



ADVANCED DISPOSAL

NOVEMBER 2014

EMPLOYEE HANDBOOK



Advanced Disposal

**Blank page
inside/back
of cover**

PURPOSE OF THE HANDBOOK

This Handbook is a summary of the policies, work rules, and benefits in effect at the time of its publication and is designed to provide employees with a reference source to answer most questions about their employment with Advanced Disposal. It is to be used for general information and does not replace more detailed policies and procedures, if same exist. Moreover, no Handbook can anticipate every employment scenario. Where this Handbook uses lists of examples, those lists are meant to be illustrative only and should not be interpreted as exclusive.

If this Handbook at any time conflicts with applicable federal, state, or local law, the applicable law(s) shall govern. For the purposes of this Handbook, the terms "Advanced Disposal," "the Company," and "we" refer to ADS Waste Holdings, Inc. and its subsidiaries.

This Handbook and the policies contained herein apply to all employees unless they conflict with the specific terms of an applicable Collective Bargaining Agreement ("CBA"), in which event the CBA's terms will govern. Nothing in this Handbook is intended to prohibit the protected concerted activity of employees.

The contents of this Handbook are subject to revision from time to time. However, important changes may be printed and distributed to employees during the period between re-printings, and the Company retains the right to change any policies, procedures, and work practices as it deems necessary, at any time. Employees are responsible for reviewing this document from time to time for any such changes.

EMPLOYMENT AT WILL

You are an at-will employee. Your employment with the Company is not to be considered permanent or for any guaranteed length of time. Our employment relationship will continue as long as it is mutually satisfactory to both parties. You may resign at any time, with or without notice. Likewise, the Company may terminate your employment at any time, for any reason it deems necessary.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This will acknowledge that I have received my copy of the Advanced Disposal Employee Handbook. I have read it and been given the opportunity to ask questions that I may have concerning any of the Company's policies and procedures. **I fully understand the provisions of this Handbook, including without limitation the policy of the Company concerning meal and rest breaks and the automatic deductions to be made to my paycheck, if applicable, for such meal and rest breaks.**

I understand that this Handbook represents only current policies, work rules, and benefits, and that it does not create a contract of employment. The Company retains the right to change these policies, work rules, and benefits, as it deems advisable. I also understand that if this Handbook at any time conflicts with applicable state, federal, or local law, the applicable law(s) shall govern.

I understand that my employment with Advanced Disposal is "at-will," i.e., it is entered into voluntarily, and both I and the Company are free to end the employment relationship at any time, for any reason, with or without cause or advance notice. Nothing in this Handbook is intended to void or alter my "at-will" status.

I understand that under circumstances as outlined in the Alcohol and Substance Abuse Policy, depending on the requirements of the State in which I work, I may be subject to physical examinations, including a hair, blood and/or urine analysis by qualified personnel.

I understand that if I am signing this Acknowledgement as a new hire, I am required to read, understand, and sign the Company's Arbitration Agreement as a condition of my employment with the Company.

I also acknowledge that if I have any questions or concerns about the information contained within, I will bring it to the attention of the Corporate Human Resources Department.

PRINTED FULL NAME: _____

SIGNATURE: _____

DATE: _____

NOTE: This form should be signed, detached and returned to your supervisor or human resources administrator within three (3) days of receiving your Employee Handbook.

**Blank page
back side receipt
acknowledgement
page -- this will be
torn out after signed**

TABLE OF CONTENTS

EMPLOYMENT POLICIES

Open Door Policy	7
Equal Employment Opportunity	7
Anti-Harassment	7
Disability Accommodation	8
Reporting Policy & Anti-Retaliation	8
Compliance Hotline	8
Immigration Law Compliance	9
Workplace Violence Prevention	9
Employment Classifications	10
Outside Employment	10
Employment Forms and Personnel Information	10
Arbitration Agreement	10
Employment Verifications and References	11

WORK RULES

Absences and Tardiness	11
Bulletin Boards	11
Use of Communication Devices While Driving	11
Company Property	12
Confidential Information	12
Non-Disclosure of Confidential Information	12
Customer and Public Relations	13
Dress and Appearance	13
Alcohol & Substance Abuse	13
Honesty	13
Housekeeping and Office Appearance	14
Meals and Rest Breaks	14
Policy Against Working Off The Clock	14
Computers / Internet / E-mail and Voice Mail	14
Social Media	16
Personal Property	16
Personal Telephone Calls and Visitors	17
Salvaging and Scavenging	17
Solicitations	17
Smoking	17
Telephone Technique	17
Employee Conduct and Work Rules	17
Discipline Policy	18

SAFETY

Accidents and Injuries	19
Motor Vehicle and Equipment Safety	19
Workers' Compensation	20

COMPENSATION

Work Week	20
Pay Schedules	20
Overtime for Non-Exempt Employees	21
Time Cards for Non-Exempt Employees	21
Pay Advances and Loans	21
Deductions	21
Administrative Pay Corrections	21
Safe Harbor for Exempt Employees	22
Wage and Salary Adjustments	22
Pay Calculations for Benefits	22
Pay Upon Separation or Termination	22

BENEFITS AND PAID TIME OFF

Holidays	22
Vacation	23
Personal Days	24
Sick Days	24
Voting	24
Bereavement Leave	24
Jury Duty and Subpoenaed Appearances	24
Leaves of Absence	25
Military Leave	25
Family and Medical Leave	25
Health and Insurance Benefits	26
COBRA	26
Employee Assistance Program ("EAP")	26
Retirement Savings	26

WELCOME

Welcome to the Advanced Disposal team! You are part of the leading environmental services company providing waste collection, recycling and disposal services to commercial, industrial, residential and construction customers throughout seventeen states and the Bahamas.

We are committed to providing high quality, responsive service to our customers – while operating in a safe and environmentally responsible manner. As an Advanced Disposal employee, you are a vital part of the team making our companywide commitment to Service First. Safety Always. a reality every day.

What does SERVICE FIRST. SAFETY ALWAYS. mean?

Service is our product, it's how we are evaluated by customers and ultimately is a main consideration as to why customers do business with us. We are service providers, and the quality of our service delivery is critical to our success. Our service delivery must set the highest standard in the industry. Safety — nothing we do is more important than the safety of our people, our customers and the public. I want everyone in the company to take responsibility for working safe. We all need to focus on eliminating safety risks before they become accidents and injuries. We can not be satisfied with our results until everyone goes home safely every day.

We also believe that our employees should be treated fairly and with dignity. The Employee Handbook is the first step in that process – ensuring you understand what your company expects of you and, in turn, what you can expect from your company. Please read and understand the content in this handbook. If you have any questions, concerns or comments, I encourage you to discuss them with your immediate supervisor or a member of our human resources department.

Welcome to Advanced Disposal! We're happy to have you here!



Richard Burke
Chief Executive Officer

SERVICE FIRST. SAFETY ALWAYS.



