

Venturi Technologies, Inc.

While starting a new job is exciting, it can also be overwhelming. This Employee Handbook has been developed to help you become acquainted with our Company and answer many of your questions regarding your employment with us.

As an employee of Venturi Technologies, Inc., the importance of your contributions cannot be overstated. Our goal is *to provide the finest quality services to our customers and to do this more efficiently and economically than our competitors*. By satisfying our customers, they will continue to do business with us and will recommend us to others. Therefore, as an employee you are important to our success, and your work and daily customer contact directly influence the public's impression of our Company and affect its reputation.

This Employee Handbook outlines both our personnel policies and benefits and your responsibilities as an employee of our Company. In an effort to be responsive to the needs of a growing organization, changes or additions to this Employee Handbook will be made when necessary. You will be informed of these changes as they occur.

We are glad that you have joined us, and we hope you will find your work to be both challenging and rewarding.

Venturi Technologies, Inc. Employee Handbook

About This Employee Handbook

The policies in this Employee Handbook are to be considered as guidelines.

Venturi Technologies, Inc. at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Handbook at any time without prior notice as business, employment legislation, and economic conditions dictate.

- Any such action shall apply to existing as well as to future employees.
- No one other than the President of the Company may alter or modify any of the policies in this Employee Handbook.
- Any alteration or modification of the policies in this Employee Handbook must be in writing.
- No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

This Employee Handbook supersedes any and all other or previous Employee Handbooks or other policies whether written or oral.

Ethics Policy

It is the policy of Venturi Technologies, Inc. that its employees and board members uphold the highest standards of ethical and professional behavior. To that end, these employees and board members shall dedicate themselves to carrying out the mission of this organization and shall:

- Hold paramount the safety, health and welfare of the public in the performance of professional duties.
- Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of the profession.
- Build professional reputations on the merit of services and refrain from competing unfairly with others.
- Accept as a personal duty to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness as well as demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities.
- Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.

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Equal Employment Opportunity and Affirmative Action

Venturi Technologies, Inc. is fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment. Venturi Technologies, Inc. does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, sexual orientation, union membership, or any other status or condition protected by applicable law. This policy extends to, but is not limited to, recruitment, selection, compensation, benefits, promotion, training, transfer, and termination.

Employee Relations

We are committed to providing the best possible climate for maximum development and achievement of goals for all employees. Our practice is to treat each employee as an individual, and to seek to develop teamwork as a way of encouraging individuals to work together to achieve a common goal.

In order to maintain an atmosphere where these goals can be achieved, we seek to provide a workplace that is safe, comfortable, and progressive. More importantly, we have a workplace where communications are open and problems can be discussed and resolved in a mutually respectful atmosphere, taking into account individual circumstances and the individual employee.

You are encouraged to bring your questions, suggestions, concerns, and complaints to our attention. Careful consideration will be given to each of these in our continuing effort to improve our operation.

Your suggestions should be submitted in writing to Human Resources or an officer of the Company.

If you feel you have a more serious concern or question, present the situation to your manager so that the problem can be examined and the facts discussed. We hope that by doing this, we will be able to satisfactorily resolve most matters. If for any reason you cannot talk openly to your manager, always feel free to approach any officer of the company or Human Resources for guidance and problem resolution.

We firmly believe that through communicating with each other directly, we will continually resolve any difficulties that may arise and maintain a mutually beneficial relationship.

Venturi Technologies, Inc. Employee Handbook

Statement on Harassment

Venturi Technologies, Inc. strongly supports the rights of all its employees to work in an environment free from all forms of harassment, including harassment on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected category.

Harassment is verbal or physical conduct that denigrates, or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability or protected characteristics, or that of his/her relatives, friends or associates; and that creates an intimidating, hostile or offensive working environment; unreasonably interferes with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- Epithets;
- Slurs;
- Negative stereotyping;
- Threatening, intimidating or hostile acts that relate to the above characteristics;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the above characteristics, and that is placed on walls, bulleting boards, or elsewhere on the employer's premises, or circulated in the workplace on paper or electronically;
- Sexual harassment (explained more fully on the next page).

Venturi Technologies, Inc. prohibits harassment of any kind. Any violation of Venturi Technologies, Inc.'s harassment policy should be reported immediately to your Manager, Human Resources Representative, or an officer of the company.

All situations will be treated confidentially to the maximum extent possible and will be promptly investigated. Venturi Technologies, Inc. prohibits any form of retaliation against an employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. If the result of the investigation indicates that corrective action is called for, such action may include disciplinary measures up to and including immediate termination of the employment of the offender.

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Statement on Sexual Harassment

It is the policy of Venturi Technologies, Inc. that there be no discrimination against any employee on the basis of sex. Venturi Technologies, Inc. strongly believes that all people have the right to work in an environment free from sexual harassment. In keeping with that policy, Venturi Technologies, Inc. will not tolerate any kind of sexual harassment by any of its employees.

Any employee who is subjected to, or witnesses, possible sexual harassment must immediately bring the incident to the attention of his or her Manager, Human Resources Representative, or an officer of the company. Venturi Technologies, Inc. prohibits any form of retaliation against an employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. Confidentiality will be maintained to the extent possible. The matter will be thoroughly investigated and, after reviewing all the evidence, a determination will be made concerning whether reasonable grounds exist to believe that sexual harassment has occurred. Venturi Technologies, Inc. considers sexual harassment to be a major offense that can result in disciplinary action for the offender, up to and including immediate discharge.

Harassment includes, but is not limited to:

- Verbal harassment, such as epithets, derogatory comments or slurs;
- Physical harassment, such as assault, impeding or blocking movement or any physical interference with normal work or movement directed at an individual;
- Visual forms of harassment, such as displaying derogatory posters, cartoons or drawings that are offensive;
- Requests for sexual favors or unwanted sexual advances;
- Conditioning any term or benefit of employment upon sexual favors; and

Any other action or conduct that unreasonably interferes with an employee's performance of his or her job or that creates an intimidating, hostile or offensive working environment.

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Immigration Law Compliance

The Immigration Reform and Control Act of 1986 prohibits employers from employing illegal aliens and from discriminating against persons based upon their national origin or, in the case of a citizen or intending citizen, because of his or her citizenship status. The law also imposes record-keeping obligations upon employers. After offers of employment are made, Venturi Technologies, Inc. must require employees to complete the appropriate form and submit documentation establishing that he or she is either a United States citizen or lawfully may work in the position for which he or she has been hired.

In accordance with its obligations under federal law, Venturi Technologies, Inc. requires each employee to complete a U.S. Department of Justice, Immigration and Naturalization Service **Form I-9 Employment Eligibility Verification** form and to submit proper documentation of citizenship or work authorization. The documentation must be submitted within three (3) days of hire. If the documentation establishes only a temporary right to work, Venturi Technologies, Inc. must receive documentation verifying the employee's continuing right to work after the initial documentation expires.

All offers of employment or continuing employment are contingent upon receipt of proper documentation.

