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EMPLOYMENT GUIDE

Welcome:

Virgin Valley Disposal, Inc. would like to welcome you as a new member of our team. You have been carefully selected to join our organization. We want our employees to function as a team in a friendly atmosphere and take pride in working for Virgin Valley Disposal. Your ideas and suggestions are not only encouraged, but are an integral part of our culture. Our goal is to make Virgin Valley Disposal a pleasant place to work. In return, we ask for your commitment to contribute to Virgin Valley Disposal's continued success.

This guide summarizes some of the employment policies and procedures in effect at Virgin Valley Disposal. It is our hope that it will help you understand the benefits that Virgin Valley Disposal provides for you and the conduct that you, as an employee of Virgin Valley Disposal, agree to abide by. **THIS EMPLOYMENT GUIDE IS NOT AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT, AND THE POLICIES AND PROCEDURES DESCRIBED MAY BE CHANGED FROM TIME TO TIME. NOTHING IN THIS MANUAL IS TO BE INTERPRETED IN ANY WAY TO BE CONTRACTUAL IN NATURE. YOU SPECIFICLY UNDERSTAND THAT YOU ARE AN AT WILL EMPLOYEE AND THAT YOUR JOB MAY BE TERMINATED FOR ANY REASON WHAT SO EVER.** We recommend that you become familiar with the contents of this guide and retain your copy for ready reference. If you are unsure of a policy interpretation, ask your supervisor. **REMEMBER ALSO THAT YOU THE EMPLOYEE ARE THE IMPORTANT PART OF THE ORGANIZATION WHAT YOU DO,SAY,AND ACT, REFLECT ON WHAT WE ARE.**

Mission:

The Mission of Virgin Valley Disposal is to protect the health and safety of the public and enhance the quality of life by providing environmentally safe management of solid waste.

In order to accomplish this mission, we must be committed to:

- Providing quality service in a cost-effective and timely manner.
- Treating the public and each other with respect.
- Teamwork
- Unity
- Safety
- Educating the public on the importance of recycling.
- Informing all our customers on the importance of properly disposing of solid waste.

Values:

Integrity

... a sincere, honest and ethical approach in all internal and external relationships.

- Open and frank communications between employees, embodying the concept of enhancing self-esteem.
- Conform to Virgin Valley Disposal's Code of Business Conduct and the laws of the land.

Humanistic and Encouraging

... work together in a mutually supportive manner to achieve our mission.

- Through active listening, utilize the experience and knowledge of all our employees in our quest for continuous improvement.
- Provide the time necessary to develop and understand each employee's needs and concerns, responding with respect and sincerity.
- Coach employee's to develop their full potential and accomplish their work with a sense of satisfaction. What you do reflects on all of us.

Continuous Improvement

... ongoing process involving all our employee's in exceeding current levels of performance.

- Continually re-evaluate current practices using participative approach.
- Communicate details of significant success.
- Be flexible and keep an open-minded approach to innovation and initiatives, which may improve our effectiveness.
- Create and foster a risk-free environment for new ideas.
- Provide feedback on suggestions.

Diversity and Balance

... respect individual's differences and capitalize on their strengths. Recognize and respect the employee's obligations and needs outside the workplace.

- Understand the value of differences in religion, race, nationality, gender, age, background, physical and mental ability, experience, style and sexual orientation.
- Confront racist, sexist, and other inappropriate behavior directly.
- Provide a work environment that allows employees to meet their business obligations and maintain balance in their lives.

Achievement and Passion for Success

... sustained enthusiasm for the accomplishment of Virgin Valley Disposal's goals and objectives.

... fulfillment of individual's potential.

- Acknowledge employees as our most valuable strength.
- Empower employees to make and be accountable for decisions within their responsibility by providing knowledge, skills, systems, coaching, and encouragement.
- Create an environment of trust and candor.
- Establish and clearly communicate performance expectations to all affected employees.
- Measure and provide constructive feedback on performance.
- Recognize individual and team effort.
- Support personal growth and development.

Making the Vision Happen:

Our Mission and Value statement boils down to a simple concept. Providing service that meets or exceeds our customer's expectations no matter what the issue or need. We have two processes in place that are designed to help us do that.

Continuous Improvement Process (CIP)

This creative process involves employees at all levels of our organization – drivers, mechanics, dispatchers, office personnel, and landfill keepers – working as a team to eliminate the barriers that keep us from improving our service performance on a continuing basis.