EMPLOYMENT POLICIES

OPEN DOOR POLICY

Advanced Disposal maintains an open-door policy, which permits and encourages employees to discuss problems, concerns, or issues with their immediate supervisors. If an employee has a problem that relates to his or her job, and particularly if the problem is in the nature of a complaint, the employee is strongly encouraged to contact his or her supervisor immediately. Employees are urged not to circumvent their immediate supervisors unless the problem or issue relates directly to the supervisor in question. In that case, employees are encouraged to speak with any other supervisor or member of upper-level management, including but not limited to a member of Human Resources.

EQUAL EMPLOYMENT OPPORTUNITY

It is the intent of the Company to attract and retain the best qualified people available, and we will not discriminate in employment on the basis of race, color, religion, sex, sexual orientation, national origin, disability, age, domestic relationship status, gender identity, parental status, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law (referred to as “protected status”).

This nondiscrimination policy extends to all terms, conditions, and privileges of employment, as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as recruitment, hiring, promotions, compensation, benefits, transfers, training, demotions, layoff, recall, and/or termination of employment.

Employees who: (a) personally experience discrimination; or (b) witness discrimination of another in the workplace, **must** report these issues to the attention of their immediate supervisor, provided they are comfortable approaching that individual. Alternatively, employees may bypass their immediate supervisor, but **must** report any alleged discrimination to the Human Resources Department or via the Company’s Ethics Hotline.

All allegations of discrimination will be quickly and discreetly investigated. To the extent possible, an employee’s confidentiality and that of any witnesses and the alleged offender will be protected against unnecessary disclosure. When the investigation is complete, the employee will be informed of the outcome of the investigation.

Any member of management or manager who becomes aware of possible improper discrimination **must** immediately advise the Human Resources Department so it can be investigated in a timely manner, even if the reporting employee asks the supervisor not to report or investigate the issue. Upon completion of the investigation, if necessary, corrective measures will be taken. These measures may include, but are not limited to: training, counseling, warning, suspension, or immediate dismissal. Anyone,

regardless of position or title, found through investigation to have engaged in improper discrimination will be subject to discipline, up to and including termination of employment.

Employees can raise concerns and make reports without fear of retaliation. Advanced Disposal will not tolerate retaliation against individuals who make good-faith reports or claims of discrimination. The Company prohibits any form of discipline or retaliation for reporting in good-faith incidents of perceived discrimination in violation of this policy, pursuing any such claim, or cooperating in the investigation of such reports.

ANTI-HARASSMENT

The Company is committed to providing a work environment that is free from all forms of conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual’s sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. In keeping with this commitment, we will not tolerate harassment of Company employees by anyone, including any supervisor, co-worker, vendor, contractor, or other regular visitor of the Company.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotyping, or intimidating acts that are based on a person’s protected status; and (b) written or graphic material circulated or posted within the workplace that shows hostility toward a person or persons because of their protected status.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using sexually derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

EMPLOYMENT POLICIES

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Employees who: (a) personally experience harassment; or (b) witness harassment of another in the workplace, **must** report these issues to the attention of their immediate supervisor, provided they are comfortable approaching that individual. Alternatively, employees may bypass their immediate supervisor, but **must** report any alleged harassment to the Human Resources Department or via the Company's Ethics Hotline.

All allegations of sexual or other improper harassment will be quickly and discreetly investigated. To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of the investigation.

Any member of management or manager who becomes aware of possible sexual or other improper harassment **must** immediately advise the Human Resources Department so it can be investigated in a timely manner, even if the reporting employee asks the supervisor not to report or investigate the issue. Upon completion of the investigation, if necessary, corrective measures will be taken. These measures may include, but are not limited to: training, counseling, warning, suspension, or immediate dismissal. Anyone, regardless of position or title, found through investigation to have engaged in improper harassment will be subject to discipline, up to and including termination of employment.

Employees can raise concerns and make reports without fear of retaliation. Advanced Disposal will not tolerate retaliation against individuals who make good-faith reports or claims of harassment. The Company prohibits any form of discipline or retaliation for reporting in good-faith incidents of perceived harassment in violation of this policy, pursuing any such claim, or cooperating in the investigation of such reports.

DISABILITY ACCOMMODATION

Advanced Disposal is committed to complying with the Americans with Disabilities Act ("ADA"), as amended, and state and local laws that ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

The Company will provide reasonable accommodations to qualified employees with disabilities to enable them to perform the essential functions of their job and to enjoy equal benefits and privileges of

employment, in accordance with any applicable state and federal law, so long as the accommodation does not create an undue hardship for the Company or threaten the safety or health of the employee or others. This includes requests for accommodations caused or contributed to by pregnancy where required by state law.

Advanced Disposal prohibits discrimination against qualified individuals with disabilities in regard to pay and other forms of compensation, job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Advanced Disposal is also committed to not discriminating against qualified employees or applicants because they are related to or associated with a person with a disability.

If an employee believes that he or she requires an accommodation in order to perform the essential functions of his or her job, the employee may request that a reasonable accommodation be made. The request should be submitted to the employee's immediate supervisor and the Human Resources Department. **It is the employee's responsibility to inform management of the need for an accommodation due to a disability.**

This policy is neither exhaustive nor exclusive. Advanced Disposal is committed to taking all other actions required to ensure equal employment opportunity for qualified persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

REPORTING POLICY & ANTI-RETALIATION

Employees who: (a) personally experience discrimination or harassment; or (b) witness discrimination against or harassment of another **must** report these issues to the attention of their immediate supervisor, provided they are comfortable approaching that individual. Employees may bypass their immediate supervisor, but **must** report any alleged discrimination to the Human Resources Department or via the Company's Ethics Hotline. Similarly, supervisors or managers who receive such complaints are required to escalate the concerns to the Human Resources Department.

Employees can raise concerns and make reports without fear of retaliation. Advanced Disposal will not tolerate retaliation against individuals who make good-faith reports or claims of discrimination or harassment. Anyone found to be engaging in any type of improper discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

COMPLIANCE HOTLINE

While we encourage employees to first raise concerns with their immediate supervisors or the Human Resources Department, Advanced Disposal has established a Compliance Hotline that employees may also use to speak freely about work-related concerns that could cause legal, safety, financial, environmental, ethical, or workplace issues.

Our ongoing success of complying with our legal and ethical obligations depends, in part, on our employees seeking advice before problems occur and reporting incidents that could be unlawful or unethical.

Employees can access the Hotline via telephone or computer: **www.AdvancedDisposalHotline.ethicspoint.com** or **1-866-827-7637**. The hotline is staffed 24 hours a day, 7 days a week by a third party service provider. Calls to this hotline can be made anonymously, and the matter will be referred to executive-level Advanced Disposal managers for investigation and action, as necessary.

To the extent possible, the identity of an employee reporting suspected or actual improper conduct will be kept confidential. No retaliation against an employee making such a report in good-faith will be tolerated. Anyone engaging in retaliatory conduct will be subject to immediate discipline, up to and including termination of employment.

IMMIGRATION LAW COMPLIANCE

Advanced Disposal is committed to employing only individuals who are lawfully authorized to work in the United States. We do not, however, unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired may also be required to complete the form upon their rehire.

Employees with questions about immigration compliance are encouraged to contact the Human Resources Department. Employees may raise good-faith questions or complaints about immigration law compliance without fear of reprisal.