Any employee unable to produce documentation will have his or her job offer revoked and will not be permitted to work for Venturi Technologies, Inc.

Categories of Employment

Exempt Full-Time Employees: Exempt Full-Time Employees are those who are paid a weekly salary rate and are expected to work at least 40 hours per week. Exempt Full-Time Employees are entitled to participate in the full benefits package offered by the Company assigned to their job classification. Plan eligibility rules will apply, see your plan administrator if you have questions about your eligibility.

Non-Exempt Full-Time Employees: Non-Exempt Full-Time employees are those who are paid an hourly rate and scheduled to work at least 40 hours per week. Non-Exempt Full-Time employees are entitled to participate in the full benefits package offered by the Company assigned to their job classification. Plan eligibility rules will apply, see your administrator if you have questions about your eligibility.

Non-Exempt Part-Time Employees: Non-Exempt Part-Time employees are those who are paid an hourly rate and scheduled to work less than 40 hours per week. Non-Exempt Part-Time employees are not entitled to holiday pay and, to the extent allowed by law, are excluded from all other voluntary benefits offered by the Company.

Temporary Employees: Temporary employees are those who are subject to regular interruptions in their work due to seasonal fluctuations in sales activity. In addition, Temporary employees may be hired to perform limited duration or one-time tasks and are not entitled to holiday pay and, to the extent allowed by law, are excluded from all other voluntary benefits offered by the Company.

On Call - Employees with any regular scheduled hours who must take customer calls during non-scheduled working hours.

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Job Transfer

Venturi Technologies, Inc. retains the right to transfer any employee from one work location to another at any time, with or without prior notice to the employee.

Job Eligibility

Certain positions at Venturi require passing pre-employment testing for job-related requirements. These include drug testing, criminal background checks, motor vehicle record check, and the presentation of a valid driver's license. Subsequent changes to the status of these records must be divulged after your employment. You are required to inform your manager immediately if your license has been suspended or revoked and you operate a company vehicle. Venturi reserves the right to re-test and re-verify all records for continued employment eligibility. Employees who fail to notify the base manager of any accidents, violations, or suspension or revocation of their license will subject the disciplinary action up to and including termination.

Job Classifications

For the purposes of determining vacation and other benefit eligibility, the following classifications have been established:

Class II – This classification includes Executives, Managers, Administrative and or Clerical (office) staff, and Grandfathered employees.

Class I – This classification includes Service Technicians, Mechanics, Helpers and other hourly employees not included in the above category.

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Salary Related Policies and Procedures

Overtime

There may be times when you will need to work overtime so that we may successfully meet the needs of our customers. We will make every effort to provide notice of any mandatory overtime that may need to be scheduled.

Federal law requires payment for any hours worked over 40 in any pay week. State laws may have additional requirements. Please see your manager or review the postings in your base to determine applicable overtime for your state. All non-exempt employees will be compensated for overtime.

For the purposes of calculating overtime payments and benefits, Company holidays and all paid time off (PTO), non-business related jury duty, military leave, funeral days, bonus days, and any un-excused absence time will not be counted as time worked for the purpose of determining overtime.

Nonexempt employees are not permitted, nor will management require or expect any nonexempt employee to work before or after his or her regularly scheduled hours, work through lunch, or take work home without prior management approval. All overtime must be approved in advance by management and recorded by the employee on a time card or sheet. Failure to follow this procedure by employees or management could result in disciplinary action, which could include termination.

After Hours coverage

There may be times when employees will need to provide after hours coverage for our clients. This need will be determined by the department head and communicated to all affected employees.

Pay Periods

Currently, employees are paid bi-weekly.

Pay Advances

Pay advances will not be granted.

Pay Day

Pay Days are every other week on Friday for the period that has ended on the previous Friday. Overtime pay will be paid in the pay period following the week worked. When our payday is a holiday, you will normally be paid on the last working day before the holiday. Depending upon your start date in a pay cycle, it could take three weeks to receive your first paycheck, due to normal processing time.

For example: You begin work on the Monday of a new pay cycle. That Friday, paychecks are distributed for the period ending the previous Friday, which you did not work. The following week is a non-pay week. The next week, you would receive a check on Friday for the previous two weeks of work.

Lost Paychecks

If you received a live check for a pay period and you subsequently misplace, destroy, or otherwise need to stop payment for that check, be advised that replacement checks will take approximately seven days to process.

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Termination of Employment

Venturi Technologies, Inc. will consider you to have voluntarily terminated your employment if you do any of the following:

- Formal or informal resignation from Venturi Technologies, Inc.;
- Failure to return from an approved leave of absence on the date specified by Venturi Technologies, Inc.;
- Failure to report to work or call in for two (2) or more consecutive workdays.

You may be terminated for poor performance, misconduct, excessive absences or tardiness, discrimination, harassment, or other violations of Venturi Technologies, Inc. policies. However, your employment is at-will, and you and Venturi Technologies, Inc. have the right to terminate your employment at any time, with or without notice, for any reason or for no reason at all.

Should you decide to cease your employment with Venturi, we ask that you provide your manager with at least two (2) weeks notice. Management staff is expected to give at least four (4) weeks notice of resignation. Your thoughtfulness will be appreciated and will be favorably noted should you wish to reapply for employment with the Company.

You should notify Venturi Technologies, Inc. if your address changes during the income tax reporting year in which your termination occurs so that your annual tax information will be forwarded to the proper address.

Return of Property

Upon separation from Venturi Technologies, Inc., all reports, files, memoranda, records and software, credit cards, card key passes, door and file keys, computer access codes or discs, instructional handbooks, and other physical or personal property which the employee has received or prepared, or helped prepare, in connection with his/her employment with Venturi Technologies, Inc.; and any copies, duplicates, reproductions, or excerpts thereof must be returned by the employee on or before the last day of work.

Upon separation from Venturi Technologies, Inc., you must discontinue use of Venturi Technologies, Inc.'s voice-mail and email systems.

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Confidentiality Agreement

The protection of confidential information and trade secrets is vital to the interests and the success of Venturi Technologies, Inc.

It is the policy of Venturi Technologies, Inc. to ensure that the operations, activities and business affairs of Venturi Technologies, Inc. and our clients are kept confidential to the greatest possible extent. If during the course of employment, you acquire confidential or proprietary information about Venturi Technologies, Inc., or its' clients, such information is to be handled in strict confidence and is not to be discussed with persons outside Venturi Technologies, Inc.

Such confidential information includes, but is not limited to, the following examples:

- Compensation
- Customer credit card information
- Customer data of any type or in any form
- Sales or financial information
- Company or Client marketing strategies
- Supplier product cost information or pricing schedules
- Pending projects and proposals

Employees are also responsible for the internal and external security of such information.

Please remember that keeping all of Venturi Technologies, Inc. proprietary information confidential is part of your employment arrangement with Venturi Technologies, Inc. and all employees who have access to such information are required to sign an agreement prohibiting the disclosure of such information to others. Violation of this policy is to be considered a serious breach of confidence and may lead to disciplinary action, up to and including termination.

