Rogers or the General Manager Brad Brown when you arrive early to the farm or leave after 4:00PM. On the bottom row of the timecard is a box for a letter Y/N (yes or no) as to indicate that the workday was complete- 7:30 to 4:00 is “Yes”. Any deviation from the 7:30AM to 4:00 PM requires the initials of a manager and the box should indicate “No”. Any time missed between 7:30AM and 4:00PM M-F must have a completed Glacier Nursery Absence Form, signed, and dated by both the employee and a manager. Time is completed to the quarter hour with 7 minutes being the break point.

We do extensive cost analysis; therefore, we need the labor hours distributed to the appropriate account. Please refer to the written key on the bulletin board for what types of activities are allocated to each account. When in doubt ask your crew leader or supervisor. Please sign your timecard at the end of the pay period. Your daily time is checked by your supervisor, failure to properly document your time may constitute fraud and result in your dismissal.

ABSENCES All absences at work outside of the workday 7:30AM to 4:00PM and/or Monday through Friday will require the completion of a Glacier Nursery Absence Form; (Paid holidays excluded). This form will document the time missed, the reason the time was missed, as well as signatures from the employee and a manager. Blank forms can be found on the front desk in the office. This information will be maintained in each employee’s personnel file as well as documented by the Farm Manager. This form is a paper trail documenting employees time away from the normally scheduled workday. Supervisors’ absences from workday and workweek especially impact the operation of the business and all the employees and their ability to function effectively.

Vacation time will be considered a Planned Absence and will be submitted for Manager’s approval in advance. For Supervisory Personnel please see Vacation Time in Appendix B. Absences will be considered a Planned Absence if the Glacier Nursery Absence Form is completed and signed by the employee and manager before 4:00 PM the workday prior to the Planned Absence. Unplanned Absences will be those times away from work that were not scheduled by 4:00 PM the workday prior to the absence. As Unplanned Absences are not scheduled, they disrupt the workflow and the interfere with our ability to work at optimal efficiency, as well as placing undue burdens on supporting employees.

For those employees who have earned vacation the vacation time will be utilized for absences both Planned and Unplanned. Vacation pay will be utilized in hour increments. An absence from work will be a part day, (any time missed at work less than four hours) or a full day (more than four hours of absence from work).

EQUAL OPPORTUNITY EMPLOYMENT Glacier Nursery is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment, based on an individual’s race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Whenever possible, Glacier Nursery, makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the General Manager, Brad Brown.

BUSINESS TRAVEL Educational Training and Sales activities may require travel off site, and is detailed in Appendix F.

PERFORMANCE REVIEWS New hires will be informally reviewed after approximately six months. Most employees are reviewed annually during the winter months. A written review is supplied at which time you will be informed as to what you could do to enhance your advancement opportunities and improve your performance within the nursery. We also use this time to find out what interests you have and where you wish to be in the nursery. A performance review is always a two-way exchange. We inform you of your progress and you tell us what your interests are. This should enable both you and Glacier Nursery, to achieve our mutual goals. At the conclusion of the written performance review, you will be asked to sign and date the review and a photocopy will be available to you.

ADVANCEMENT We have tried to promote from within and to this end, the review serves to guide you and us in where best to place you within the nursery. Your ability to work with others towards a common goal of producing quality plants, at a cost that ensures a profit, will lead to positions of higher responsibility, increasing wages and additional hours of work. Wage increases are usually accompanied by a written review. The pay scale (see Appendix D and job descriptions) is included in this handbook. Failure to maintain reliable attendance- especially numerous Unplanned Absences will greatly slow advancement.

PROBATIONARY PERIOD: You will serve a six-month probationary period, in which we will observe your work performance and make a determination as of your suitability as a longer term member of the work force here at Glacier Nursery. During that time, we will be evaluating three things:

1. Do you show up every day you were asked to work, and did you work the entire day?
2. Do you show up on time everyday properly prepared to work?
3. Do you put forth your best effort for the entire day and are you interested in your work?

Failure in any one of these all-important areas will lead to dismissal from the work crew. After successfully completing the six-month period, we will discuss your performance and help you make the most out of your employment here at Glacier Nursery. During the probationary period both Glacier Nursery, and the employee (you), reserve the right to terminate your employment for any reason or no reason.

FULL-TIME/PART-TIME Full-time employment is considered 40 hours and 5 days per week for all **BUT** health insurance eligibility. For health insurance eligibility an employee must work at least 130 hours per month. Less than 40 hours and 5 days per week are considered part-time. Paid vacation and paid holidays are counted towards the 40 hours per week.

YEAR-ROUND/SEASONAL Only full-time employees will be eligible for a year-round position with Glacier Nursery. All other employees will be considered seasonal. Attainment of year-round status is not automatic and will hinge upon the following conditions:

1. Completion of a successful probationary period with special emphasis on reliable attendance.
2. Availability of a year-round opening on our work force.
3. Demonstrating a genuine interest and enthusiasm in what we are doing here at Glacier Nursery.
4. Consistent, above average written reviews.
5. Your desire to make a commitment of continued employment to Glacier Nursery.

PERSONNEL FILES Glacier Nursery maintains a personnel file on each employee. These files are kept confidential. Employees may review their personnel file upon request. It is important that personnel files accurately reflect employee's personal information. Employees are expected to inform the company of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information. You are welcome to inspect your personnel files by making an appointment with the Office Manager.

OPEN DOOR POLICY Glacier Nursery has an open-door policy and takes employee concerns and problems seriously. Glacier Nursery values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor and/or Brad Brown.

SAFETY One of our primary goals is to provide a safe work environment. To meet this goal, it is important for you to follow all instructions and to bring unsafe conditions to our attention. Safety is a two-way street—we provide a safe work environment, and you are asked to follow and obey safety instructions **and** bring any unsafe work conditions to our attention. We do have a general Safety Manual, which is included within this handbook as Appendix E and details many of our safety issues thoroughly. We have formal safety meetings quarterly to discuss general safety issues. It is the crew leader's responsibility to explain safety considerations to you. When you are beginning a new task be sure you understand the safety issues involved. Always ask your crew leader for more details when in doubt. Violations of specific instructions regarding safety procedures may be cause for dismissal. You are encouraged to report unsafe working conditions, or procedures you feel are unsafe to any of your Supervisors and the General Manager immediately.