WORKPLACE VIOLENCE PREVENTION

Acts of violence in the workplace are strictly prohibited. Advanced Disposal is committed to preventing workplace violence and to maintaining a safe work environment. Accordingly, the Company has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours, while conducting Company business, using Company property (including vehicles), or while on Company premises:

- All employees, including supervisors and temporary employees, visitors, and customers should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, bullying, "horseplay," or other conduct that may be dangerous to others.
- No employee is permitted to possess, carry, or conceal a weapon on Advanced Disposal property. The term weapon includes

any type of firearm, fireworks, dangerous knives, Taser guns, or other objects that could be used to inflict serious injury. Violation of this policy may result in immediate termination.

- Notwithstanding the statement directly above, nothing in this policy is meant to prohibit an employee from keeping a firearm in his/her locked, privately-owned vehicle in the Company's parking lot, out of sight, provided that such is permitted by applicable state law.
- Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time will not be tolerated. Joking about violent behavior is also unacceptable.
- All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to an immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.
- All suspicious individuals or activities should also be reported as soon as possible to a supervisor, and these individuals should be asked to leave the premises or exit the Company property. Employees should not place themselves in peril. If an employee sees or hears a commotion or disturbance near a work area, they should not try to intercede or see what is happening. If doors are unlocked, lock the doors. If an employee faces an immediate situation and does not have time to contact management, he or she may contact law enforcement authorities and take reasonable safety measures to prevent a threat or violent act from being carried out.

Advanced Disposal will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected to the extent practical. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend employees, either with or without pay, pending investigation. If the person accused is not an employee, he or she may be prohibited from entering Company premises pending the outcome of any investigation, which may include a search of employees' or others' personal or Company property. Any items found in violation of the Company's policy may be confiscated. Any illegal articles discovered may be turned over to law enforcement representatives.

The Company will respond appropriately if the investigation reveals a violation of Company policy. The response may include, but not be limited to, suspension and/or termination of any business relationship, disciplinary action up to and including discharge, and/or seeking arrest and prosecution of the person(s) involved. Anyone determined to be responsible for engaging in threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

EMPLOYMENT POLICIES

We encourage employees to bring their disputes or differences with other employees to the attention of management before the situation escalates into potential violence. The Company is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns. In addition, the Company is to be notified of any protective or restraining order, which lists any Company property as a protected area or identifies any individual who should not enter a Company location. The Company will maintain reasonable confidentiality to the extent possible.

EMPLOYMENT CLASSIFICATIONS

An employee's employment classification determines, among other things, eligibility for medical and insurance benefits, eligibility for paid time off and vacations, work schedule, and timing of payments. Advanced Disposal uses the following classifications:

Full Time – An employee who is regularly scheduled to work thirty (30) hours or more per week. Full time employees are eligible to participate in the Company's benefits plans. Full time employees also are entitled to vacation and paid time off.

Part Time – An employee who is regularly scheduled to work less than thirty (30) hours per week. Part time employees are not eligible to participate in the Company's benefits plans. Part time employees also are not entitled to vacation or paid time off.

Exempt – Employees classified as exempt are not entitled to overtime pay for hours worked in excess of forty in a week.

Non-Exempt – Employees classified as non-exempt are entitled to overtime pay for hours worked in excess of forty in a week.

OUTSIDE EMPLOYMENT

The Company understands that its employees may occasionally need to supplement their income by working more than one job. We are concerned that our employees do not jeopardize their ability to serve our customers by working excessive hours. If it is determined that outside employment is adversely affecting an employee's ability to perform his or her job with the Company or if the outside employment

creates a conflict of interest, the employee will be required to terminate the outside employment.

No employee of Advanced Disposal will be permitted to work outside of Advanced Disposal for another employer without first obtaining approval from their direct supervisor or General Manager. Notwithstanding this statement, no employee of Advanced Disposal who is subject to Department of Transportation ("DOT") hours of service regulations will be permitted to perform work outside of Advanced Disposal.

Failure to report outside employment may result in disciplinary action up to and including termination.

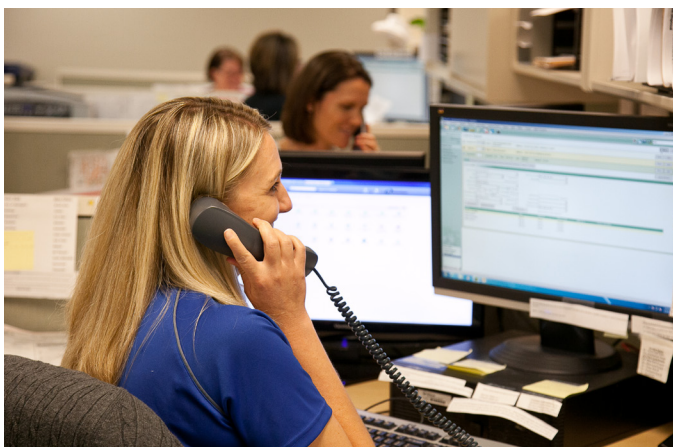
EMPLOYMENT FORMS AND PERSONNEL INFORMATION

Upon hire, new employees must complete all appropriate payroll, personnel, tax, and certain other forms including the Company's Arbitration Agreement as discussed below. Supervisors or the Human Resources Department will provide employees with these forms as well as other documents they may be required to read and sign. Failure to complete all required paperwork may affect continued employment or delay the issuance of paychecks. Paychecks will not be processed until W-4, I-9, and any state applicable withholding forms have been completed and returned to the Payroll Department.

Each employee is also responsible for promptly notifying Advanced Disposal of any changes to his or her personnel data. Information such as personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data changes during the course of employment, employees should notify the Payroll Department. An employee who provides or maintains false personal information (including information regarding dependents) will be subject to disciplinary action up to and including termination.

ARBITRATION AGREEMENT

We hope that we do not have issues with our employees that cannot be resolved informally together. However, if there are disputes that arise between the Company and an employee, and if the employee signed an arbitration agreement, they will be resolved through mandatory binding arbitration as described in the Company's Arbitration and Confidentiality Agreement. The arbitration will be conducted in the city in which the employee is/was employed and according to the employment arbitration rules and procedures published by the American Arbitration Association (AAA). No class or collective actions may be brought in arbitration; rather, each individual must proceed with his or her own claims. Both the employee and Company retain the right to seek injunctive relief from a court of law.



EMPLOYMENT VERIFICATIONS AND REFERENCES

Managers, supervisors, and other employees are prohibited from providing personal or employment references on former or current employees. All requests for Employment References should be directed to the Corporate Human Resources or Payroll Departments. If an employee wishes Advanced Disposal to verify information requested by outside sources for employment, credit, or other purposes, the request must be accompanied by a signed release from the employee. Employment reference responses will be limited generally to dates of employment, job titles, and confirmation of last salary or hourly wage. A copy of any information provided will also be maintained in the employee's personnel file.

WORK RULES

ABSENCES AND TARDINESS

An employee's contribution to the success of our Company is important, and we need employees at work on their scheduled days. Absenteeism and tardiness cause a loss of efficiency and place an undue burden on fellow employees.