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Outside Employment

If you are considering a second job with another company, we have no objection provided:

- Your second job does not affect your performance or the quality and quantity of the work you perform on your job here.
- Your second job does not interfere with our flexible work schedule.
- Your second job must not be with a competitor, or create a conflict of interest in the opinion of management.
- You obtain prior approval from the CFO before starting your second job.

Please note: If you are injured on your other job, you will not be eligible for most of the accident benefits provided to you by our Company. Therefore, please be sure you are adequately insured by your second employer before accepting employment. Also, if your injury is serious enough to cause you to be absent from work here, or to be otherwise unable to perform your normal function for us, Venturi Technologies, Inc. is under no obligation to hold your position open and you may be replaced.

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Employment Reference Policy

It is the desire of Venturi Technologies, Inc. to respond honestly and objectively to requests for references of current and former employees. To facilitate the interests of Venturi Technologies, Inc., employees, and other employers who seek references, the following Reference Policy shall be strictly enforced:

1. All reference requests shall be directed to Human Resources. If any current or former employee is asked to give the name of a representative of Venturi Technologies, Inc. to a potential employer, the employee shall direct them to fax requests to Human Resources at 215-565-2565, or write to the following:

Human Resources
Venturi Technologies, Inc.
307 East Church Road
King of Prussia, PA 19046

A Human Resources Representative will explain Venturi Technologies, Inc.'s reference policy to the potential employer.

2. Human Resources or their designee will be the only person who is permitted to give references on behalf of Venturi Technologies, Inc. If any other employee receives a request for a reference, the employee should indicate that he or she is not permitted to speak on behalf of Venturi Technologies, Inc., and should direct reference requests to Human Resources. The preferred method of providing references will be in writing; limited exceptions will be at the discretion of Human Resources.
3. Employees are prohibited from giving personal references, unless written authorization from Human Resources is obtained. This prohibition includes telephone reference requests made to our offices.

Venturi Technologies, Inc. will require a written authorization and release in the employee's personnel file prior to providing a reference. In the absence of this signed authorization, Venturi Technologies, Inc. will release only such information as it relates to the employee's position title, date of hire, and date of termination.

In the event that Venturi Technologies, Inc. and any current or former employee should reach a written agreement as to the contents of a reference for the individual as part of a settlement agreement or waiver of any claim, said agreement will control the reference policy for that individual.

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Collection and Use of Employee's Personal Information

Venturi Technologies, Inc. must maintain up-to-date information about you for payroll, benefits administration, tax reporting, to report statistics for federal, state, and local authorities as required by law or statute, and to contact you or a family member in the event of an emergency.

Venturi Technologies, Inc.'s policy is to ensure the confidentiality and proper use and disclosure of personnel records, consistent with Venturi Technologies, Inc.'s right to gather and use personal information. Information that must be obtained will be gathered in a fair, consistent, and open manner. To the extent possible or required by law, only information that is current and relevant will be maintained.

Changes of Address

When you change your name, address, or telephone number you must notify the Human Resources Department in writing of the change immediately to ensure the Company will always have the correct information to reach you. It is important that the Company is able to communicate with you, or in the event of necessity, with members of your family, and this can only be done if an accurate record of your address and telephone number is on file with Human Resources. In addition, **you must also notify Human Resources in writing of any changes in your marital status, number of dependents, next of kin and/or beneficiaries** so that the Company can keep current records for federal and state taxes, and for the benefit plans and coverage's extended by the company.

Review of Personnel Files

Employees wishing to review their personnel files may do so without securing advance permission from their manager. However, employees are required to schedule an appointment with Human Resources to review their file. Whenever an employee examines his or her file, a Human Resources representative must be present to make sure the contents of the file are not disturbed. Employees may submit corrections to their personnel records and, when deemed appropriate by the company, corrections will be made. The number of times an employee may review their personnel may be limited at the discretion of Human Resources. Access to personnel files will be administered according to the above policy and in adherence with any applicable state laws that may apply.

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Employee-Managed Time Off

Regular Full-Time Class II employees from the date of eligibility until January 1 following their third year anniversary will accrue paid time off (PTO) at a rate of one-twelfth of the total yearly allotment per month. The total accrual is 6 days, 0.5 accrued per month.

Regular Full-Time Class II employees in their first calendar year of employment will accrue a reduced amount of paid time off (PTO) based on the first of the month following the completion of three (3) months of active service; with all time accruing at a rate of 0.5 days per month based on the remaining months in the current calendar year.

Regular Full-Time Class I employees from January 1 of their second calendar year of employment until January 1 following their third year anniversary will accrue paid time off (PTO) at a rate of one-twelfth of the total yearly allotment per month. The total accrual is 6 days, 0.5 accrued per month.

Regular Full-Time Class I employees in their first calendar year of employment will accrue a reduced amount of paid time off (PTO) based on the first of the month following the completion of three (3) months of active service; with all time accruing at a rate of 0.25 days per month, rounded to the nearest day, based on the remaining months in the current calendar year.

Regular Full-Time Class I and II employees who have reached January 1 of the year following their third year anniversary will accrue paid time off (PTO) at a rate of one-twelfth of the total yearly allotment per month. The total accrual is 12 days, 1.0 accrued per month.

All paid time off is accrued throughout the calendar year going forward.

To assist in managing the work, Managers may allow employees in good standing to take unearned vacation time. This time will only be granted if the operating location is in good standing with regards to their current year budget. However, should the employee's employment cease for any reason, Venturi Technologies, Inc. reserves the right to deduct any unearned time taken from any in-lieu payments that may be due the employee.

The Company reserves the right to grant additional time off in order to recognize special accomplishments, levels of achievement, or advances within the organization.

All regular paid time off (PTO), unless approved or otherwise directed in advance by an officer of the Company or prohibited by law, must be used within the calendar year in which it is granted. In the event an employee wishes to defer a portion of their regular vacation time to the following year to celebrate a special occasion, e.g. marriage or extended trip, approval must be obtained, in writing, from an officer of the company and forwarded to Human Resources.

You, the employee, are responsible for managing your time away from work. It is suggested that you always save a few days for the end of the year for emergencies. Taking more days off than you are allotted will result in disciplinary action up to and including termination.

Planned time off must be submitted to your supervisor using a **Request for Time Off** no later than one week prior to your desired time off. Unplanned time off must be submitted within 24 hours of returning to work. When possible, vacation periods will be assigned in accordance with employee requests, taking operating requirements into account. If an employee takes paid time off without following the request process, they will lose the remaining PTO for the year. They will start the entire PTO earning process for the beginning.

Commissioned employees will be paid an hourly rate determined by averaging the previous twelve (12) months' average hourly rate. Employees with less than one year of service will have their rate determined by all previous hourly rate history.

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Accrued paid time off will be deducted from the total annual allotment in 4-hour increments.

Accrued Paid Time Off Schedule for Full Time Staff

Current Part-Time employees who transfer to Full-Time positions will accrue paid time off based on the 1st of the month following the effective date of their transfer, provided they have completed three (3) months of active service. If the employee has not completed three (3) months of active service, paid time off will begin to accrue on the 1st of the month following the date on which they complete three (3) months of active service.