ACCIDENTS Any on the job injury no matter how large or small should be reported at once to your supervisor. Any use of the first aid kit should likewise include an explanation to your supervisor. We pride ourselves on providing a safe work environment and on conducting our activities in a safe manner. Your full cooperation on this is very important and your failure to report an accident promptly may cause a delay in the processing of any claim. Should you ever have occasion to see a doctor with any type of alleged work-related injury, you will need to notify the office prior to seeing the doctor.

DRUG FREE/ALCOHOL FREE WORKPLACE Glacier Nursery is a drug free/alcohol free workplace. Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work or engaged in company business. Prescription drugs or over-the-counter medications, taken as prescribed, are the exception to this policy. Cigarette smoking is prohibited at your work area but is allowed at your personal vehicle in the parking lot. The legal smoking age is 21 years old, and this is strictly adhered to at Glacier Nursery. Anyone violating this policy may be subject to disciplinary action, up to, and including termination.

HOUSEKEEPING We expect you to maintain a neat orderly work area and to contribute to always keeping those areas common to all employees neat and orderly. All items you bring to work should be taken home with you or discarded in one of the garbage cans. If you take a tool out, return it to the proper place so others can find it. If you see something that needs to be picked up, **do it**, don't just walk over it. Housekeeping is a group effort.

EQUIPMENT Only authorized operators with approved training are allowed to use the tractors/skid steers, Gators, or truck. It is our company policy that operators possess and maintain a current driver's license, and the status of this license will be checked by GNI at least once a calendar year. Anyone under the age of 16 cannot work on or around any machinery. Seat belts are to be worn anytime a piece of equipment is operated (not on Gators).

Watch out for the tractor/skid steer when working around it. The tractor/skid steer operator cannot always see you. Turn on the fan in the warehouse when the tractor/skid steer is inside and operating. Riding on the tractor/skid steer is not allowed. The Gators are small and quick, when driving them please yield to the larger machines and watch out for other employees on foot. Slow down when approaching corners and **do not** exceed 10 mph. Only two people should ever be on the Gator—one in the driver's seat and a second person in the passenger seat. There should never be anyone riding in the rear box. When riding in the truck bed you must be sitting down inside the bed. The truck is not allowed on the highway without the General Manager's approval.

When operating on the highway your seat belt must be worn at all times. The truck should not be operated beyond 10 mph within the nursery.

WORKER PROTECTION SAFETY TRAINING Worker protection safety training is provided to new employees within the first weeks of employment. This training discusses Glacier Nursery's use of pesticides and the employee's contact with these materials.

PESTICIDES Pesticides are used at Glacier Nursery as a necessary part of pest control. There are two levels of training required of workers. **All employees** will be trained as **workers**—these are the people who work with the plants. Employees who mix, load, or apply pesticides will be trained additionally as **handlers**. For all employees, Material Safety Data Sheets (M.S.D.S.) are provided in a binder and open for your examination. Areas treated with pesticides will be posted in the field and on the Crew Information Board in the lunchroom with the appropriate re-entry time. The actual use of pesticides at Glacier Nursery is restricted to those who have been trained as handlers. Our handler training includes a written manual and demonstrations on proper handling and application of pesticides. A written guide is also provided for how to react to spills and is covered with those who are authorized as handlers for pesticide application. You are to avoid and stay away from all pesticides, fungicides, rodenticides, insecticides, fertilizers, fuel and growth regulators unless you are specifically trained to use these materials. Do not drink from our hoses. You should fill water jugs at the bathroom faucets or bring water from home.

EMPLOYEE PARKING LOT We ask all employees to park in the parking lot located just to the left of the entrance of Glacier Nursery. With courtesy and safety in mind we ask the following:

- Firearms are not allowed on site.
- Please do not bring pets to Glacier Nursery.
- Do not litter.
- Respect others while listening to your car audio system.

Glacier Nursery is not responsible for the security of your personal belongings while your vehicle is parked in the parking lot. Please lock your vehicle.

NON-HARASSMENT POLICY/ NON-DISCRIMINATION POLICY Appendix G details our Non-Harassment Policy/Non-Discrimination Policy specifically addressing:

1. Definition of harassment.
2. Examples of harassment.
3. How to report alleged incidents of harassment.
4. How any incidents will be investigated.

We do not and will not tolerate any harassment or discrimination at Glacier Nursery.

CELLULAR TELEPHONE USE Employees are welcome to bring a cell phone to work for use to keep time or to listen to music. **It may only be used as a telephone or texting device while on break or during lunch.** Failure to follow this guideline will result in loss of this privilege and you will no longer be allowed to keep a phone on your person during work. You will be required to leave it in your vehicle or turned off in your lunch box.

COMPANY PROPERTY Company property, such as equipment, hand tools, supplies, vehicles, telephones, computers, and software, are not for private use. These devices are to be used strictly for company business and are not permitted off property. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess.

Company computers, internet and emails are a privileged resource, and should be used only to complete essential job-related functions. Employees are not permitted to download any software, files or programs. Files or programs stored on company computers may not be copied for personal use.

PRIVACY Employee and employers share a relationship based on trust and mutual respect. However, Glacier Nursery retains the right to access all company property including computers, desks and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy while using company property.

All documents, files, voicemails, and electronic information, including emails and other communications, created, received or maintained through company property are the property of Glacier Nursery. Therefore, employees should have no expectation of privacy over those files or documents.

WORKPLACE SECURITY Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Report any suspicious activity to a supervisor immediately.

TERMINATION OF EMPLOYMENT If you are leaving our employment voluntarily, we would appreciate your letting us know as soon as you know. If we decide you will be dismissed for reasons other than disciplinary reasons, we will follow these guidelines:

1. Temporary Layoff - A layoff due to lack of work, unless it is a weather-related layoff. We will give you three days notice.
2. Permanent Layoff - A layoff due to lack of work regarding a season's end or project termination. You will be notified two weeks in advance that a layoff will be occurring. Paychecks will be issued within three working days of your leaving unless we expect you to return to work and complete the current pay period.