1. **Scheduled Absences or Tardiness:** Employees should give as much advance notice as possible to their supervisor of an expected or planned absence or late arrival to work. This will give supervisors time to reassign work. Failure to provide supervisors with advance notice may result in a denial of the time off or other consequences.
2. **Unscheduled Absences or Tardiness:** If employees are unable to give advance notice due to unforeseen events, such as illness or family emergency, they should contact their supervisor as soon as possible about the situation and inform him or her when the employee expects to return to work. In addition, if the return from an absence is uncertain or unscheduled, employees should contact their supervisor the day before they expect to return to work so their workday can be scheduled. Failure to notify a supervisor before returning to work could result in the employee being sent home for lack of work. If the supervisor is not available, another member of management should be contacted. Employees should not leave a message with the first person who answers the phone or the voice mail system; your managers need to hear from you.

The Company may require a physician's release, obtained at the employee's expense, before they are permitted to return to work if the absence was due to an illness or injury. The Company may also require a physical examination, at the Company's expense, by a physician chosen by the Company. This is to protect employees from further injury or illness caused by returning to work before they are capable.

An employee's location or department may have specific requirements related to absenteeism or tardiness. In general, however, unauthorized or excessive absenteeism or tardiness may result in disciplinary action

up to and including discharge. If you are absent without notice to your supervisor or other member of management, you will be subject to disciplinary action, up to and including immediate termination. If you fail to notify your supervisor or manager of your absence for three (3) consecutive workdays, the Company will consider you to have voluntarily resigned your employment.

BULLETIN BOARDS

The Company may post notices on bulletin boards, walls, and fences, or erect signs to communicate with its employees. It is your responsibility to regularly check for these postings and to follow the rules or guidelines posted there. Information posted on or in Company property, including vehicles and equipment, must be approved in advance by the General Counsel, Regional Vice President, or District Manager of the location.

USE OF COMMUNICATION DEVICES WHILE DRIVING

This policy outlines the safe and appropriate use of cellular phones and other communication devices by Company personnel while operating a motor vehicle for Company business. The Company is committed to promoting the responsible use of cellular phones (and other wireless devices such as Blackberries, iPhones, pagers, laptops, two-way radios, and personal digital assistants) by its employees. Research shows that cell phone usage while driving a vehicle affects judgment regardless of the use of a "hand-held" or "hands-free" wireless device. Accordingly, the Company expects all employees to drive responsibly at all times, including while conducting Company business. Moreover, your communication devices must always be used in accordance with federal, state, or local laws, and Company policies.

Although no list of precautionary measures can guard against every dangerous situation or condition that may arise, the following are our guidelines that should be followed:

- Advanced Disposal prohibits employee use of cellular phones and other wireless devices while operating a motor vehicle for Company business. This prohibition includes, but is not limited to, receiving or placing calls, text messaging, surfing the Internet, and responding to emails. This prohibition also includes the preceding uses while temporarily stationary because of traffic, a traffic control device, or other momentary delays.
- Always remember that the foremost responsibility of any driver is to be attentive to the road and exercise good judgment at all times.

If an employee must make an emergency call (911), the vehicle should first be parked in a safe location if it is feasible to do so.

Notwithstanding the above, the Company recognizes that certain employees, including but not limited to drivers, may be issued two-way radios or similar communication devices to assist them in staying in touch with their supervisor, dispatcher, or scale operator. If you have been issued such a device, you should limit its use to work-related

purposes, and you are expected to safely monitor it while performing your duties and advise your supervisor or dispatcher whenever you are expected to be away from your device for more than a few minutes. You must check that your communications device is operating properly at the beginning and end of each day. If your device is inoperable, you are required to safely make contact as directed by your supervisor.

COMPANY PROPERTY

Employees will most likely be entrusted with the operation or use of Company property while performing their job duties. Some employees will use office equipment, computers, and telephones, while others will drive or operate large and expensive trucks and equipment. Regardless of the type of Company property entrusted to the employee, he or she is responsible for operating and handling the equipment in a safe, lawful, and proper manner. **Employees should have no expectation of privacy when using Company property.** If employees have difficulty operating or are unsure about the proper way to operate Company property, they should contact their supervisor. If employees abuse or operate Company property in a careless or improper manner, they may be disciplined up to and including discharge.

CONFIDENTIAL INFORMATION

All information relating to the Company's business, its customers, and its employees must be treated with strict confidence. Employees are responsible for the safeguarding and protection of all Company information entrusted to them.

Customer lists and pricing arrangements with vendors are among the most confidential information employees may encounter. Agreements with vendors help the Company maintain its competitiveness and such information may not be disclosed. Other confidential information which should not be disclosed, whether in any form (tangible or intangible), includes but is not limited to: (a) information learned by employee as a result of employment with the Company relating to the Company's customers, products, services, equipment, vendors, or suppliers; (b) customer names, addresses and locations; (c) customer contacts at each location; (d) customer lists; (e) current and previous sales and rentals experience; (f) prior servicing experience; (g) customer service dates; (h) information relating to potential customers which employee had access to during the twelve months immediately preceding the termination of Employee's employment with the Company; (i) the Company's residential subscription customers and commercial customer information; (j) the Company routes or territories; (k) the Company sales volume, strategy, and marketing information relating to research, production, development, compositions, operations, methods, or other secret or confidential matters of the Company or of its customers; (l) Company revenues, profit margins, profitability data, pricing data, cost data, pricing and billing policies, quoting procedures, budgets and forecasts; (m) Company plans and strategies relating to potential acquisitions, divestiture, and development; (n) Company training or safety programs; (o) private personnel data or personnel lists; (p) non-public information about Company's landfill, transfer

station, and recycling facility operations and development plans; (q) non-public information concerning the business affairs of third parties that has been provided to Company in confidence by such third parties; (r) all proprietary computer software, computer programs, listings, codes, flowcharts, and printouts; (s) all inventions, ideas, designs, processes, drawings or models; (t) all formulas, reports, and business documents; (u) any of the Company's copyrighted or copyrightable, technical or scientific information or know-how; and/or (v) any other confidential information and Trade Secrets (as defined by common law and any Trade Secrets Act that may exist in the state where employee resides or provides services to the Company) relating to Company business which derives value from the fact that it is not generally known to the public or competitors.

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Employees acknowledge that during the course of their employment with the Company, they will have access to, and be privy to Trade Secrets and Confidential Information (as defined above) that is important to Advanced Disposal's business. Further, Employees acknowledge that such Confidential Information and Trade Secrets are worthy of protection and are the sole property of the Company. Accordingly, employees agree that during employment and (a) at all times after employment with the Company in regards to Trade Secrets or (b) for a period of three years after employment with the Company in regards to Confidential Information (unless a longer period of protection is permitted or provided by law), they shall not divulge, disclose, or make use of any Confidential Information or Trade Secrets, directly or indirectly, personally or on behalf of any other person, business, corporation, or entity without prior written consent of the Company.

These protections shall apply only so long as the pertinent information or data remains a Trade Secret or Confidential Information, provided, however, that the information will not lose its protected status if it becomes generally known to the public or to other persons through improper means, such as the unauthorized use or disclosure of the information by the employee or another person.