Full-Time employees from the date of eligibility will accrue paid time off based on the 1st of the month following the date on which they complete three (3) months of active service, according to the appropriate Class Schedule below.

Accrued Time Off Schedule through Jan 1 following 3rd Anniversary

<u>Hire Date (for 1st year)</u>	<u>Effective Date</u>	<u>Class II Days</u>	<u>Class I Days -Yr. 1</u>
Sept 2 nd to Oct 1 st	January 1st	6.0	3.0
Oct 2 nd to Nov 1 st	February 1st	5.5	3.0
Nov 2 nd to Dec 1 st	March 1st	5.0	3.0
Dec 2 nd to Jan 1 st	April 1st	4.5	2.0
Jan 2 nd to Feb 1 st	May 1st	4.0	2.0
Feb 2 nd to Mar 1 st	June 1st	3.5	2.0
Mar 2 nd to Apr 1 st	July 1st	3.0	2.0
Apr 2 nd to May 1 st	August 1st	2.5	1.0
May 2 nd to Jun 1st	September 1st	2.0	1.0
Jun 2 nd to Jul 1 st	October 1st	1.5	1.0
Jul 2 nd to Aug 1st	November 1st	1.0	1.0
Aug 2 nd to Sep 1 st	December 1st	0.5	0.0

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Holidays

Our Company will observe the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Holidays that fall on a Saturday will be observed by the company on the preceding Friday.

Holidays that fall on a Sunday will be observed by the company on the following Monday.

Regular Full-Time Class I and II employees who have completed three (3) months of active service with Venturi Technologies, Inc. are eligible for paid holidays. If an employee has an unscheduled absence the day before or the day after a holiday, no holiday pay is given.

Unused Paid Time Off (PTO)

Venturi Technologies, Inc. encourages employees to take earned time off to rejuvenate and refresh themselves. Paid time off (PTO) cannot be carried over to the following year. Venturi Technologies, Inc. will pay departing employees for unused, accrued paid time off, as required by applicable laws. Unused PTO will not be paid out to current employees for any reason unless required by law.

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Jury Duty and Subpoenas

Regular Full-Time employees who are summoned to jury duty will be paid for the first day of jury duty, or according to the applicable state law. Any additional leave required to serve will be considered unpaid excused time off. To limit the financial impact this policy may have on you, alternate shift arrangements are permissible with prior management approval. However, you must notify your manager, and complete a **Request for Time Off**, as soon as you receive your summons, and forward a copy of the summons to Human Resources.

Regular Full-Time employees, who have been subpoenaed to appear in court, provided that the action under litigation is not self-initiated, will be paid for the time away from work. You must notify your manager by providing a copy of the subpoena, which must be forwarded to Human Resources, and complete a **Request for Time Off**. All employees required to appear in court in connection with company business will be paid for the time away from work.

In fairness to everyone, all employees are expected to return to work when excused from jury duty, or if your court appearance ends during your regular working hours.

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Group Health Insurance

Please contact the Human Resources department for Plan information and eligibility requirements.

Medical Records Privacy Information

The Venturi Technologies, Inc Health Plan uses medical records information about you and your covered spouses and dependents only for paying claims and other legally permissible purposes. The Plan 's privacy policies and procedures are designed to satisfy the applicable requirements of the Health Insurance Portability and Accountability Act (HIPAA) privacy regulations issued by the U.S. Department of Health and Human Services. The Plan's privacy policies and procedures are discussed in more detail in the Plan's Notice of Health Information Privacy Practices, a copy of which has been provided to you, and in the Plan 's formal privacy policies and procedures document. Please contact the Plan Administrator if you have any questions about the Plan's privacy policies and procedures.

Workers' Compensation Insurance

To cover all injuries to you arising from, or in the course of, your employment; the company carries worker's compensation insurance which is provided at no cost to you. The policy requires that you immediately report an injury, regardless of the severity, to your supervisor or manager so that proper medical attention can be supplied, and to ensure that all reports are made to the appropriate governmental authorities.

For injuries requiring medical attention, you should report to the nearest Workers' Comp Panel facility, or if the injury is serious, the closest medical facility. Your Workers' Comp panel of doctors and/or clinics is posted in your base location. If you are outside the base, your supervisor or base operations staff can assist you in finding the nearest facility.

All employees involved in an on-the-job accident will be required to submit to a drug screen. Refusal to take a drug test will be considered a positive result, and may impact the eligibility for benefits.

Failure to return to work after a workers' compensation leave will be treated the same as a failure to return from any other approved leave.

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Death Benefits

To help with the family's immediate financial need at the time of the death of a Full-Time employee, Venturi Technologies, Inc. will pay the beneficiary of record or immediate family of a deceased employee for the deceased employee's unused accrued paid time off to which the employee would have been entitled.

Bereavement Time

In the event of the death of a member of a Full-Time employee's immediate family, management will grant the employee five (5) paid funeral days. To qualify for paid time off under this policy, an immediate family member is defined as spouse, child, brother, sister, parent, grandparents (or the same by marriage), or a relative who resides in the employee's household.

In the event of the death of any other relative or friend, management will grant Full-Time employees one (1) paid funeral day annually. Any subsequent time off will be charged against paid time off allotments, or charged without pay.

In the event of the death of an employee or a member of an employee's immediate family, management may grant Full-Time employees such time off as is needed to attend a funeral or memorial service.

Bereavement pay will be paid at the base rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Time Off To Vote

Venturi encourages employees to participate in election activities. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote during non-working hours, Venturi will grant up to one hour paid time to vote. Employees should request time off from their supervisors at least two days prior to Election Day. Necessary time can be scheduled at the beginning or the end of the shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

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Family and Medical Leave Policy (FMLA)

Venturi Technologies, Inc. provides eligible employees unpaid Family Leave and Medical Leave for any of the following reasons:

Family Leave includes:

- The birth of an employee's child and in order to care for such child.
- The adoption of an employee's child or the placement of a foster child in the employee's home and in order to care for such a child.
- In order to care for an employee's spouse, child, or parent who has a serious health condition.
- For the employee's own serious health condition that makes the employee unable to perform the functions of their job.

Medical Leave includes:

A "serious health condition" means an illness, injury, impairment, or mental condition which, in the case of family leave, requires that the employee is needed to care for their family member, or in the case of medical leave, makes the employee unable to perform the essential functions of the job and which in all situations involves either:

- a period of incapacity or treatment in connection with, or consequent to, inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
 - a period of incapacity requiring absence from work, school or other regular daily activities of more than 3 calendar days, which also involves continuing treatment by (or under the supervision of) a health care provider;
- Or the continuing treatment by a health care provider for:
- a period of incapacity due to pregnancy or prenatal care;
 - a period of incapacity or treatment for such incapacity due to a chronic serious health condition;
 - a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
 - a period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days.