Teams are comprised of employee's responsible for delivering services to both internal and external customers. These teams meet with all employees necessary to deliver quality solutions for problems that occur daily. **The goal** – to improve at all levels of our organization on a continual basis while constantly measuring those improvements in order to provide the next level of premium service to our customers.

Customer Service Delivery System (CSDS)

CSDS is the backbone of our organization's ability to deliver premium services to our customers. Our objective is to exceed our customer's expectations through the use of CSDS. The CSDS is the mechanism to provide our customers with premium service utilizing tools such as our **"Closed Loop"** Communication Network and our **"24-Hour Response"** Plan. The success of the CSDS relies on the combination of dedicated employee's and the continuous improvement process.

The Continuous Improvement Process (CIP) and the Customers Service Delivery System (CSDS) are just two ways you can contribute and participate.

These programs are designed not only to help you share ideas, but also to give you what you need to implement them yourself.

We need your unique creativity.

We want to hear what you have to say.

Wage and Compensation Information

Orientation Period:

Your first 90 days of employment with Virgin Valley Disposal is an orientation period, which may be extended at the discretion of management. The orientation period gives you the opportunity to determine if you want to become a member of Virgin Valley Disposal's team and to become oriented to our routing. It also gives Virgin Valley Disposal the opportunity to evaluate you and your ability to meet the high standards of our Company.

Both during and at the end of the orientation period, management will evaluate and discuss with you your performance and help you set performance goals for the future. The results of these evaluations will serve as a basis for the company's decision regarding your employment status.

SUCCESSFUL COMPLETION OF THE ORIENTAION PERIOD DOES NOT ALTER THE (AT WILL) NATURE OF YOUR EMPLOYEMENT WITH VIRGIN VALLEY DISPOSAL. JUST AS YOU MAY TERMINATE YOUR EMPLOYMENT AT VIRGIN VALLEY DISPOSAL FOR ANY REASON AND AT ANY TIME, VIRGIN VALLEY DISPOSAL RESERVES THE RIGHT TO TERMINATE THE EMPLOYEMENT OF ITS EMPLOYEES AT ANY TIME.

Date Of Hire:

The date on which you begin full-time work with Virgin Valley Disposal is your date of hire. Your date of hire determines your eligibility for vacations and other employee benefits in accordance with company policy.

Wages:

It is Virgin Valley Disposal's policy to fairly compensate all employees for the work they perform.

Virgin Valley Disposal will continue to adjust its wage scale based on economic conditions, changes and trends in comparable industries and our communities. Our wage scale will be reviewed on an ongoing basis and will be adjusted as necessary to maintain our competitive status.

Overtime:

On occasion it may be necessary for you to work overtime. Normally, overtime is considered time worked in excess of (40) hours per week. The workweek is a forty (40) hour week, Sunday through Saturday, or as designated by management. Management approval must be obtained prior to working any overtime hours.

Full-time hourly and salaried employees who are covered by the minimum wage and overtime requirements of the Fair Labor Standards Act (non-exempt), and the Nevada revised statutes are eligible for overtime pay and are paid at the rate of one and one-half (1-1/2) times their base hourly rate for work exceeding the (40) hour week. Exempt employees (salaried employees not covered by the minimum wage and overtime requirement of the Fair Labor Standards Act and the Nevada revised Statute) are not eligible for overtime compensation. In calculating hours

worked in a holiday week, your holiday pay is not counted as hours worked for overtime purposes. Vacation pay is not counted as hours worked for overtime purposes.

Pay Deductions:

You agree and authorize the Company to make deductions from your regular paycheck for federal, state and local taxes or for other lawful purposes, including amounts owed by you to the Company.

Time Records:

Each employee is responsible for his or her time on duty. At the end of each week you are responsible for turning in any addition or deductions of your time on your paycheck. Each employee is able to take a (1/2) hour break for lunch, and (2) 10 min breaks per work period. Please notify management to schedule lunch breaks.

Pay Periods:

Employees are paid either weekly or every two weeks. Any questions please ask management.

Performance Reviews:

Performance reviews of salaried employees may be formal or informal. The employee's immediate supervisor using the Company's standard job performance evaluation forms typically performs the formal review. Performance evaluations of hourly employees are also done by supervisor they are discussed individually and privately with the employee. The intent of the evaluation is to compare your effectiveness and production with that expected from you with regards to specific job assignments. You will be given an opportunity to respond to your evaluation. An unsatisfactory rating is grounds for re-orientation status and/or discharge. Job performance evaluations are not meant to alter the employment relationship existing between the Company and its employees. Any oral or written statement made to employees concerning their performance are not intended to, and do not, modify, alter or amend the employment relationship.