This prohibition on the use and disclosure of Confidential Information and Trade Secrets applies, without limitation, to any and all social networking sites maintained by an employee, such as Facebook and LinkedIn. Employees further agree that if the employee is questioned with respect to any such Confidential Information or Trade Secrets by anyone not employed by the Company or by any employee of the Company who may not be authorized to receive such information, he or she will promptly notify the Company through its supervisors or executive officers. Nothing in this Agreement prohibits employees from providing information to any administrative or governmental agency, or from testifying under the power of a court order or a subpoena issued from a court of competent jurisdiction, or from engaging in protected, concerted activity, provided, however, that in the event an employee receives a court order or subpoena that seeks the disclosure

of Confidential Information or Trade Secrets, the employee will provide the Company with prompt written notice to a member of the Company's legal department of such order or subpoena so that the Company may seek an appropriate protective order or other appropriate remedy to protect such information. In the event employee becomes aware of an unauthorized use or disclosure of the Company's Confidential Information or Trade Secrets, the employee will immediately notify the Company's legal department.

Employees who improperly use or disclose Trade Secrets or Confidential Information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosure of such information. Disclosure of any of the above information to individuals outside the Company is a very serious offense that could lead to civil action. Disclosure of confidential customer, employee, vendor, and other Company information may subject you to disciplinary action up to and including discharge. You should only discuss such information with other employees whose job responsibilities permit them access to such information. However, nothing in this policy or Handbook is intended to discourage employees from any protected or concerted activity or from discussing the terms and conditions of their employment amongst themselves or with third parties. Furthermore, nothing in this policy or Handbook is intended to violate the prohibitions contained in Min. Stat. § 181.172, and Minnesota employees are hereby notified of their rights and remedies under this state law.

CUSTOMER AND PUBLIC RELATIONS

The Company expects all employees who interact in any manner with customers or the public to be responsive to their requests and treat them with respect. Do not hesitate to ask your supervisor for assistance if a customer or member of the public becomes abusive or irate, if the customer specifically asks to speak with a supervisor or manager, or if you feel more confident having your supervisor or a manager assist the customer.

DRESS AND APPEARANCE

The image of the Company is influenced by the appearance of its employees. We are all expected to practice good hygiene and dress appropriately for our job duties. The dress requirements for your facility or department may be posted or communicated to you by your supervisor or department head. Clothing that is too revealing, tight fitting, or provocative is inappropriate during business hours.

Some Company facilities require the use of uniforms while employees are engaged in their job duties. If uniforms are required, employees must obtain their supervisor's approval before wearing any other type of clothing. Supervisors will also advise employees about the procedure for obtaining and cleaning uniforms.

In all cases regarding what is considered acceptable attire, the final decision rests with the Company. If an employee's attire or hygiene does not meet standards considered acceptable, he or she may be asked to go home to change and the time involved may be unpaid.

ALCOHOL AND SUBSTANCE ABUSE

Advanced Disposal has a long-standing commitment to maintaining the highest standards for employee safety and health. The use of controlled substances and illegal drugs, and the misuse of alcohol and prescription medications are contrary to these high standards. These standards are severely jeopardized by an employee who is unfit for duty due to drug or alcohol usage. The use or possession of illegal controlled substances or alcoholic beverages while on Employer property, or in any Employer vehicle, or on Employer time, including breaks or lunch, paid or unpaid, on any shift is strictly prohibited. These policies have been created to protect both the public and our employees. It mandates discipline up to and including discharge, depending upon circumstances. At the same time, it offers substance abuse evaluation services and a last chance to employees who voluntarily come forward to the Company and seek professional rehabilitation services provided the employee does not self-identify in order to avoid testing. All employees are required to submit to applicable drug and alcohol tests as a condition of employment.

The Company's Alcohol and Substance Abuse Policy is lengthy and thus has not been reprinted in its entirety here. Notwithstanding, all employees are expected to read it and understand its requirements.

HONESTY

Honesty and integrity are personal characteristics that each of us should strive for at all times. Unfortunately, there are times when employees violate the Company's expectations of honesty and integrity. To the extent the Company determines an employee has been less than honest, the employee may be subject to disciplinary action up to and including discharge. The following are examples of conduct that could result in disciplinary action up to and including discharge, and this list is not exhaustive:

- Falsification of documents, records, paperwork, or information (verbal, electronic, or written), related to the Company or your job with the Company, including but not limited to, personnel documents, government forms (such as FMLA paperwork and DOT records), service agreements, landfill and recycling tickets, incentive pay sheets, vehicle condition reports, repair orders, time cards, expense reports, accident and safety reports, injury reports, requests for accommodations, purchase orders, insurance forms, commission calculations, adjustment forms, employment applications and any other type of form or paperwork that you are required to complete. Asking a co-worker or family member to be dishonest on your behalf in regards to Company business is also a violation of this policy.
- Theft of Company equipment, including but not limited to, tools owned by the Company or other employees, office equipment, office supplies, sales marketing and promotional items, and any other Company or employee owned property.
- Failure to provide information or providing false information to the Company in response to a request related to Company business, such as a work site accident or an internal investigation.

In conjunction with this policy, Employees are expected to review the Company's Code of Business Ethics.

HOUSEKEEPING AND OFFICE APPEARANCE

The appearance of individual offices, workstations and other work areas, including truck and equipment cabs, is representative of the type of service we provide and a reflection on our fellow employees. Clean, neat, and uncluttered work areas represent the kind of service we wish to provide to our customers. Employees are expected to keep work areas well maintained, especially those work areas in view of customers who visit our offices.

MEAL AND REST BREAKS

Breaks for meals and rest will depend upon your job function and the facility or department where you are employed. Break times and duration will be posted or communicated to you by your supervisor. Due to variable workload and assignments, you may be required to vary the time and duration of your break.

It is the Company's policy that employees subject to the regulations of the U.S. Department of Transportation who work at least six (6) hours per day, non-exempt employees who work eight (8) hours per day, as well as any employees whose primary duties take them outside of the workplace during each work day, are required to take a thirty (30) minute uninterrupted and unpaid work break. Taking adequate breaks for rest and nutrition are important. Accordingly, failure to do so will result in disciplinary action, up to and including discharge, unless the employee obtains prior permission from his or her immediate supervisor to refrain from taking a 30-minute uninterrupted work break on a particular and specific day.

Every employee subject to this policy will be deemed to have taken his or her full, uninterrupted work break every work day unless an employee completes the Advanced Disposal Failure to take Mandatory Rest Break Form (the "No-Break Form") and provides a fully executed copy of the No-Break Form to his or her supervisor or uses the "No Lunch" button on the time clock at his or her facility. This No-Break Form **must** be turned in to your supervisor on the day that you do not take an approved 30-minute uninterrupted work break, or the next day should your immediate supervisor not be present when you leave for the day. If your facility has a time clock with the "No Lunch" function, you must remember to use the button when you clock out for the day, affirming you did not take the unpaid lunch that day.