Although medical leave is unpaid, you may be eligible to receive certain disability or worker's compensation benefits during your medical leave of absence. However, even though you may qualify for these benefits, you are still required to follow the procedures under this policy in order to be on an approved leave of absence for medical reasons.

Eligibility For Leave

You are eligible for family or medical leave only if you have been employed by the Company for at least twelve months and have completed at least 1,250 hours of service in the twelve month period immediately prior to your request for the leave of absence.

Entitlement to Leave

You are entitled to up to twelve calendar weeks of family and medical leave, in total, in the 12-month period measured backward from the date you used either family leave or medical leave. Because the total leave time is limited, you should coordinate your medical and family leave time if you plan to take both types of leave in the same 12-month period. Any employee who is eligible for and takes any period of family and medical leave will have that leave designated as family and medical leave and counted against your total allotment.

For any type of family or medical leave, if you have any unused paid time off days when you begin your unpaid leave, you must substitute all of the paid time off for all or part of your unpaid leave of absence. However, the unpaid leave (both medical and family leave) and the paid time-off (PTO or holiday days) used during the leave of absence, in total, still may not exceed the maximum twelve calendar weeks in the 12-month period.

Please note that family leave for the birth or adoption of a child, or placement of a foster child, can only be taken within twelve months of the child's birth, adoption or placement.

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During your family or medical leave, the Company's other group insurance benefits will continue as if you were actively employed, provided that you continue to make your contributions to the plan, or unless you elect not to continue your coverage. Except in certain limited circumstances, the Company may recover the additional premiums it paid for maintaining group health plan coverage during any period of unpaid family or medical leave if you fail to return to work after your family or medical leave has expired.

During your family or medical leave, any other Company benefits will continue as if you were actively employed, provided that you continue to make any personal contributions. As stated above, the Company may recover any additional premiums it paid for maintaining any other Company benefits if you fail to return to work after your family or medical leave has expired.

Notification to Venturi Technologies, Inc.

At least thirty (30) days written advance notice of the leave of absence is required to be given to Human Resources if the leave of absence is foreseeable. If it is impossible to provide thirty (30) days advance notice, you must provide notice as soon as is practicable, ordinarily within one or two working days of the unforeseen event. Your notice must explain the reasons for the leave to allow the Company to determine whether the leave actually qualifies as a family or medical leave. Additionally, once your leave begins, you must notify Human Resources in writing every thirty days regarding the status of your leave and your intention to return to work at the end of the leave period.

Family Leave Certification

At the time you request your leave to take care of an ill family member, you will be asked to provide, on a form approved by the company, a certification from your family member's physician of the serious health condition of that family member. If you do not supply the Company with the certification at the time you make the request for the leave, or within 15 days of the request, your leave will be denied until the time you provide proper certification. You may also be asked during your family leave to have the treating physician provide re-certification of the continued necessity of your leave.

Medical Leave Certification

At the time you request your leave, you will be asked to provide, on a form approved by the Company, a certification from your physician of the necessity of your medical leave. If you do not supply the Company with the certification at the time you make the request for the leave, or within 15 days of the request, your leave will be denied until the time you provide certification. The Company may also require examination(s) by a physician or physicians of its choice to confirm the necessity for the leave, as well as to have your physician provide re-certification of the continued necessity of your medical leave.

Intermittent or Reduced Schedule Leave

A medical leave or a family leave may be available on an intermittent or reduced schedule basis if you or your family member is receiving treatment for a serious health condition and it is medically necessary for you to take the time off on this basis. The Company will require certification from the physician for the need for you to take time off on this basis; including that such leave is medically necessary, the expected duration and schedule of such leave, and (if applicable) that the leave is necessary to care for the ill family member or will assist in the family member's recovery.

If you do not supply the Company with the certification at the time you make the request for the leave, or within 15 days of the request, your leave will be denied until the time you provide the proper certification.

If the leave is foreseeable based on medical treatments, you are required to schedule the treatments so as not to disrupt unduly the operations of your department, if reasonably possible. The Company may temporarily transfer you to an available alternative position with equivalent pay and benefits if you request intermittent leave or a reduced work schedule and the need for leave is foreseeable based on planned medical treatment, provided you are qualified for that alternate position and it better accommodates recurring periods of leave than your regular position.

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Reinstatement Rights

Upon your return from family or medical leave, you are entitled to the same position you held when the leave commenced; or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. You should note that you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken the leave (e.g., if due to economic or other business conditions you would have lost your job regardless of whether or not you went on leave, you will not be entitled to reinstatement).

After an approved medical leave, you will be asked to provide certification of your ability to return to work from your physician. The Company will not allow you to return to work if you fail to submit a fitness for duty report.

If you are not well enough to work after exhausting all of the allowable medical leave, you may be eligible to take a personal medical leave of absence. In such a case, your leave will become a personal leave of absence not covered by the Family and Medical Leave Act, and you will no longer be entitled to any rights and benefits under that law.

If you fail to return to work after an approved family or medical leave and are not authorized to take any additional leave time, your position at the Company will be considered abandoned. This will be treated as a voluntary termination of employment on your part.

The Company's Family and Medical Leave policies will be interpreted in accordance with the federal Family and Medical Leave Act, the regulations thereunder, and all other applicable laws. To the extent that these policies may conflict with those laws, those laws shall control. Further, the Company retains all rights and defenses under applicable law, whether or not specifically set forth in these policies.

Military Leave

All employees required to go into military service will be treated as though on leave of absence in accordance with federal law. The employee is required to provide a two-week notice, whenever possible, for a military leave of absence, complete a **Request for Time Off**, and submit a copy of his/her orders to Human Resources. Upon completion of military service, the employee will receive former pay, status, vacation and other benefits to which he or she would have been entitled had they not entered the military service provided:

- The employee held a position other than a temporary employee with the company.
- The employee received a certificate of satisfactory service from the branch of service served.
- The employee is still able to perform the duties of the position.
- The employee makes application for reinstatement within ninety days (90) from date of discharge.
- If the employee is rejected for military service, the employee shall be entitled to reinstatement if application is made within thirty days following rejection.
- Economic circumstances are such that it is not impossible or unreasonable to reinstate the employee.

Any employee that is a member of the Reserve Corps or National Guard and who is required to take annual training for a period of not more than two weeks each year shall make similar arrangements for such time off through his/her manager. Unless otherwise agreed to by management in writing, the employee must return to work on the next regularly scheduled workday following the annual training. Failure to do so may be considered an unauthorized absence. During the period of annual training, employees shall have the rights and protections of an employee on disability leave of absence.

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Other Leave

Other leave not covered under FMLA, including personal leave, sick leave, short-term disability leave, and maternity leave, is for a specified period and may be granted only for unusual or extenuating personal or family reasons. You must submit to your manager a written request for personal leave that sets forth the reasons why a leave of absence is necessary. For a leave to be granted, the reason must be acceptable to management and approved by Human Resources.

Disability caused by pregnancy and related conditions will be treated the same as non-pregnancy related medical disabilities.