DISCIPLINARY ACTIONS Certain activities or actions are prohibited while you are an employee of Glacier Nursery. Engaging in these types of activities or actions will result in disciplinary measures and possibly termination. Below is a list of some of those prohibited activities:

- Failure to show up for work when scheduled, for two or more consecutive days without telephoning the office and providing an explanation for your absence (failure to request a leave of absence) will result in your dismissal.
- Repeated tardiness or absence from work with an attendance below 80% as defined on page 4 will result in your dismissal.
- Low productivity, an uncooperative attitude, low interest, or enthusiasm.
- Possessing, distributing or being under the influence of a controlled substance or alcohol at work. (See Drug Free/Alcohol Free Workplace page 7)
- Willful violation of safety rules or company practices.
- Failure to wear or use required safety equipment.
- Failure to report accidents and injuries immediately.
- Any kind of purposeful action that may cause injury to a fellow employee or to oneself. Therefore, fighting, horseplay, dirt clod throwing etc., is expressly prohibited.
- Extending break or lunch breaks beyond their allotted times.
- Failure to complete your timecard daily and any dishonesty in the completion of your timecard.
- Using your cellular telephone other than during break or lunch.
- False statements to company officials or on any company reports or records.
- Unauthorized use of any Glacier Nursery property such as vehicles, tractors, tools, supplies, devices or assets.
- Having any firearms on site—this includes in your vehicle.
- Smoking at your work area.
- Damage or destruction of Glacier Nursery property including any plants, tools or materials. Plants must be handled without being damaged.

- Removing from the premises or stealing any plants, supplies, tools, records, devices or assets that belong to Glacier Nursery.
- Disclosing confidential or proprietary company information without permission.
- Engaging in acts of discrimination or harassment in the workplace.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. Glacier Nursery reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

DISCIPLINARY PROCEDURES: The following is a list of the procedures we would follow in the event of an action requiring discipline. The more severe the violation the more severe the discipline. There is no order or starting point for disciplinary procedures. The course of action will be determined by Glacier Nursery, at its sole discretion as it deems appropriate.

1. Verbal Warning - told not to repeat the action
2. Written Warning - written message not to repeat the action
3. Temporary Suspension of Employment - unpaid layoff
4. Permanent Termination of Employment - permanent termination of employment

WORKFORCE DRUG AND ALCOHOL TESTING Montana law allows drug and/or alcohol testing of employees engaged in driving a motor vehicle as a necessary part of work duties. Thus, all employees who wish, or are asked, to operate loaders, skid steers, tractors, Gators or company vehicles, or take part in any other safety sensitive activities will be required to submit to a drug test as a condition of hire (pre-employment) and submit to randomized drug and alcohol screenings throughout the year. Drug and alcohol screening and randomization will be completed congruent to existing Montana statute (39-2-205 through 39-2-211). Refer to Appendix H for further explanation of the Glacier Nursery drug and alcohol testing policy.

APPENDIX AMEDICAL AND DENTAL INSURANCE PLAN

Glacier Nursery, Inc., has chosen PacificSource as their provider of group medical insurance and Best Life as their provider for group dental insurance. Glacier Nursery offers a Gold HSA, (Health Savings Account) plan with a \$3,000 deductible. After 90 days of employment, an employee who works more than 130 hours per month is eligible for the Glacier Nursery, Medical and Dental Insurance Plan. For **employees**, spouses and qualified children of an employee or spouse, Glacier Nursery, Inc., pays 75% of the monthly premium and the **employee** pays 25% of the monthly premium. Please see the definitions of an employee, spouse, and qualified children at the end of this appendix.

An **employee** may enter the plan on the 91st day of employment if the employee works more than 130 hours per month. Only employees who work more than 130 hours per month are eligible for medical and dental insurance. Premiums are paid on a compensation reduction plan allowing pre-tax dollars to be used to pay the premium and deducted from your paycheck. There are varying rules and regulations determined by the Federal and State Government regarding one's coverage based on the status of your current insurance coverage (if any). See Appendix A for a summary of how the plan is structured utilizing information regarding participating providers. Please refer to a current copy of the printed materials you receive from PacificSource and Best Life regarding specific coverage and benefits.

MEDICAL REIMBURSEMENT PLAN

Our insurance agent is Winston Walters of Hub International 406-756-5046,
winston.walters@hubinternational.com

Total out of pocket with the health insurance plan would be \$3,000 for an individual and \$6,000 for a family, with treatment through participating providers. Treatment through non-participating providers cost significantly more (doubles). Below is the schedule for an individual, (double for a family—two members or more):

-0- to \$3000 Eligible Expenses – You pay: \$3,000 (\$6,000 family).

\$3,000 (\$6,000) and over – PacificSource pays 100%.

You pay: -0- (**When using participating providers**).

The above is based on using participating providers. A non-participating schedule of reimbursements is available for review upon request.

The first \$3,000 (\$6,000 family) of medical expenses including office visits, prescription drugs, medical tests you pay for out of pocket. Once you have spent \$3,000 (\$6,000 family) on eligible medical expenses PacificSource pays the balance.

An annual Wellness Exam continues to be a covered expense, (PacificSource pays the cost- not part of the deductible), in accordance with the ACA, (Affordable Care Act).

Dental benefits are subject to a \$50 deductible and offer a maximum benefit of \$1,000 annually through participating providers.

Please contact the PacificSource Services and Best Life for complete details and answers to questions about health insurance coverage's, changes, and most current information.

COBRA You may be eligible for COBRA benefits. Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health and dental coverage due to a reduction in work hours may temporarily continue group health and dental coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate, (definitions of spouse and dependents are subject to different definitions for COBRA). That eligibility normally extends for a period of eighteen (18) months from qualifying date. For more information regarding COBRA health insurance benefits, see PacificSource Services.

Employee Full-time employment is considered 40 hours and 5 days per week for all **BUT** health insurance eligibility. For health insurance eligibility an employee must work at least 130 hours per month.

Spouses of employee Spouses are considered eligible for insurance if their marriage is recognized under Montana Law. There are three possible types of marriages recognized under Montana Law: (1) couples have "solemnized" their marriage under MCA 40-1-301; (2) couples that are married by declaration without solemnization under MCA 40-1-311; (3) couples who are married under the laws of another state, and Montana recognizes their marriage under the Full Faith and Credit clause of the U.S. Constitution. In the case of a "marriage by declaration", number 2 above, a signed declaration and a medical certificate filed with the Clerk of Court is required.

Qualified child A qualified child is defined as a child that meets the Internal Revenue Service Code 152

APPENDIX BVACATION and ABSENCE FORM

To help you understand our vacation policy, here is an example of how it is calculated:

You began working on March 15, 2022, and worked 1,580 hours during the calendar year 2022 and then worked 320 hours in the calendar year 2023 (up until March 15, 2023). On March 15 of 2023 (one year of continuous full-time employment later) you will be eligible for a vacation. It will be calculated as follows:

$$1,580 \text{ hrs} + 320 \text{ hrs} = \frac{1,900 \text{ hrs}}{2,000 \text{ hrs}^{(1)}} = .95 \times 40^{(2)} = 38 \text{ hrs of vacation}$$

Amount you are eligible for in 2023 is the number of hours worked in 2022 (1,580) divided by the total hours worked in the last twelve months (1,900):

$$\frac{1,580 \text{ hrs}}{1,900 \text{ hrs}} = .83 \times 37 = 30.75 \text{ hours of vacation}$$

Thereafter, your vacation will be calculated from the previous year's total hours worked and will be taken in the current calendar year.