Because you are deemed to have taken your 30-minute uninterrupted work break every work day, unless you complete the No-Break Form and provide it to your supervisor as stated above (or use the "No Lunch" function on your time clock), the Company will automatically deduct this time from your hours worked during each week and will deduct from your paycheck the compensation associated with the time for the 30-minute uninterrupted work break taken each day.

POLICY AGAINST WORKING OFF THE CLOCK

It is Advanced Disposal's express policy to pay its employees for all hours worked, and the Company specifically forbids employees from working off the clock.

Whether an employee is entitled to overtime for hours worked in excess of forty in a workweek depends on whether the employee is an exempt or non-exempt employee as those terms are defined by the Fair Labor Standards Act. Employees should ask their supervisor or consult their Offer Letter (if applicable) if they are unclear about their status.

This policy specifically prohibits non-exempt employees from viewing or sending e-mails from any mobile device or computer, making or receiving Company-related phone calls, or performing any Company business when these activities occur outside of their approved work hours. If a non-exempt employee feels that his or her workload or the demands of a supervisor are requiring him or her to violate this policy, the employee should immediately report the issue to the Human Resources Department, without fear of retaliation, so that the Company can ensure that its employees are receiving proper compensation for hours worked on behalf of the Company.

COMPUTERS / INTERNET / E-MAIL AND VOICE MAIL

Computers and Software

Company computers and all the files on those computers, including personal files, are the property of the Company and not the personal property of any individual employee. **Employees should have no expectation of privacy when using Company property.** Use of Company computers for anything other than Company business must have the prior approval of a supervisor. If approved, all non-business activity on a Company computer must be done on an employee's own time. To ensure compliance with this policy, computer and email usage by employees using Company property may be monitored from time to time, with or without further notice. Advanced Disposal reserves the right to monitor computer usage and internet traffic, and retrieve and read any data composed, sent, or received through the Company's online connections and stored in its computer systems or on Company property. In addition, the following rules apply to computer and software:

Viruses - No files may be copied onto a Company computer or accessed from a removable disk or drive without checking for viruses. If your Company computer is not installed with a virus scanner, you should contact your supervisor or a member of the Company's IT Department located in Ponte Vedra, Florida ("IT Department") before copying any files. If a virus is found, you should immediately tell your supervisor or contact a member of the IT Department. Do not continue to use the computer if a virus has been found without authorization from your supervisor or the IT Department.

Unauthorized Software - No software, including personally owned software, screen savers, and games, may be loaded onto the computer without prior approval from the IT Department.

Passwords - No passwords other than those approved by the IT Department may be used that block entry to your Company computer or to specific files without prior approval from your supervisor. If a password is approved, the password must be given to your supervisor. Your unique network login, e-mail and network applications passwords control your level of access and such passwords may not be disclosed to anyone except to members of the IT Department.

Security - Upon your separation from the Company, all files on the computer remain or become the property of the Company. Copying of such files for personal use is prohibited.

Care and Maintenance - Normal wear of Company computers is to be expected. However, please use common sense when working with the computer. Food and drinks should not be placed on or near where the computer resides. If the computer fails for any reason, please contact your supervisor or member of the IT Department.

Moving - All computers have been tagged for inventory and location control. No computers, printers, or other attached devices may be moved without prior authorization from the IT Department.

Internet Usage - The Internet and the World Wide Web networks provide a unique service for acquiring and sharing government, technical, and other information. Employees using the Internet need to ensure that they do so in a proper, ethical, and professional manner. The Company's computers should be used for business purposes only. No employee may access the internet, social media sites, or other websites for any purpose that may be interpreted as harassment, sexual harassment, discrimination, or defamation. No employee should access the internet, social media sites, or other websites for business purposes outside of regular work time.

Any employee who violates this policy or uses the system for improper purposes will be subject to discipline up to and including discharge. Employees who use Company property to access the Internet:

- Must not disclose or transmit Company proprietary information via the Internet unless approved by the Company.
- Must not download, upload, view, or share material containing the following:
 - Derogatory racial content
 - Political statements
 - Sexual content
 - Offensive language
 - Derogatory religious content
 - Games
- Must not attempt to gain unauthorized access to any computer or communications systems on the Internet.
- Must check any downloaded executable software using an approved virus package before that software is run on any Company computer system.

- Are not permitted to use personal Internet accounts on Company time without your supervisor's approval.
- Must not use the internet for personal gain or non-business solicitation during work time.

E-Mail and Voice Mail

Ownership of internal communication systems, whether they are technological or paper based, remains with the Company. The Company reserves the right to read anything contained in a Company-owned electronic or paper communication system and listen to messages in the Company's voice mail system. The Company's e-mail and voice mail policies are set forth below:

- The electronic and voice mail systems' hardware and software and the paper communication system (referred to collectively herein as "Mail Systems") are Company property. Additionally, all messages composed, sent, received, or recorded on the Mail Systems are and remain the property of the Company, not the private property of any employee.
- Use of the Mail Systems is reserved solely for conducting business of the Company. They may not be used for personal business.
- The Mail Systems are not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender specific comments, or any other comment that offensively addresses someone's age, religious beliefs, national origin, disability or other protected status.
- The Mail Systems may not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without the Company's authorization.
- The Company reserves the right to review all messages created, received, sent or recorded over the Mail Systems for any purpose. The contents of electronic and voice mail may be disclosed within the Company, to law enforcement, or other third parties without the permission of the employee, even if it was properly obtained for legitimate business purposes. **An employee's use of the Mail Systems is considered to be a waiver of privacy to the Mail Systems.**
- The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible for the Company to retrieve and read that message.
- Notwithstanding the Company's right to retrieve and read any electronic mail and listen to voice mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail or voice mail messages that are not sent to them.

SOCIAL MEDIA

In general, the Company views websites, blogs and other information published on mediums accessible by the public by its employees positively, and it respects the right of employees to use them as a medium of self-expression. Pursuant to the internet usage restrictions discussed above, the Company expects that its property will be used for business purposes only. The Company retains and exercises the right to monitor employees' electronic usage, including the right to monitor employees' use of social media sites when accessed by Company-provided equipment, servers, or services. **Employees should have no expectation of privacy when using Company property or Company systems.** Advanced Disposal has a business interest in ensuring its equipment is being used in a cost effective and business appropriate manner.

If you choose to identify yourself as an Advanced Disposal employee or to discuss matters related to our business via social media, please bear in mind that although the information you publish will generally be viewed as a medium of personal expression, some readers may nonetheless view you as a de facto spokesperson for the Company. In light of this possibility, the following guidelines must be followed:

- Company equipment, including computers and electronic systems, should be limited to business use only.
- You must make it clear to your readers that the views expressed by you are yours alone and do not necessarily represent the views of Advanced Disposal.
- If you blog or otherwise publish information about our services, you must clearly and conspicuously disclose your relationship with the Company to your readers, state that you are not an official spokesperson, and add a disclaimer to the effect: "The opinions, perceptions, beliefs, and positions expressed here are my own and are not necessarily aligned with those of Advanced Disposal, its partners, or employees."
- Understand that you assume full responsibility and liability for your public statements.
- You are not permitted to disclose confidential or proprietary information. You must at all times abide by all non-disclosure and confidentiality policies.
- Company policies governing the use of corporate logos and other branding and identity apply, and only officially designated individuals have the authority to speak or write on the Company's behalf. Therefore, except when engaging in concerted, protected activity, employees are not permitted to use the Company logo, trademark or images without express, written consent of upper management.
- You are prohibited from making discriminatory, defamatory, libelous, or slanderous comments when discussing Advanced Disposal, and/or your co-workers, customers, clients and/or competitors. This applies to behavior on social media sites that you access or use outside of work and after working hours as well.