Light or Restricted Duty

Based on your treating physician's recommendation, when deemed appropriate by your manager and Human Resources, Venturi Technologies, Inc. will make a reasonable accommodation to provide light or restricted duty for injured or ill employees not yet able to return to their regular job. Failure to report for approved light duty will be the same as failure to report for your regular work schedule. While an employee is on light or restricted duty, work is restricted to not exceed your regularly scheduled hours and no overtime is permitted.

Special Arrangements or Accommodations

The Company will provide reasonable accommodations for its employees that will help them perform their job duties, unless such accommodations impose an undue hardship.

If you are currently disabled, or become disabled during your employment, and wish to discuss accommodations that will help you do your job, it is your responsibility to notify your manager or Human Resources. Where possible and practical, all such conversations will remain strictly confidential.

Re-employment After Any Leave of Absence

The Company cannot assure re-employment following a leave of absence. Venturi will attempt to provide an employee returning from a leave of absence the same or similar job as the job held prior to leave, if such a job is available. If no such job is available, you may be offered any available job that, in the opinion of management, you are capable of performing competently and efficiently. If no such job is available, you will be placed on layoff status.

Work Day & Break Time

Due to the nature of our business, your individual work schedule may vary depending on your job assignment, department, and special projects. Check with your manager if you have any question regarding your work schedule. Venturi will abide by any state laws regarding mandated break and mealtime requirements, if applicable.

Recording Time

All nonexempt employees are required to maintain an accurate record of all time worked using a time sheet or time card. You must note the time you start and end work and when you begin and end your meal break. Employees will be compensated for all time worked, whether straight time or overtime.

Uncompensated work time is not permissible, nor will management require or expect employees to work any uncompensated time. Should you feel that you are being required to work uncompensated time, the situation must be brought to the immediate attention of your manager, Human Resources, or an officer of the Company. Failure to maintain an accurate record of your time worked, failure to report time worked, or requiring an employee to work uncompensated time may result in disciplinary action, up to and including termination.

Personal Emergencies and Leaving the Premises

From time-to-time we are all called upon to deal with emergency situations that require us to leave work. In the event you are called away from work to address a personal emergency you must notify a member of management. Time off which is not made up will be charged against your paid time off allotment, or charged without pay. Abuses of this policy could result in disciplinary action, which could include termination of employment.

In the event of a building emergency we must be able to account for each employee to ensure their safety, the safety of our in-house emergency evacuation monitors, and the safety of township emergency response personnel.

Severe Weather

Severe weather is to be expected throughout the year. However, the roads are normally passable and you are expected to work your regular hours. Although driving during severe weather conditions may at times be difficult, you must decide when to exercise caution and delay your departure, or choose remain at home. You are expected to notify the office if you will be delayed or absent. Time taken off due to severe weather conditions will result in a corresponding charge against your paid time off allotment, or charged without pay. Abuses of this policy could result in disciplinary action, which could include termination.

Punctuality

Attendance and punctuality are important factors for you to succeed within our company. We work as a team, and this requires that each person be in the right place at the right time.

Employees who are given specific start times and/or break times must report to work at the designated time to be considered on time. A pattern of arriving late or departing early will be considered poor attendance and may result in disciplinary action up to and including termination.

Prior to the start of your shift, you must notify your manager or his or her designee if you will be late for work or if you will be absent. Failure to notify your manager of lateness or absence prior to the start of your shift may result in disciplinary action up to and including termination. Failure to contact your manager for a period of 48 hours will be considered to be a voluntary termination of your employment and you will not receive in-lieu vacation pay or be considered for re-employment.

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Bulletin Board

Information of interest and importance to you is regularly posted on our bulletin board in the employee areas. Look at it frequently to keep up on current information. You are responsible for knowing the information posted at all times. Use of Company bulletin boards is strictly limited to the display of administrative information only. Employees may not post or remove any information from the bulletin boards.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety, comfort, and efficiency. You are expected to keep your work area and/or company vehicle organized and clean at all times. Immediately report anything that needs repair or replacement to your manager.

Personal Belongings

Venturi Technologies, Inc. is not responsible for loss, theft, or damage of unattended personal property or personal property left on the premises.

Parking

The Company is not responsible for loss, damage, or theft of your vehicle or its contents, or for citations issued to you by local authorities due to illegal parking on company premises.

Visitors

Since safety and security are of the utmost concern, employees may not receive non-business related visitors on Venturi Technologies, Inc. premises at any time without prior management approval. All visitors must check in at the reception area and prior notice should be given to the receptionist when a visitor is scheduled. Approved, non-business visits are confined to the clerical areas of the premises, and all other areas of the premises are strictly off limits. Failure to observe this policy will result in the removal of the visitor and the employee will be subject to disciplinary action, which could include termination.

Cell Phones and Beepers

Employees should not make or receive personal calls while the employee is on duty except in an emergency.

Cell phones are distributed to employees on an as needed basis. Cell phones should not be used for personal activities. Generally, employees should limit confidential discussions on the cell phone whenever possible.

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Unscheduled Absences

Unscheduled absences are any absences that have not been properly submitted and approved with a Request for Time Off form prior to missing time from work. An absence for illness or injury lasting more than two consecutive days will be considered one absence. Absences covered under an approved leave are also considered approved. Our continued success and our policy of providing the best customer service depends heavily on our ability to function as a team.

Employees who frequently or habitually have unscheduled absences will be subject to disciplinary action, up to and including termination.

Performance Reviews

Your performance is important to our Company. Periodically, or at least once per year, your manager will review your job performance and help you to set new performance goals. Our performance review program is designed to provide a basis for a better understanding between you and the Company with respect to your job requirements, as well as to measure your performance and progress.

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Safety

Safety can only be achieved through teamwork. At Venturi Technologies, Inc. each employee must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following safety precautions:

- Notify your manager of any emergency situation. If you are injured or become sick at work you must inform your manager immediately.
- The use of alcoholic beverages or illegal drug substances, or the abuse or misuse of legal prescription drugs during working hours will not be tolerated. The possession of alcohol, other controlled substances, or weapon on company property is forbidden. Violations of this policy could result in immediate termination.
- Company equipment and vehicles are to be used only by properly trained and qualified employees. If an untrained or unqualified employee is directed to operate equipment or vehicles by supervision or management, they are to respectfully decline to operate such equipment or vehicles. Employees observing the operation of equipment or vehicles by anyone other than the trained or qualified personnel are to report the activity to management immediately.
- Use, adjust, and repair machines and equipment only if you are properly trained and qualified.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess...ask your manager.
- Know the location, contents, and use of first aid, fire fighting, and other safety equipment.
- Familiarize yourself with the Safety Manual and its contents relating to your responsibilities and prohibited activities.

A violation of a safety precaution is in itself an unsafe act, which may lead to disciplinary action up to and including termination.