After the second full year of employment, you will receive an additional 8 hours of paid vacation. An additional 8 hours will be earned for each year of service up to 11 years. Therefore, after eleven years of continuous full-time employment, you will be eligible for approximately 120 hours of vacation based again on the formula above. The maximum number of hours an individual is allotted is based on 2,496 hours worked in a year which is 120% of 2,080 hours which equates to 144 vacation hours.

⁽¹⁾ 52 weeks times 40 hours per week equals 2,080 work hours in a year. Since we take 10 working days off between Thanksgiving and Christmas/New Year break (10 days x 8 per day =80 hrs) we use 2,000 as the baseline for computations.

⁽²⁾ One-week paid vacation is 5 days in a work week times 8 hours per workday.

All vacation time earned **should** be used in the calendar year allocated but a maximum of 40 hours may be carried over to the next year. No vacation time more than 40 hours carried over year to year will be paid.

Employees in a supervisory position (Managers, Foreman, Crew Leaders) are subject to the vacation and absence standards as detailed in the additional pages attached to Appendix B.

GLACIER NURSERY ABSENCE FORM

PLANNED ABSENCE

Name: _____ Date _____

Dates absence is requested _____

Return Date and Time _____

Reason for Absence _____

Employee Signature _____ Date _____

Managers Approval _____ Date _____

UNPLANNED ABSENCE

Date and Time of Absence _____

Date and Time of Return _____

Employee Signature _____ Date _____

Managers Signature _____ Date _____

This form will be filed in the employee's personnel file.

(Forms are located at the front desk in the office and should be turned in to Farm Manager, Shane Rogers).

APPENDIX BSUPERVISOR VACATION AND ABSENCE

Employees in a supervisory position (Managers, Foreman, Crew Leaders) are subject to the following vacation and absence standards.

VACATION TIME After one year of continuous full-time service you will be allotted a vacation (or personal time) of approximately 40 hours. The **exact** number of hours of vacation will be computed based upon the formula represented in Appendix B. Use of vacation time should be approved in advance. No time off will be considered during our two peak seasons March 1 to May 31 and again September 20 to November 20, (the Friday before Thanksgiving).

No two supervisors will be approved for vacation at the same time. There is a calendar on the back of the door in Brad's office that is used for sign up for time off. At the beginning of the new year a sign up will be allowed based first on position, (Managers, Foreman, Crew Leaders) then on seniority with the most tenured going first. After the initial sign up it will be based on the availability of an open, (no vacation scheduled) day on the calendar. Vacation time will be used in one-hour increments. Requests for vacation time are made to and approved by the General Manager.

ATTENDANCE Additional detail: Supervisory personnel are expected to maintain a higher level of reliability and attendance consistent with their greater responsibilities and pay than non-supervisory personnel. The expectation is that a supervisory position requires absences no more numerous than once per month or part day absences of only two per month.

WORK HOURS AND WORKDAYS We begin work at 7:30AM. and cease work at 4:00PM. Our normal workweek is 5 days long, Monday-Friday. Absences by employees during the working hours and days each week are disruptive. At the supervisory level (Managers, Foreman and Crew Leaders absences and days are discouraged. Peak season in the spring is (March 1 to May 31) and again in the fall (September 20 to November 20) we will be working additional hours per day up to 10 hours and on Saturdays, especially the Crew Leaders, Foreman, Managers, and equipment operators. Occasionally the work hours are modified to accommodate the weather or Daylight Savings Time.

ABSENCES All absences at work outside of the workday 7:30AM to 4:00PM and/or Monday through Friday will require the completion of a Glacier Nursery Absence Form; (Paid holidays excluded). This form will document the time missed, the reason the time was missed, as well as signatures from the employee and a manager. This information will be maintained in each employee's personnel file as well as documented by the Farm Manager. This forms a paper trail documenting employees time away from the normally scheduled workday. Supervisors' absences from workday and workweek especially impact the operation of the business and all the employees and their ability to function effectively.

Vacation time will be considered a Planned Absence and will be submitted for Manager's approval in advance. For Supervisory Personnel please see Vacation Time in Appendix B. Absences will be considered a Planned Absence if the Glacier Nursery Absence Form is completed and signed by the employee and manager before 4:00 PM the workday prior to the Planned Absence. Unplanned Absences will be those times away from work that were not scheduled by 4:00 PM the workday prior to the absence. As Unplanned Absences are not scheduled, they disrupt the workflow and the interfere with our ability to work at optimal efficiency, as well as placing undue burdens on supporting employees.

For those employees who have earned vacation the vacation time will be utilized for absences both Planned and Unplanned. Vacation pay will be utilized in hour increments.

After an employee in a supervisory position has two consecutive months with absences each month in excess of two partial days or one full day their position and their ability to fulfill their job description will be evaluated.

The following disciplinary actions due to unreliable attendance may include but not limited to:

- Wage Freeze
- Proportional Loss of Benefits
- Altering Job Description and Responsibilities
- Change of Position, including reapplication to the newly created position
- Pay Reduction
- Termination

ADVANCEMENT Additional detail: Failure to maintain reliable attendance- especially numerous Unplanned Absences will greatly slow advancement.

APPENDIX C401K PLAN HIGHLIGHTS

After completing one full year of service (12 months) that included at least 1,000 hours of work, you will be eligible for the 401K Plan. Entry into the 401K Plan comes quarterly: January 1, April 1, July 1, and October 1.

For 2023, Glacier Nursery, Inc., will match contributions to your account based on the following:

- Glacier Nursery will match each dollar you contribute, up to 5% of your earnings.
- On the next 5% of your earnings Glacier Nursery, Inc., will match \$0.50 of each dollar you contribute.

The level of Glacier Nursery's contribution, (both the match percentage and contribution level), will be reviewed each year. Contributions can be made each pay period and will be matched each pay period. Participation in the 401k Plan is entirely optional, but to be eligible for the matching funds you must contribute.

Glacier Nursery has a 6-year vesting schedule, which is based on term of service rather than length of participation in the 401K Plan. After 12 months of continuous employment (of at least 1,000 hours), you may enter the 401K Plan on January 1, April 1, July 1, or October 1. You will be 20% vested for each year of service, **after the first year**, until at the end of 6 years of service you will be fully vested. Of course, any money **you** put into the fund is available to you at your request, subject to IRS rules.

