

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of Altman Plants' Employee Handbook, which contains important information on Altman Plants' policies, procedures and benefits, including the policies on Anti-Harassment/Discrimination, Drugs and Alcohol and Altman Plants' pay practices. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment. I specifically understand and agree that the employment relationship between Altman Plants and me is at-will and can be terminated by Altman Plants or me at any time, with or without cause or notice. Furthermore, Altman Plants has the right to modify or alter my position, or impose any form of discipline it deems appropriate at any time. Nothing in this handbook is intended to modify Altman Plants' policy of at-will employment. The at-will employment relationship may not be modified except by a specific written agreement signed by the President of Altman Plants. This is the entire agreement between Altman Plants and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded.

I understand that Altman Plants reserves the right to make changes to its policies, procedures or benefits at any time at its discretion. However, the at-will employment agreement can be modified only in the manner specified above. I further understand that Altman Plants reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

I have received Altman Plants' Employee Handbook, and I have read (or will read) and agree to abide by the policies and procedures contained in the handbook.

Employee Name (Please Print)

Date

Employee Signature

CONFLICT OF INTEREST POLICY

A conflict of interest exists when the interests or concerns of any staff member or any member of her/his family or any party, group or organization in which the staff member is actively involved may be seen as competing with the interests or concerns of Altman Plants, Inc..

Staff members, or any member of their family, acting individually, or on behalf of any group, organization or business to which she/he has allegiance or obligation should not utilize her/his position at Altman Plants, Inc. for personal, professional, political or monetary gain. Staff members shall not perform for personal gain, service for any supplier or customer of Altman Plants, Inc. as employee, consultant or any other capacity.

Staff members should not use for personal advantage or for the advantage of any private business or other business organizations, confidential information or material acquired in the discharge of her/his duties (such as rosters, mailing lists, telephone directories, engineering drawings, and other technical information).

Neither staff member, nor any member of their family, should accept any gift, entertainment, services, loans or promises of future benefits from any person who personally or whose employer might benefit or appear to benefit because of the staff member's connection to Altman Plants, Inc.. Staff members are expected to work out for themselves the most gracious methods of declining gifts and entertainment.

Procedure

Altman Plants, Inc.' Conflict of Interest Policy Statement must be signed by all employees on the date of employment to verify their acknowledgment and acceptance of its provisions.

Any matters or questions that arise will be referred to the Human Resources Director for necessary action.

I read and understand the above Conflict of Interest policy as being a condition of employment at Altman Plants, Inc.

Employee Signature _____

Date_____

ZERO TOLERANCE: SEXUAL HARASSMENT

We, the employees of Altman Plants, Inc., are committed to a “zero tolerance” sexual harassment policy and an environment free of any and all types of unlawful harassment. We strongly believe that we are all partners in this effort. In order to confirm your commitment as members of the Altman Plants, Inc. team, please sign the following promise as a condition of your employment with Altman Plants, Inc.

“I have read and understand the Company’s Zero Tolerance Sexual Harassment policy. I promise that I will comply fully with this policy and will report incidents to Company personnel designated to handle complaints as outlined in the Personnel Policies Handbook.”

I also understand that Sexual Harassment or objectionable and offensive use of company equipment is subject to severe disciplinary action up to and including termination.

The above policies are not meant to be exhaustive, but are rather to illustrate the kinds of misconduct, which cannot be tolerated in the work place. Accordingly, the absence of any rule shall not restrict the right of the Company in carrying out its function of managing the enterprise, or to otherwise manage, direct, or discipline its employees.

I have read and understand the policies and procedures in this manual and understand them to be the conditions of employment at Altman Plants, Inc.

I also understand that Altman Plants, Inc. is an “at-will” employer and reserves the right to modify and alter any of the policies in this handbook excepting said “at-will” policy.

Employee Signature _____

Date _____