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Substance Abuse

No employee will report to work, nor be allowed to continue to work, or be present on company premises, in company vehicles, or engage in any company activities while under the influence of alcohol or controlled substances, as this significantly affects job safety and performance. This includes the taking of prescribed drugs that may impair your ability to safely perform your duties. The unlawful or unauthorized manufacture, possession, distribution, dispensing, sale, or use of alcohol or controlled substances on company premises, in company vehicles, or while engaged in company activities is also strictly prohibited. Any violation of this substance abuse policy may result in disciplinary action, up to and including termination.

The Company further reserves the right to take any and all appropriate lawful actions necessary to enforce this substance abuse policy including, but not limited to, inspection of our employee's personal property, as well as company-issued lockers, desks, or other possible areas of concealment. Full compliance with this substance abuse policy is a condition of employment and continued employment.

Consistent with our fair employment policy, our Company maintains a policy of nondiscrimination and will make reasonable accommodations with respect to recovering addicts or alcoholics, those who are perceived as having a dependency and those having a medical history reflecting treatment for these conditions. However, random drug and/or alcohol testing may be part of a return-to-work agreement for an employee returning from an acknowledged medical leave of absence taken to undergo drug/or alcohol rehabilitation. Any employee who tests positively for drugs and/or alcohol will be subject to disciplinary action up to and including termination of employment.

Employees may be required to submit to an alcohol and drug screening test, under any of the following conditions:

- Employees who are required to use company vehicles or machinery as a part of their job requirements are required to take a pre-employment drug screen as a matter of public safety.
- Employees directly or indirectly involved in an on-the-job accident that requires one or more persons to obtain off site medical attention.
- Employees directly or indirectly involved in a serious or potentially serious on-the-job accident that involves damage to Company property or equipment.
- When management has reason to suspect an employee is under the influence of alcohol or drugs, on an individual basis.
- Employees returning to work following a medical leave of absence for alcohol or drug usage, failure to pass the screen within a four-week period following the medical leave of absence will result in termination.

All employees required to submit to an alcohol and drug screening test will be suspended, without pay, pending test results. If drug usage is detected or if alcohol levels are detected at or above 0.02 BAC, the employee will be subject to discharge for violation of company policy concerning the use of alcohol and drugs as outlined in the policy section above. The refusal of an employee to take a required test and sign a consent/release form will be treated as a positive result.

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Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible manner at all times and to obey all applicable federal, state and local laws. If you have any questions concerning any law, work or safety rule, or any of the unacceptable activities listed below, please see the Human Resources Manager for an explanation.

The following guidelines are fundamental in nature and are matters of judgment and common sense. Inasmuch as it is impossible to list guidelines to cover every situation, the absence of an illustration from this list will not prohibit Venturi Technologies, Inc. from taking disciplinary action, up to and including immediate dismissal when Venturi Technologies, Inc. believes, in its sole discretion, such action is warranted. These guidelines do not in any way alter your at-will relationship with Venturi Technologies, Inc. This means Venturi Technologies, Inc. may terminate your employment at any time for any reason or no reason, with or without cause or notice.

Venturi Technologies, Inc. expects you to follow rules of conduct that will protect the interests and safety of all employees and Venturi Technologies, Inc. Types of behavior and conduct Venturi Technologies, Inc. considers inappropriate include, but are not limited to:

- Violation of any Company rule; any action that is detrimental to Venturi Technologies, Inc.'s efforts to operate profitably.
- Negligence or any careless action that endangers the life or safety of another person.
- Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on Company premises, except medications prescribed by a physician which do not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on Company property or while on duty.
- Engaging in criminal conduct or acts of violence, making threats of violence toward anyone on Company premises, or when representing Venturi Technologies, Inc.; fighting, or provoking a fight on Company property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by your manager pertaining to your work; refusal to help out on a special assignment.
- Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
- Engaging in an act of sabotage; negligently causing the destruction or damage of Company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
- Theft or unauthorized possession of company property or the property of fellow employees; unauthorized possession or removal of any Company property, including documents, from the premises without prior permission from management.
- Disclosure of any Customer related data of any type; failure to safeguard Customer related information.
- Unauthorized use of Company equipment or property for personal reasons, or using Company equipment for profit.
- Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by Venturi Technologies, Inc.; alteration or falsification of Company records or other Company documents.
- Violating the non-disclosure agreement; giving confidential or proprietary Venturi Technologies, Inc. information to competitors or other organizations or to unauthorized Venturi Technologies, Inc. employees; working for a competing business while a Venturi Technologies, Inc. employee; breach of confidentiality of personnel information.
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
- Any lewd acts or indecent exposure on company property.
- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor.

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Unacceptable Activities, continued

- Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of office manager or stopping work before time specified for such purposes.
- Sleeping or loitering during working hours.
- Excessive use of company telephone for personal calls.
- Smoking in restricted areas or at non-designated times, as specified by department rules.
- Creating or contributing to unsanitary conditions.
- Failure to report an absence or late arrival; excessive absence or lateness.
- Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on company premises.
- Failure to use your time sheet; alteration of your own time sheet or records or attendance documents; punching or altering another employee's time sheet or records, or causing someone to alter your time sheet or records.

Should your performance, work habits, conduct or demeanor become unsatisfactory in the judgment of Venturi Technologies, Inc., based on either violations of the above, any other Venturi Technologies, Inc. policies, rules or regulations, or for any other reason in the sole discretion of Venturi Technologies, Inc., you will be subject to disciplinary actions, up to and including termination.

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Customer and Public Relations

Our Company's reputation has been built on excellent service and quality work. Maintaining this reputation is crucial to our continuing success and requires the active participation of every employee.

The opinions and attitudes that customers have toward our company may be damaged for a long period of time by the actions of just one employee. While it is sometimes easy to take a customer for granted, when we do, we risk losing not only that customer, but also that customer's friends or relations who may be current or prospective customers. Therefore, we ask that each employee be sensitive to the importance of providing courteous service.

Warrantees and Guarantees

Employees are not permitted to commit the company by promising to amend or extend a product warrantee or guarantee beyond written terms without the prior approval of management. Violations of this policy place the company at risk and will subject the employee to disciplinary action, which could include termination.

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Care of Company Equipment and Property

Employees should treat all company property with care and respect, and obtain proper authorization before using company equipment or property. Venturi Technologies, Inc. reserved the right to search any company property, such as files, desks, credenzas, and vehicles, at its discretion. Venturi Technologies, Inc. property generally should remain on the premises. Equipment should not be used off premises without proper authorization. Abuse of company property and unauthorized access to or use of company facilities or equipment violates company policy. Moreover, company time, equipment, facilities, and other resources are for company business only and should not be used for personal business without approval.

Under certain circumstances, to meet business needs, equipment may be provided to an employee for use away from work. Taking equipment home is only permitted with authorization from the appropriate company manager. Any equipment taken away from work should be accounted for through the use of the **Acknowledgment of Receipt of Company Equipment** form. This form should be distributed at the time of issuance of the equipment, but can be obtained from Human Resources at any time.