The 401K Plan is currently administered by JCCS Benefit Consulting Group (JCCS), which is located in Great Falls. Glacier Nursery will withhold, match, and forward all funds each pay period and supply information to the Administrator, such as start and termination dates. Questions regarding the fund's performance and the legal rules of the 401K Plan must be directed to the Administrator—not to Glacier Nursery.

The 401K Plan offers 10 investment options. These are different mutual funds with varying levels of risk and rates of return. These mutual funds will be added and deleted as the need arises.

All employees at least 18 years old who work 1,000 hours or more annually will be eligible to participate in the 401K Plan.

There are specific rules regarding withdrawals from the 401K Plan. Prior to your leaving Glacier Nursery you should contact JCCS to determine what portion of Glacier Nursery, Inc., contributions would be available to you upon departure. A **minimum** of three months and possibly up to 15 months may be required to allow the Administrator to generate proper reports and the funds to be disbursed.

APPENDIX D**2023 PAY SCALE**

Crew Member I seasonal less than high school diploma or equivalent starts at \$15.00 up to \$16.75. Eligible for \$1.00/hr (one day/mo absence or tardy allowed- when school in session, work three out of four Saturdays OR when school is not in session four days/mo absence or tardy allowed, work four days per week).

Crew Member I seasonal (or part time) with high school diploma or equivalent starts at \$17.00 up to \$18.75.

Crew Member II full time seasonal crew \$19.00 up to \$20.75

Skilled Laborer/Lead Person \$20.00 to \$20.75

Crew Leader \$21.00 to \$23.75

Foreman \$24.00 to \$29.75

Manager \$30.00 and up

Bonus Plans:

Bonuses will be established for many spring operations. You will be expected to regularly meet this production quota. The goal is generated from the last three years' average production of the task. When you exceed it by 10-19% you will receive a bonus. When you exceed it by 20-29% you will receive an additional bonus. In other words, for each additional 10% increase over the average you will receive an increase in the bonus.

Employee of the Week will be awarded throughout the spring. Throughout the summer we will award employee of the week recognizing a deserving high school age worker as well as a regular crew member alternating week to week.

Prior professional experience is described as verifiable one year full time 2,000 hours of work in nursery, greenhouse, or landscape experience and familiar with plant names (nomenclature).

OR

Two years of full time Agricultural post-secondary education including significant course work in horticulture, agronomy, biology, pest control or other **plant** science course work. Coursework should include training in plant identification and nomenclature.

APPENDIX E

GENERAL SAFETY MANUAL

SAFETY One of our primary goals is to provide a safe work environment. To meet this goal, it is important for you to follow all instructions and to bring unsafe conditions to our attention. Safety is a two-way street—we provide a safe work environment, and you are asked to follow and obey safety instructions **and** bring any unsafe work conditions to our attention. These manual details many of our safety issues thoroughly. We have formal safety meetings quarterly to discuss general safety issues. It is the crew leader's responsibility to explain safety considerations to you. When you are beginning a new task be sure you understand the safety issues involved. Always ask your crew leader for more details when in doubt. Violations of specific instructions regarding safety procedures may be cause for dismissal. You are encouraged to report unsafe working conditions, or procedures you feel are unsafe to any of your Supervisors and the General Manager immediately.

ACCIDENTS Any on the job injury no matter how large or small should be reported at once to your supervisor. Any use of the first aid kit should likewise include an explanation to your supervisor. You should know we pride ourselves on providing a safe workplace and on conducting our activities in a safe manner. Your full cooperation on this is especially important and your failure to report an accident promptly may cause a delay in the processing of any claim. Should you ever have occasion to see a doctor with any type of alleged work-related injury, you will need to notify the office prior to seeing the doctor.

FIRST AID KIT There are First Aid kits located in the lunchroom, potting shed, and women's restroom. Kits contain Band-Aids, eyewash, tweezers, etc. Report all uses of the first aid kit to your supervisor immediately. If emergency assistance is needed report to the office personnel, or if alone dial 911 (our address is located on 911 sticker on the lunchroom phone). Fire extinguishers are located by the office door, lunchroom door and inside the little shed door.

DRUG FREE/ALCOHOL FREE WORKPLACE Glacier Nursery is a drug free/alcohol free workplace. Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work or engaged in company business. Prescription drugs or over-the-counter medications, taken as prescribed, are the exception to this policy. Cigarette smoking is prohibited at your work area but is allowed at your personal vehicle in the parking lot. The legal smoking age is 21 years old, and this is adhered to at Glacier Nursery. Anyone violating this policy may be subject to disciplinary action, up to and including termination.

WORKFORCE DRUG AND ALCOHOL TESTING Montana law allows drug and/or alcohol testing of employees engaged in driving a motor vehicle as a necessary part of work duties. Thus, all employees who wish, or are asked, to operate loaders, skid steers, tractors, Gators or company vehicles, or take part in any other safety sensitive activities will be required to submit to a drug test as a condition of hire (pre-employment) and submit to randomized drug and alcohol screenings throughout the year.

PESTICIDES Pesticides are used at Glacier Nursery as a necessary part of pest control. There are two levels of training required of workers. **All employees** will be trained as **workers**—these are the people who work with the plants. Employees who mix, load, or apply pesticides will be trained additionally as **handlers**. For all employees, Material Safety Data Sheets (M.S.D.S.), are provided in a binder and open for your examination. Areas treated with pesticides will be posted in the field and on the Crew Information Board in the lunchroom with the appropriate re-entry time.

The actual use of pesticides at Glacier Nursery is restricted to those who have been trained as handlers. Our handler training includes a written manual and demonstrations on proper handling and application of pesticides. A written guide is also provided for how to react to spills and is.

covered with those who are authorized as handlers for pesticide application. You are to avoid and stay away from all pesticides, fungicides, rodenticides, insecticides, fertilizers, fuel and growth regulators unless you are specifically trained to use these materials.

DRINKING WATER Do not drink from our hoses. No attempt is made to keep the hoses clean. You should fill water jugs at the bathroom faucets or bring water from home.