Employee Benefits

General Statement:

Virgin Valley Disposal has developed a comprehensive benefits program. We recognize that our benefits program is an important part of your total compensation package. Virgin Valley Disposal will continue to adopt benefit improvements that are both reasonable and worthwhile for both the company and its employees. These benefits are briefly described in the following pages. More detailed information can be obtained from management.

Health Benefits:

To accommodate the medical care needs of our employees and to maintain the high quality of medical coverage we demand, Virgin Valley Disposal offers a Managed Care Point of Service Plan.

All full-time employees who work at least 40 hours each week are eligible for our benefits program.

Beginning on your first day of employment, there is a ninety (90) day waiting period before you are covered under our benefits plan. *It is imperative that you complete your Benefits Enrollment Form and submit it to the company within your first thirty-one (31) days of employment or your benefits coverage will be delayed. In addition, all changes in family status must be reported to the Company within thirty-one (31) days of change or your benefits coverage may not be effective.*

A complete description of covered services can be found in the medical benefits Summary Plan description (SPD) available from management.

Health Care Insurance Continuation:

Health Care Insurance may be continued upon you leaving Virgin Valley Disposal, Inc. For more information contact management.

Time Off:

Everybody needs time to kick back, to be with friends and family, or just to be alone. It keeps things in balance. We offer a great working schedule and a vacation plan. Your vacation time is time off at full pay.

Vacation:

Vacations are granted to provide our full-time employees with time off with full pay. Vacation pay is calculated based on eight (8) hours straight time pay, in a forty (40) hour week.

After you have successfully completed one full year with Virgin Valley Disposal, you get one full week of vacation (5 working days). This vacation must be used before December 31, if you choose not to use your vacation you will lose your rights after December 31 of the same year.

Years Worked	Days Vacation
1 year	1 week (5 working days)
2 years	2 weeks (10 working days)
7 years and over	3 weeks (15 working days)

You must take at least one week off for vacation to keep things in balance! You may choose to swap your remainder vacation time for pay, if you so choose. All vacations must be pre-approved by management; all employees are expected to post vacation with management for scheduling reasons.

Your vacation entitlement is based upon years of continued service. Vacation must be taken within each calendar year. Vacation must be taken in units of full day to the total number of days accrued. In order to ensure that vacations may be taken at desired time, it is highly recommended that you give management written notice at least four (4) weeks before the desired starting date of vacation, defining the vacation period requested. Seniority is considered when two (2) or more employees request the same period of vacation. The final decision for scheduling vacation rests with management.

All vacation earned and not taken at the end of the calendar year will be forfeited, or paid.

In case of severance of employment, employees shall be entitled to vacation pay under these circumstances, if the employee has not already used his/her vacation hours. There will be no pro-rate of employee's hours.

Holidays:

New Years Day, Presidents Day, Memorial Day, Independents Day (July 4th) Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day shall be designated as holidays. These are the days that you the employee will be paid time and a half (1-1/2 times your base hourly wage) if you work on the above named days. If you do not work you will be paid your straight time of 40 hours.

Leaves of Absence:

Virgin Valley Disposal, Inc. may, but is not obligated to hold your job for a time certain for necessary leaves of absence.

Funeral Leave:

Upon the death of an immediate family member of a full-time employee who has completed at least thirty (60) days of continuous service, the employee shall be allowed to take up to three (3) days off with pay calculated at eight (8) hours straight time pay.

Funeral leave only applies to regular scheduled days of work. The "immediate family" is defined as: spouse, children, parents, brother, sister, grandparents, mother-in-law, father-in-law, brother-in-law and sister-in-law. Management must approve any deviation from this policy.

Jury Duty:

If you have completed thirty (30) days of consecutive service and are subpoenaed for jury duty, you will be paid the difference between the amount you receive for jury services and the straight time pay lost, not to exceed eight (8) hours in any day or forty (40) hours of scheduled work in any one (1) week, provided you comply with all the following requirements during the entire period of jury duty.

- You must notify the Company as soon as possible after receipt of a subpoena.
- You will be required to give satisfactory evidence of jury service and the amount of reimbursement received. Time spent on jury duty does count as time worked for purposes of calculating overtime.