Upon separation from Venturi Technologies, Inc., all company equipment and property including, but not limited to reprints, files, memoranda, records and software, credit cards, card/access pass keys, door and file keys, computer access codes or disks, any instructional handbooks, computers, telephones, pagers, or other physical or personal property which the employee has received or prepared or helped prepare in connection with their employment with Venturi Technologies, Inc. and any copies, duplicates, reproductions or excerpts thereof must be returned by the employee on or before the last day worked.

Upon separation from Venturi Technologies, Inc., all former employees will immediately be prohibited from accessing Venturi Technologies, Inc.'s voice mail, corporate email accounts, computer networks, and other communication systems.

Employee Privacy And Security

Venturi Technologies, Inc. respects the rights and dignity of each employee and we seek to protect the employee's right to privacy. We remind employees that desks, lockers and related space, and all paper and computer files at Venturi Technologies, Inc. are Company property and are subject to search or inspection at any time by the Company. Employees may not place their own lock on any locker, desk, or file cabinet unless they have prior authorization to do so and they give the lock combination or duplicate key to their manager.

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Care of Computer Software

The following is Venturi Technologies, Inc.'s policy concerning its computers and software. All employees shall use software only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law. Any unauthorized duplication of copyrighted computer software violates the law and is contrary to the organization's standards of conduct. The following points are to be followed to comply with Venturi Technologies, Inc.'s software licensing agreement(s):

- We will use all software in accordance with the license agreement(s).
- Legitimate software will promptly be provided to all employees who need it. No employee will make any unauthorized copies of any software under any circumstances. Anyone found copying software other than for backup purposes is subject to termination.
- We will not tolerate the use of any unauthorized copies of software in our Company. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment. We do not condone illegal copying of software under any circumstances and anyone who makes, uses, or otherwise acquires unauthorized software shall be appropriately disciplined.
- No employee shall give software to any outside entity including clients, customers, and others.
- Any employee who determines that there may be a misuse of software within Venturi Technologies, Inc. shall notify the Human Resources Department.
- All software used by the organization on Venturi Technologies, Inc. computers will be properly purchased through appropriate procedures.

Any violation of this policy will result in disciplinary action, up to and including termination of employment.

You should also understand that any information, whether personal or business, for which you utilize Venturi Technologies, Inc.'s computers, word processing, electronic mail or other storage equipment, including furniture, is the property of Venturi Technologies, Inc. and is subject to inspection with or without notice.

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E-Mail and Voice Mail Systems

Since Venturi Technologies, Inc. owns the e-mail and voice mail systems, employees have no right of privacy in any documents or other materials they write, receive, or send through these systems. Email can be audited and archived and, as such, employees bear responsibility for whom and what they respond to. "Spamming" (mass unsolicited emailing), "flaming" (conducting an email based war of words) and other such undesirable communications are not permitted.

Computer Password Security

Each employee has a responsibility to maintain the security of his or her system passwords. Employees who share passwords or access systems by using another employee's password with or without their knowledge will be subject to disciplinary action that could include termination of employment. Since passwords will be required to be changed on a set schedule, the users are encouraged to avoid common passwords that are easily guessed or obtainable from company literature, (i.e. birthdays, names of any kind, etc). We encourage the use of text and numbers in your passwords.

Internet Policy

Venturi Technologies, Inc., Inc. is part of an international network, the Internet.

Venturi Technologies, Inc., has created a general Internet Policy to address issues associated with a global network such as the Internet. Whenever you access the Internet you are representing Venturi Technologies, Inc. This is a huge responsibility!

When sending e-mail messages, please remember that the name of Venturi Technologies, Inc., is attached as well. As such, all e-mail messages reflect not just you and your opinions, but the company's as well. Likewise, when accessing the World Wide Web, information about you and Venturi Technologies, Inc., is potentially available to the owners of the Web server. Pay attention to how your actions, while visiting that particular server, will be interpreted. It is the policy of Venturi Technologies, Inc., that all employees act in accordance with these responsibilities, relevant laws, and the highest standard of ethics.

Access to the Internet provided by and paid for by Venturi Technologies, Inc. is limited to **Venturi Technologies, Inc. business only**. It is not intended for personal use. If you access a site deemed unacceptable, or send email of a suggestive or inflammatory nature, you may be subject to disciplinary action up to and including termination, in accordance with our Anti-Harassment Policy.

Distribution of Literature/Solicitation/Trespassing

No solicitations of any kind are permitted at any time, including solicitation of money for any purpose. No handbills, circulars, advertising materials, or literature of any kind may be circulated or distributed to or by employees at any time while on company premises.

Trespassing, soliciting, or distribution of literature by non-employees on Venturi Technologies, Inc. premises is prohibited at all times. Please report any occurrences to your manager immediately.

Company Vehicles

Only trained and qualified employees may operate Company vehicles. The operator of a Company vehicle is responsible for the safe operation and cleanliness of their vehicle.

Accidents involving a Company vehicle must be reported to your manager immediately. Employees are responsible for accidents, moving violations, or fines that may result while operating a Company vehicle, and may be subject to disciplinary action, up to and including termination as a result of these actions. Employees who are required to drive Company vehicles and drive without a license, or lose their driver's license, are subject to termination.

The Company reserves the right to periodically review the driving record of employees who operate Company vehicles or use privately owned vehicles while on Company business. In addition, we require employees who use privately owned vehicles while on Company business, to maintain minimum personal liability automobile insurance as required by state statute.

Smoking in the Work Place

Our Company is committed to providing a safe and healthy environment for employees and visitors. To accomplish this, smoking is not permitted in any area within our occupied buildings.

Dress Code

We expect that our employees will wear attire that is appropriate for a business environment and maintain good personal hygiene. We request that all employees who represent Venturi Technologies, Inc. to the public present a professional appearance. We remind employees who believe that they do not meet the public that we frequently have visitors, and that some of us routinely leave the office to visit the post office, or for meals, etc. Therefore, we require employees to choose business attire that is suitable for the job being performed.

We do not impose unfair restrictions on any of our employees. However, we prohibit the following dress articles for the safety of our employees and on the basis of their inappropriateness for a business environment: sweat pants or sweat suits; casual sandals or flip-flops; cutoff or midriff T-shirts; tube or halter-like tops and clothing distracting or disruptive to the work environment. Torn, dirty, faded or ragged clothing of any kind is also unacceptable. When in doubt, the manager's best judgment should be used.

Venturi Technologies, Inc. Employee Handbook

Expense Reimbursement Policy

Venturi Technologies, Inc. employees who incur travel expenses are responsible for complying with this policy.

The Department Manager must approve all business travel in advance.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Company. Employees are expected to limit expenses to reasonable amounts. Travel meals will be reimbursed on a per diem basis of \$25.00

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by VTI may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional incremental expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports on a timely basis, minimally once per month, to Accounting. Reports must be accompanied by receipts.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Anti-Nepotism Policy

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

1. Create a supervisor/subordinate relationship with a family member;
2. Have the potential for creating an adverse impact on work performance;

Or

3. Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of household. This policy also applies to romantic relationships.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within Venturi Technologies, Inc. to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the Company will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Company will decide in its sole discretion which employee will remain employed.