EQUIPMENT Only authorized operators with approved training can use the tractors/skid steers, Gators, or truck. Anyone under the age of 16 cannot work on or around any machinery. Seat belts are to be worn anytime a piece of equipment is operated (not on Gators). Watch out for the tractor/skid steers when working around it. The tractor/skid steer operator cannot always see you. Turn on the fan in the warehouse when the tractor/skid steer is inside and operating. Riding on the tractor/skid steer is not allowed. The Gators are small and quick, please yield to the larger machines and watch out for other employees on foot. Slow down when approaching corners and **do not** exceed 10mph! Only two people should ever be on the Gator: one in driver's seat and a second person in the passenger seat and never anyone riding in the rear box. When riding in the truck bed you must be sitting down inside the bed. The truck is not allowed on the highway without the General Manager's approval. When operated on the highway your seat belt must be worn at all times. The truck should not be operated beyond 10 mph within the nursery.

LIFTING When lifting, be sure to hold objects close to your body, bend your knees, and then lift with your legs. If an object is too heavy to move with a kick from your foot ask for assistance (the skid steer and loaders aid in lifting heavy objects, that's why we have them.) Avoid twisting when lifting, instead turn your entire body and both feet in the direction you are lifting. The 15 gallon and larger pots should be lifted by two people. You will not be criticized for asking for assistance when lifting, but rather admired for the wise use of your body.

HAND TOOLS Watch hands and feet when using hoes and spades. Sharpen hoes away from your body. Keep your fingers a safe distance away from the knives and clippers. Ring knives are small, but they can still hurt you. Do not leave hoes and/or rakes around where they might be stepped on.

POWER TOOLS Only authorized and trained personnel are allowed to operate power tools. When operating power tools, weed eater, lawn mower, leaf blower, hedge trimmer, etc., be sure to keep your feet and hands out of the way. Wear eye protection and ear protection as needed.

ELECTRICITY Do not use power tools outside under wet conditions, use inside under cover. Anyone under age of 16 cannot work with or around power tools. Always ask before you start digging a hole as there are numerous underground utilities. Areas of extra care include the cutting frames, pump panels, pond pumps and all electrical sockets and switches.

STORMS Come into the warehouse if you are in danger of being struck by lightning. Do not move irrigation pipes during a lightning storm. Watch for flying objects during severe winds.

HORSEPLAY Horseplay will not be tolerated. Yelling, screaming, and throwing dirt is not allowed. Few injuries are as avoidable as those that result from horseplay. Do not play with mice, birds, snakes, or other animals.

CLOTHING Please wear appropriate clothing to work. Sneakers or boots (if you have them) must be worn at all times, open toe shoes are not allowed. In the summertime we recommend that you bring a shirt to wear in the afternoon to avoid sunburn. Please bring your own sunscreen and use it on all exposed extremities. Please wear a shirt when you are asked to do so. Be aware of sunstroke and drink plenty of water during hot weather. Please bring your own mosquito repellent. Latex gloves and athletic tape are provided by Glacier Nursery; please use them to prevent blisters and injury. Be aware of mud accumulation on your boots when going up stairs and climbing around.

WALKING Watch where you walk when moving around the farm. The terrain can be irregular and may be slippery when wet.

APPENDIX FBUSINESS TRAVEL

Hours of work during business travel or off-site activities are based on three factors:

- 1) The actual time involved with customer needs, public relations, or educational training.
- 2) The amount of travel required.
- 3) The amount of free time available during the trip.

Hours of work are based on the employees' activities while away from the nursery and will fall into the following two categories as determined by the nature of the trip. Either an 8-hour day or up to a 12-hour day.

If you were participating in:

Educational Training Assume actual travel time, or hours up to an 8-hour day regardless of the duration of the day's activities or whether it is an overnight trip. Your willingness to travel for educational purposes is your choice and is not mandatory for fulfillment of your present job responsibilities.

Sales & Customer Relations Assume actual travel time or hours up to a 12-hour day. Fulfillment of your present job responsibilities may require some travel. The manner in which the workday hours will be computed is covered below.

- 1) The actual amount of business time spent servicing customers and representing the business, or learning business skills, takes precedence over travel time and leisure time and is the primary basis for computing the number of hours worked in a day.
- 2) The amount of required travel to and from off-site activities is of secondary importance. In most cases business is not conducted beyond the parameters of a normal workday. In situations where travel distance and activities do not warrant an overnight stay, yet exceed a normal workday, then the hours worked will equal number of hours away from the nursery up to 12 hours. Where an overnight stay is required, the hours worked will be equal to the number of hours spent on sales or public relations at the customers site, away from the hotel, (or other lodging), but not to exceed twelve hours. Meals with customers generally will not be considered as working hours, as you would normally need to eat, and the expense of the meal is assumed by Glacier Nursery.
- 3) Lastly, the amount of leisure time an employee has once work obligations have been met will be considered. Although greater distances isolate the employee from his or her own personal responsibilities at home, it is hoped employees will take advantage of travel opportunities to socialize, learn and experience new things outside of their work environment, which in turn will enhance their intellectual worth, which in turn will enhance Glacier Nursery.

(Examples continued the next page.)

Examples:

Educational Training

- Convention attendance **without** sales responsibilities.
- Field trips to look at other nursery operations or visit customers.
- Seminars to further training such as pesticide training, water quality, etc.
- Travel to and from a trade show on a day where no formal activities are scheduled.

Work Day will be limited to eight hours.

Sales & Customer Relations

- Sales calls off site, both the visit and the travel from call to call.
- Conventions with sales responsibilities (scheduled time in the trade show booth).
- Dinner meals are not considered sales meetings, even though it may include customers.
Hours eating are not counted as part of the workday.
- Field Days/Fall Tours where instructions include visiting with specific customers and seeking feedback.

Work Day will not exceed twelve hours.

Days with no sales activities will be limited to an 8-hour workday or time **driving/flying**—not to exceed 12 hours.

APPENDIX GNON- HARASSMENT POLICY/NON-DISCRIMINATION POLICY

Glacier Nursery prohibits discriminations or harassment based on race, color, religion, creed, sex, national origins, age, disability, marital status, veteran status, or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including harassment. Consistent with its workplace policy of equal opportunity, Glacier Nursery prohibits and will not tolerate harassment based on race, color, religion, creed, sex, national origins, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origins, marital status or veteran status or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that degrades or shows hostility toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes but is not limited to: slurs or negative stereotyping; threatening; intimidating or hostile acts; degrading jokes and display or circulation in the workplace of written or graphic material that degrades or shows hostility toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- 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 unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphics or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

(Reporting procedures are continued on the next page).