- You must always comply with all other employment policies, including the Anti-Harassment and Non-Discrimination Policies.
- You must not publish the names of employees, clients (company name or specific client names), projects, rates, client locations, etc. that can identify the specific work that the Company has done, is doing, or is proposing to do without obtaining prior permission.
- Social media and internet use for business purposes must be conducted during the employee's regular work time. Employees are not allowed to conduct any work for the Company off-the-clock. Likewise, social media and internet sites should not be used for non-work purposes during work time.

Since the information you publish is accessible by the general public, Advanced Disposal hopes your comments will be truthful about the Company, its employees, customers, partners, affiliates and others (including our competitors) as the Company itself endeavors to be. We will not tolerate statements about it or others that are defamatory, obscene, threatening, or harassing.

Please be aware that the Company may request, in its sole and absolute discretion, that you temporarily confine your website, blog, or other commentary to topics unrelated to the Company if it believes this is necessary or advisable to ensure compliance with laws or regulations. Failure to comply with these requests may lead to discipline up to and including termination, and if appropriate, the Company will pursue all available legal remedies.

The Company expects and appreciates your good judgment. Comments that are dishonest or harassing are not appropriate. Nothing in this policy or Handbook is intended to discourage employees from any protected or concerted activity or from discussing the terms and conditions of employment, even on social media sites.

PERSONAL PROPERTY

Advanced Disposal is not responsible for damage or theft of motor vehicles or any other personal property while on Company property or operating Company equipment. Protection of vehicles, their contents, or other personal property cannot be guaranteed against loss of any kind. Employees should always lock valuables in the trunk area of their personal vehicle and consider purchasing anti-theft devices. Employees who keep personal property in an office setting should take care to secure the property as well.

If you drive Company vehicles or equipment, you should remove all personal property at the end of your shift.

PERSONAL TELEPHONE CALLS AND VISITORS

Our telephone lines are exclusively for conducting Company business, and conversations may be recorded for training purposes where state law allows. As such, employees should refrain from using our telephones for personal calls, except in emergencies.

Visits by friends or relatives can be disturbing to our operations or dangerous (depending on work location) and are thus discouraged. All visitors must be reported to your supervisor and should be accompanied at all times while on Company property.

SALVAGING AND SCAVENGING

Local government ordinances in some locations prohibit the salvaging or scavenging of recyclable or other solid waste materials. The Company has adopted the policy of prohibiting this type of activity companywide. Any violation of this policy may result in disciplinary action, up to and including discharge.

SOLICITATIONS

Solicitations and distributions can put undue pressure on employees and interfere with work activities. Solicitations of employees and distributions of literature during working time is strictly prohibited.

Fundraising for charities and other community wide appeals may be permitted, but only with the prior written approval of the Regional Vice President of the facility or department where the fundraising will occur, and only during non-work time.

SMOKING

It is the intent of the Company to foster a healthy environment and observe local laws by maintaining a smoke-free environment in all Company buildings. All smoking must occur in designated areas outside Company buildings. Smoking is also prohibited while conducting business with our customers and while operating Company vehicles and equipment.

TELEPHONE TECHNIQUE

Proper use of the telephone will give callers the feeling that we are friendly, helpful, and considerate. Your help in being polite, courteous, and professional when receiving or making calls to and from customers or vendors will create a positive image for all employees. Try to avoid keeping a caller on hold and do not allow a phone to ring unanswered. Also, try to assist the caller without forwarding the call to another

employee – people should not have to explain their needs more than once. If your office has an approved greeting, always use it when answering the telephone. You should confirm information received from the caller and hang up only after the caller has done so. Note, in states where applicable law allows, telephone conversations may be recorded for training purposes.

EMPLOYEE CONDUCT AND WORK RULES

The purpose of these rules and regulations is not to restrict, but to define and protect all employees. ***This list is illustrative, not exhaustive. Other improper conduct, as determined by the Company, may be grounds for disciplinary action up to and including discharge.*** Certain rules and regulations are required to safely and efficiently operate a business. As circumstances change, rules often must change. Therefore, the Company may from time to time amend these rules. In general, however, an employee is subject to disciplinary action, up to and including immediate discharge at the Company's sole discretion, if any of the following rules are violated:

- Unsatisfactory work performance.
- Failure of an employee to give notification to or receive authorization from his or her supervisor before leaving the workstation, work site, or the job.
- Violation of the Alcohol and Substance Abuse Policy.
- Limiting one's output or directly or indirectly encouraging another employee to cut down production.
- Failure to observe the ordinary rules of hygiene for sanitation or any special rules posted by the Company.
- Failure to comply with supervisory authority.
- Carelessness or neglect of duty in carrying out assignments or instructions from those in authority, or insubordination of any kind.
- Falsification or withholding of facts related to Company business or on any Company records, including, but not limited to, employment applications and time sheets.
- Excessive absenteeism or excessive tardiness.
- Accepting payment or gifts for favoritism or for services in violation of the Code of Business Conduct Policy.
- Failure to follow policies, procedures and guidelines contained in the Employee Handbook, Code of Business Conduct Policy, Loss Prevention and Safety Manual, posted on Company premises or property, or otherwise distributed to Company employees.
- Conviction of a serious crime, the nature of which would render an individual unsuitable to perform his or her job duties.
- Failure to follow safety rules and regulations.
- Contracting with customers or vendors to perform work of any kind directly for or with them.



- Non-disclosure of interest in, or connection with any business that competes with the Company.
- Threatening, or bullying others; or interfering with the performance of employees or others during work time.
- Pilferage or theft of the property of the Company, customers, fellow employees, or others.
- Fighting, disorderly, or immoral conduct on Company premises or while performing Company business.
- Solicitation during work time.
- Carrying dangerous or concealed weapons.
- Sleeping on the job.
- Any form of discrimination or harassment.
- Falsely stating or making a claim of occupational or non-occupational injury or illness.
- Failure to report accidents or injuries immediately (including personal injury on the job).
- Horseplay.
- Disregarding prescribed cash handling procedures.
- Disclosure, or use, of trade secrets or proprietary business information not available to the general public, including but not limited to customer lists, pricing, and quotes.
- Possession of firearms or explosives or other weapons in company vehicles or on Company premises (including parking areas used by Company employees or customers, unless contrary to state law).
- Willful or careless destruction of Company property.

DISCIPLINE POLICY

Advanced Disposal expects all employees to perform their job duties at or above satisfactory levels; to conduct themselves in accordance with established policies and procedures; to follow generally accepted standards of business behavior; and to comply strictly with all the laws, rules, and regulations applicable to their activities.