Maternity Leave:

This is treated the same as a temporary off-the-job disability. Check with management for more information.

Voting:

Voting is important. We encourage you to vote before or after work. If circumstances arise that you will miss the voting process, check with management.

Life and Accident Insurance:

For additional information on Virgin Valley Disposal's Life and Accident Insurance, contact Management.

Uniforms:

If your job requires that you wear a uniform, you will be supplied the uniform at no charge to you. For purpose of this guide a uniform is a "shirts" only. You are required to wear your uniform when in service for this company. You are to remove your uniform when you are not working for Virgin Valley Disposal, Inc. You are required to return your uniforms upon leaving Virgin Valley Disposal, Inc, or a charge may be made to you for missing or lost items. If you choose to add to your uniform such as pants, etc. you will be charged for such items, the deduction will be taken out of your paycheck.

Policy Regarding Alcohol and Drugs

Policy Overview

Virgin Valley Disposal recognizes that its future is dependent upon the physical and psychological health of all of its employees. The misuse and abuse of drugs and alcohol pose serious threats to both the Company, and its employees and its customers. It is the responsibility of both the Company and its employees to maintain a safe, healthful, and efficient working environment. In recognition of the nationwide problem of drug and alcohol abuse, the Company seeks to develop and maintain, with the cooperation of its employees, a drug and alcohol-free work environment. In order to achieve this goal, the Company has adopted a Drug and Alcohol Policy.

Pre-Employment Screening

The company will conduct pre-employment screening practices at the time of your pre-employment physical examination. These practices are designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance.

DOT Requirements

In addition to pre-employment testing, employees will be subject to the DOT drug and alcohol testing requirements including reasonable suspicion, random, post-accident and return-to-duty and follow up circumstances.

For additional information on Virgin Valley Disposal's Drug and Alcohol Policy, contact Management.

Searches

The company may conduct unannounced searches for illegal drugs, alcohol or weapons on Company premises and property at any time and for any reason in accordance with applicable law. Employees are expected to cooperate if such a search is conducted.

The Company may conduct searches of employees and their personal property when there is reasonable suspicion to believe that an employee is in violation of this policy.

An employee's consent to a search is required as a condition of employment.

EMPLOYEE APPEARANCE

An employee may have one earring in each ear. All visible piercing shall be limited to this.

Employee's Responsibilities

Confidential Information

Employees may be exposed daily to a great deal of confidential information about the Company. This information includes such things as financial information regarding the Company's operations, prices of materials and supplies, procedures for determining the price of goods sold, and prices of goods sold. Confidential information should only be discussed with other associates as necessary to the processing of daily business. At no time, either during or after an employee employment, should an employee disclose any confidential information about Virgin Valley Disposal to any person, corporation or business entity except where authorized by the Company's management.

Disciplinary Procedures

Personal conduct is important to the success of Virgin Valley Disposal. Our standards are high, and we expect all employees to conduct themselves in a way, which supports our value statement and encourages a cohesive and effective operating team. The Company must have the flexibility to increase or decrease the workforce in order to meet business conditions and serve our customers. When an employee engages in inappropriate behavior or when an employee violates the Company's policies and procedures, the Company will take prompt, corrective action to resolve the problem.

Except in situations, which require more immediate action, the procedure generally shall consist of a verbal reminder, the goal of which is to discuss and resolve the problem. A repeated incident may be followed with a written reminder. A further incident may result in a three (3) day suspension and /or discharge. Documentation concerning disciplinary action will be filed in the employees personnel file. All disciplinary actions will be affective for a twelve (12) month period. In other situations, and as circumstances dictate, an employee may be discharged immediately, without verbal or written reminders.

Procedure

The following procedures will be utilized, except in those circumstances where immediate termination is warranted or where business conditions dictate otherwise, at the discretion of the Company.

1. Verbal Reminder

The first step is a verbal coaching and counseling session involving a supervisor and the employee. The purpose of this conversation is to make sure the employee fully understands the rule or requirement in question and the reason the Company requires employees to meet certain standards. The supervisor and employee will discuss what future performance will be required of him or her and should, where practical, document in writing the date and nature of the discussion.

2. Written Reminder

In the event of further incident, the employee may be given a written reminder and counseled that reoccurrences will be grounds for further disciplinary action. The written reminder will generally contain the pertinent facts leading to the warning. The supervisor will determine the corrective action to be taken and what may happen if there are further incidents.