REPORTING Any Glacier Nursery employee who feels that he or she has been harassed or discriminated against or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention to Brad Brown or Shane Rogers. Glacier Nursery will promptly investigate all allegations of discrimination and harassment, and take appropriate action based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and Glacier Nursery will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

APPENDIX HWORKFORCE DRUG AND ALCOHOL TESTING POLICY

Glacier Nursery requires any worker who is to operate a company vehicle or motorized equipment as part of their normal activities to participate in a drug and alcohol screening program. Thus, all employees who wish, or are asked, to operate loaders, skid steers, tractors, Gators or company vehicles, or take part in any other safety sensitive activities will be required to submit to a drug and alcohol test as a condition of hire (pre-employment) and submit to randomized drug screenings throughout the year. Drug and alcohol screening and randomization will be completed congruent to existing Montana statute (39-2-206 through 39-2-211).

Glacier Nursery will randomly test employees for compliance with its drug-free workplace policy. As used in this policy, “random testing” means a method of selection of employees for testing, performed by a third party. The selection process is designed so that there is an equal probability amongst all valid employees that they may be tested. Furthermore, Glacier Nursery has no discretion to waive the requirement of testing of an employee selected by this random selection method. Bi-annually a third party will randomly select up to 5 employees using a pool of employee names provided by Glacier Nursery. Those selected will be required to submit to both a breathalyzer and a five-panel urine analysis drug test. All employees taking part in the random screening process will be notified in writing, and a signed copy of this notification will be kept in the employees’ records.

All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards established by the state of Montana. All urine specimens are analyzed for the following controlled substances: Marijuana (THC metabolite), Cocaine, Amphetamines, Opiates (including heroin), and Phencyclidine (PCP). A blood alcohol level higher than 0.04 will be considered failing. Testing will be conducted by the testing laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results. Any time employees spend taking tests will be considered worked hours, and employees will be compensated for such time at their regular rate of pay. Glacier Nursery will pay for the cost of the testing, including the confirmation of any positive test result. The testing lab will retain samples in accordance with Montana state law, so that an employee may request a retest of the sample at his or her own expense if the employee disagrees with the test result.

PRE-EMPLOYMENT All applicants for positions requiring the use of company owned motor vehicles or equipment must pass a drug and alcohol test before beginning work or receiving an offer of employment. Refusal to submit to testing, or failure of test, will result in disqualification of the new hire for any position where the use of vehicles/equipment is required.

REASONABLE SUSPICION Employees are additionally subject to testing based on (but not limited to) observations by a supervisor, possession, or impairment. The General Manager or the Farm Manager should be consulted before sending an employee for testing. All levels of supervision making this decision must indicate a reasonable suspicion that the person is under the influence of illegal drugs or alcohol. If the results indicate further action is justified, the manager or supervisor will confront the employee with the documentation and with another member of management. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must escort the employee to the testing facility and the manager will make arrangements for the employee to be transported home.

POST-ACCIDENT Employees are subject to testing when they cause or contribute to accidents that has caused death or personal injury or property damage in excess of \$1500 to any Glacier Nursery property (vehicles, machinery, equipment, etc.) or if an accident results in injury to themselves or another employee, which requires offsite medical attention. In these instances, if the employee who was operating the motorized vehicle is found to be responsible for the accident, then there is a reasonable basis for Glacier Nursery to conclude that drug or alcohol use could have contributed. The investigation and subsequent testing must take place within two hours following the accident, if not sooner. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.

FOLLOW-UP Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending on the circumstances and the employee's work history/record, Glacier Nursery may offer an employee who violates this policy or tests positive, the opportunity to return to work, but to be reassigned to a new task, with a possible reduction in pay. All newly assigned duties will in no way include operating equipment. After a minimum of 60 days the employee could potentially resume safety sensitive duties but would first be required to complete, at their expense, a drug or alcohol rehabilitation program as defined by a substance abuse professional. Glacier Nursery will make arrangements for any employee who wishes to complete a substance abuse program, but the employee will be required to cover costs and time spent at a recovery program will not be considered time spent at work. Within one year of initially failing a drug or alcohol screening, or after initiating the rehabilitation program, any employee who fails a second screening will be subject to immediate discharge from employment.

MARIJUANA The state of Montana allows marijuana use outside of work during non-working hours. Marijuana use **during work is forbidden** at Glacier Nursery and is reason for dismissal. The marijuana law does not require employers to provide special accommodation for marijuana users. Existing workplace policies regarding drug use and drug testing are in place, and employees are expected to adhere to these regulations. To operate equipment submitting and passing a drug test is required. This is not mandatory to work at Glacier Nursery but it is mandatory to operate any of the motorized equipment at the nursery.

JOB DESCRIPTION

Job Title: CREWMEMBER I (less than high-school diploma or equivalent)

Description

Seasonal or part-time probationary period employee, with less than high-school diploma or equivalent.

Responsibilities

Show up for work every day and be on time. Put forth your best effort every day, all day. Be punctual on your breaks. Exhibit a good attitude and show interest in your work. Practice good housekeeping and safety. Cooperate fully and willingly work those hours requested of you.

Typical Duties

Hoeing, digging, planting, weeding, pot filling, irrigation pipe moving, taking/sticking cuttings, yard maintenance, fertilizing, taping and tree straightening; and other duties as assigned. Minimal exposure to equipment, power tools and herbicides.

Advancement Criteria

The responsibilities of the job must be met fully. A good attitude is typified by complete cooperation with crew supervisors and interest in knowing more about the work performed. Willingness to do more than is expected and a desire to learn are required for further advancement.

JOB DESCRIPTION

Job Title: CREWMEMBER I (with high-school diploma or equivalent)

Description

Seasonal or part-time probationary period employee, with high-school diploma or equivalent.

Responsibilities

Show up for work every day and be on time. Put forth your best effort every day, all day. Be punctual on your breaks. Exhibit a good attitude and show interest in your work. Practice good housekeeping and safety. Cooperate fully and willingly work those hours requested of you.

Typical Duties

Planting, pot filling, irrigation pipe moving, yard maintenance, truck loading, tree staking, taping and tree straightening, taking and sticking cuttings, fertilizing, applying herbicides and other duties as assigned. No restrictions on exposure to equipment, power tools and herbicides.

Advancement Criteria

The responsibilities of the job must be met fully. A good attitude is typified by complete cooperation with crew supervisors and interest in knowing more about the work performed. Willingness to do more than is expected and a desire to learn are required for further advancement.

JOB DESCRIPTION

Job Title: **CREWMEMBER II**

Description

A seasonal or year-round, full-time probationary period employee.

Responsibilities

Show up for work every day on time and work the entire day. Put forth your best effort every day, all day. Be punctual on your breaks. Exhibit a good attitude and show interest in your work. Practice good housekeeping and safety. Cooperate fully and willingly work those hours requested of you.

Typical Duties

Planting, digging, order pulling, pot filling, irrigation pipe moving, truck loading, tree staking and taping, trimming, limited grading, cuttings; and duties as assigned.

Normal Work Hours

Jan. 1 - Feb. 28 = Normally 40 hours and five days per week.

Mar. 1 - June 15 = Up to 10 hours per day, up to 5 days per week.

Jun. 15 - Oct. 14 = Normally 40 hours and five days per week.

Oct. 15 - Nov. 20 = Up to 10 hours per day, up to 5 days per week.

Nov. 21 - Dec. 31 = Normally 40 hours per week.

Advancement Criteria

Ability to work unsupervised for two or more days and be able to supervise the activities of one or more employees including training, motivation, and organization. Developing plant knowledge and technical skills. Excellent productivity, initiative, creativity, and interest. Consistently good overall performance reviews. A willingness to work more than the hours required above.

JOB DESCRIPTION

Job Title: SKILLED LABORER

Description

A seasonal or year-round, full-time probationary period employee who has experience and passed a drug test so they can operate equipment. An interest and familiarity with plant names (nomenclature).

Responsibilities

Show up for work every day on time and work the entire day. Put forth your best effort every day, all day. Be punctual on your breaks. Exhibit a good attitude and show interest in your work. Practice good housekeeping and safety. Cooperate fully and willingly work those hours requested of you. Because you have prior professional experience, we expect that you will make use of that experience by helping us improve our procedures. We would also ask that you demonstrate that experience at every possible opportunity.

Typical Duties

Order pulling, planting, pot filling, truck loading, tree staking and taping, trimming, equipment operation, limited grading, and duties as assigned.

Normal Work Hours

Jan. 1 - Feb. 28 = Normally 40 hours and five days per week.
Mar. 1 - June 15 = Up to 10 hours per day, up to 5 days per week.
Jun. 15 - Oct. 14 = Normally 40 hours and five days per week.
Oct. 15 - Nov. 20 = Up to 10 hours per day, up to 5 days per week.
Nov. 21 - Dec. 31 = Normally 40 hours per week.

Advancement Criteria

Ability to work unsupervised for two or more days and be able to supervise the activities of one or more employees including training, motivation, and organization. Developing plant knowledge and technical skills. Excellent productivity, initiative, creativity, and interest. Consistently good overall performance reviews. A willingness to work more than the hours required above.

JOB DESCRIPTION**Job Title: LEAD PERSON**Description

A full-time, year-round employee having demonstrated a knowledge of plants and operational activities and having a foundation of technical skills and cultural knowledge including plant nomenclature (names).

Responsibilities

Work completely unsupervised for two or more days. Exhibit plant knowledge by consistent scores of 70% + on plant tests. Follow multiple directives on work orders. Perform technical skills including trimming, grading and order pulling. Possess occasional crew supervision skills including crew motivation, organization, training, accountability, record keeping and punctuality. Operate equipment (on those positions requiring it). Demonstrate productivity, initiative, creativity and interest by asking frequent intelligent questions and coming up with suggestions for improvement. Meet consistent performance evaluations with good and excellent ratings on the following five criteria:

- 1) Attendance (willingness to work overtime)
- 2) Drive/Initiative/Quantity of Work
- 3) Accuracy
- 4) Housekeeping/Safety
- 5) Creativity

Possess an above average to excellent overall rating, with improvement of marginal qualities from last review. Show good housekeeping and safety practices. Follows up without prompting and keeps good notes on assignments.

Typical Duties

Order pulling, trimming, equipment operation, pesticide application, truck loading, and other duties as assigned.

Normal Work Hours

- Jan. 1 - Feb. 28 = Normally 40 hours and five days per week.
- Mar. 1 - June 15 = Up to 10 hours per day, up to 6 days per week.
- Jun. 15 - Oct. 14 = Normally 40 hours and five days per week.
- Oct. 15 - Nov. 20 = Up to 10 hours per day, up to 6 days per week.
- Nov. 21 - Dec. 31 = Normally 40 hours per week.

Advancement Criteria

Show ability to oversee an entire production phase including planning, implementation and review of labor, materials, and equipment. Demonstrate advanced plant knowledge (identification) and technical skills. Be a contributing member to the management team. The next position requires the ability to train and supervise others and exhibit strong leadership skills. Also, a willingness to work whatever hours may be asked of you to meet the job responsibilities.

JOB DESCRIPTIONJob Title: CREW LEADERDescription

A full-time, year-round employee who has completed at least one full year of continuous employment at Glacier Nursery, Inc. Crew Leaders have a proven knowledge of plants including identification, operational activities, technical skills, and cultural knowledge.

Responsibilities

Oversees an area of production through planning, implementation, and review. Works from weeklong directives or production plans. Directs crews including training, quality control, safety orientation, motivation, productivity achievement and punctuality. Provide employee discipline as needed, answer employee questions about the handbook, provide a performance review for the employee and assist in completion of New Employee Orientation. Have expert knowledge of plants (85% + scores on plant identification tests) and possess advanced technical skills handling the more complex assignments including grading, trimming, order pulling, etc. Is a contributing member to the management team as demonstrated by frequently offering new ideas, suggestions for experiments and research and offering constructive criticisms. Demonstrates good housekeeping and safety practices.

The hours of work at this level will frequently exceed 40 hours per week and may regularly exceed more than five days per week. Your crew's productivity directly affects the need for additional hours or days in the workweek.

Typical Duties

Supervising a segment of one of the department's major activities such as order pulling, planting, cultural and/or technical activities.

Normal Work Hours

Jan. 1 - Feb. 28 = Normally 40 hours and five days per week.

Mar. 1 - June 15 = Up to 10 hours per day, up to 6 days per week.

Jun. 15 - Oct. 14 = Normally 9 hours per day and 5½ days per week, (½ day Saturday).

Oct. 15 - Nov. 20 = Up to 9 hours per day, up to 6 days per week.

Nov. 21 - Dec. 31 = Normally 40 hours per week 5 days per week.

Advancement Criteria

The change from supervising a **segment** of a production area to **continual** supervision of a production year-round means being responsible for the labor, equipment and materials, also the planning, implementation and review of the operations and a shift in emphasis from technical skills to that of training people and supervision skills at the Foreman level. Also, a willingness to work whatever hours may be asked of you to meet the job responsibilities.