3. Suspension

A three (3) day unpaid suspension of an employee may be used in the following circumstances:

- A. Further Incident: If an employee has received verbal and written reminders and a further incident has occurred.
- B. Suspension Pending Investigation: Additional time as determined by the Company may be needed to investigate the circumstance, which indicates that an employee may be subject to discharge. An employee who is suspended under these circumstances will be paid full pay as calculated on the basis of up to eight (8) hours straight time pay for each day for time lost if the investigation reveals no violation(s) of performance standards has occurred. The employee will not be paid for time lost if he/she is terminated as a result of the investigation.

In all cases, a suspended employee will be counseled concerning the reason for the suspension. It will be the employee's responsibility to return from the three (3) day suspension with an action plan to correct the problem. This plan will be discussed with the supervisor. The supervisor and the employee will agree and draft the final action plan.

4. Discharge

In the event of further incidents, or in circumstances where immediate termination is warranted, the supervisor will discuss the matter with management regarding whether the employee should be discharged. **NOT WITHSTANDING ANYTHING IN THIS PARAGRAPH OR THIS MANUAL, EMPLOYEE AGAIN UNDERSTANDS HE OR SHE IS AN (AT WILL) EMPLOYEE AND THAT HIS OR HER JOB MAY BE TERMINATED WITH OUT NOTICE AT ANY TIME AND FOR ANY REASON.**

Problem Resolution: Open Door Policy

Virgin Valley Disposal strives to promote cooperative teamwork among all employees through open communications. When problems arise in the course of employment, an open, honest discussion and an exchange of ideas can usually resolve differences. Therefore, each employee is encouraged first to discuss their issues or concerns with management. Management will review all facts and supporting documentation in reaching a decision.

Rules of Conduct

For informational purposes only, the following are rules of conduct, which would give rise to verbal or written reminders including discharge. The list is not intended to be exclusive, and employees remain subject to discharge for other reasons, which, at the discretion of the company, warrant termination. **AGAIN, EACH EMPLOYEE UNDERSTANDS THAT HE OR SHE IS (AT WILL) EMPLOYEE AND THAT THEIR EMPLOYMENT MAY BE TERMINATED AT ANY TIME AND FOR ANY REASON.**

Inattentiveness to the following code of conduct could result in immediate discharge.

1. Violation of Virgin Valley Disposal's Alcohol and Drug Policy.
2. Violation of safety rules and practices.
3. Dishonesty, theft or misappropriation of property with regard to Virgin Valley Disposal, its employees record keeping, confidentiality, trade secrets or information sharing.
4. Insubordination or neglect of duties.
5. Excessive absences or tardiness.
6. Leaving during working hours without permission.
7. Disrespectful or disruptive behavior toward any Virgin Valley Disposal employee, customer or any person doing business with Virgin Valley Disposal.
8. Violation of public law or unsafe acts when at work or on Virgin Valley Disposal property.
9. Misrepresentation of work hours.
10. Actions that would discredit Virgin Valley Disposal in any way.
11. Acts of discrimination based on race, color, sex (including sexual orientation and harassment), age, religion, national origin, disability or handicap or because of the pursuit of worker's compensation benefits.
12. Carrying or possessing firearms, explosives or other weapons while on duty or representing Virgin Valley Disposal.
13. Damage or destruction to Virgin Valley Disposal property and/or equipment.
14. The violation of any other rule developed and distributed by Virgin Valley Disposal for prohibited acts.

Terminating Employment

We hope you will be with us a long time, but should it be necessary to part company, here are some of the things you should know and do.

1. An employee wishing to terminate his employment in good standing should submit his resignation two (2) weeks in advance of leaving to permit an orderly termination.

2. Any company property, i.e., uniforms, charge cards, benefit cards and policy booklets, office equipment, tools, etc., must be returned to Virgin Valley Disposal immediately after the employees job with Virgin Valley Disposal, concludes.
3. Make sure we have your current address so that any final documents (i.e., W-2) can be mailed to you. If you move after leaving here, please notify us of your new address.

SAFETY TRAINING

It is the employees responsibility to be engaged in safety training and videos up to 12 hours a year. Quarterly classroom training and safety videos are provided by Virgin Valley Disposal.

EMPLOYEE STATEMENT

I HAVE READ AND UNDERSTAND THE EMPLOYEE MANUAL