Therefore, if your performance or conduct is unacceptable, your supervisor will take corrective action. Unacceptable behavior and performance may vary, depending on your position and the surrounding circumstances.

Generally, one or more steps in the disciplinary process are undertaken. The choice of disciplinary options depends upon the seriousness of the offense and surrounding circumstances. Some or all of the steps may be skipped if deemed appropriate in management's sole discretion, and suspension (paid or unpaid) for all employees (exempt and non-exempt) can be included in any step depending on the severity of the misconduct. **This policy is NOT a progressive discipline policy, and you are not entitled to the benefit of any of the below steps if your behavior is deemed serious enough to warrant immediate termination.** Nevertheless, if progressive discipline is deemed appropriate, the steps may be as follows:

- **Verbal Warning:** a discussion of the problem and review of the unacceptable standards of behavior with your supervisor. Even though this warning is "verbal", it will be documented in writing as a "verbal" warning.
- **Written Warning:** a detailed written statement of the problem and needed improvement.
- **Final Written Warning:** a detailed written statement of the problem and needed improvement.
- **Discharge:** the cessation of all benefits and privileges of employment and termination of your employment status.

SAFETY

One of the Company's objectives is to provide a safe and healthy work environment for its employees. All employees are expected to comply with all federal, state, and local occupational safety and health regulations and the Company's Loss Prevention and Safety Manual. Safety also depends primarily on the individual and collective efforts of our employees who have an active interest in their safety and the safety of others. Employees are expected to help promote a safe and healthy work environment by reporting unsafe practices and conditions to their supervisor, safety department, or other member of management. Violation of safety policies or safety practices may result in disciplinary action up to and including termination. This is a brief summary of some of the safety rules and is not intended to be a safety manual. There are other safety-related resources, including the Loss Prevention and Safety Manual, available to employees from their supervisor and the safety department. These may be distributed to employees or obtained upon request.

Any employee who violates the Company's safety policies and procedures will be disciplined, up to and including termination.

ACCIDENTS AND INJURIES

Employees must report immediately all accidents and injuries, regardless of severity, involving Company vehicles, equipment and/or employees, vendors, customers, and members of the general public while on the job. Employees must not leave the scene of an accident until authorized by their supervisor, safety manager, or other member of management unless the employee has been injured and transported to a medical care facility. Employees may also be required to stay beyond the end of their shift to assist in the completion of paperwork required following an accident or injury. Failure to report an accident or injury is cause for disciplinary action up to and including immediate discharge, and may result in forfeiture of benefits, unless injuries sustained in an accident render an employee incapable of making a timely report.

In the event of an accident or injury that requires medical treatment and when the injury appears to be life threatening, the employee should be taken to a hospital emergency room or an emergency rescue service should be called. For a less serious injury, an emergency primary care center or medical facility designated by the Company should be used. You must give notice of any on-the-job injuries to your supervisor, safety manager, or other member of management immediately, and in all cases, no later than the end of your shift. Failure to promptly report on-the-job injuries could jeopardize your workers' compensation benefits.

In general, incidents will be reviewed by management after-the-fact, with the input of the involved employee(s), to determine "preventability." A preventable incident is one in which the employee failed to do everything he/she possibly could to prevent the incident from occurring. **Unless otherwise outlined in the Loss Prevention and Safety Manual, the cumulative effect of preventable incidents may vary by the Region in which you work.**

MOTOR VEHICLE AND EQUIPMENT SAFETY

Employees may be required to operate heavy trucks and/or equipment as part of their job duties. Such vehicles and equipment represent a significant capital investment by the Company, and their proper and safe operation is essential to providing service to our customers. If the operation of such vehicles or equipment is part of your job, you are required to operate them in a safe and proper manner in accordance with federal, state, and local laws and Company regulations and guidelines that may be distributed in addition to this Handbook. **Specifically, employees should review the Loss Prevention and Safety Manual as it pertains to this and other topics.**

If your job duties require you to drive a Company vehicle or your personal vehicle, you may do so only if you possess a valid driver's license, which authorizes you to operate the size and type of vehicle you are required to drive. Driving any vehicle in the performance of your job duties without a valid driver's license is strictly prohibited. Upon request, employees and prospective employees must present a

copy of their driving record and certificate of insurance for personal vehicles. The Company may conduct periodic checks of the driving records of employees who drive a Company-owned or -leased vehicle, use their personal vehicles for Company business and receive mileage reimbursement, receive a car allowance, or rent vehicles for which the Company pays. Additionally:

- Employees must refrain from the use of alcoholic beverages or drugs that may impair driving abilities.
- Employees must immediately report any accidents to their supervisor.
- Employees, either when driving a Company-owned or -leased vehicle or when using their personal vehicle (or rental) while conducting Company business, must operate the vehicles with care, and in a courteous and safe manner. Employees demonstrating a pattern of recklessness (i.e., driving under the influence, excessive speeding, leaving the scene of an accident), or other unacceptable vehicular violations, may be subject to disciplinary action up to and including discharge.
- Employees who drive a Company-owned or -leased vehicle or use their personal vehicles (or a rental) for Company business must maintain no less than the minimum insurance coverage as required by the state in which they reside.
- Employees who drive a Company-owned or -leased vehicle or use their personal (or a rental) vehicles for Company business must notify their supervisor of any criminal vehicular violations within five days after such conviction.

Mechanical malfunctions or suspected problems with Company-owned vehicles are to be reported promptly to a supervisor, dispatcher, or shop manager. Seemingly minor problems can get progressively worse and develop into serious problems, resulting in the vehicle being pulled out of service if left uncorrected.

Drivers and certain other employees may be required to operate Company vehicles and equipment away from Company premises. If you are operating such a vehicle or equipment, you must return it at the end of the workday to the appropriate Company facility. You may not leave it off the premises or at another Company facility without prior approval from your supervisor. Company vehicles and equipment are for Advanced Disposal use only, and may not be used for personal use. Unauthorized personnel, including members of the public, should never operate equipment, touch equipment while in use, or otherwise ride in vehicles.

If your job duties require you to drive a heavy vehicle or operate equipment, you are required to conduct a pre-trip or pre-operation inspection of your assigned vehicle or equipment using prevailing inspection procedures.

You may only drive the vehicle or operate the equipment that has been assigned and entrusted to you. You should not operate another vehicle or equipment unless your supervisor has assigned it to you or you have obtained your supervisor's authorization.

COMPENSATION

You are responsible for certain maintenance items on your vehicle or equipment. You should keep the inside of the cab clean and orderly. Personal items that are not necessary for its operation are not permitted. Loose items that could cause windshield damage when the cab is tilted during servicing must be removed. Drivers of trucks with packer bodies must clean the area in front of the blade daily, following all safety protocols, to avoid the accumulation of trash that diminishes the operational efficiency of the packer. All drivers should periodically check the exhaust system and remove any flammable material from the area.

If your job duties require you to work with bin containers, you should use certain precautions to avoid damage to the containers. Containers should be approached carefully to avoid damage from forks and should be emptied completely. Containers with casters should be handled in a manner to avoid damage or breakage of casters when dropping or moving.

As with all other topics contained in the Safety section of this Handbook, employees are expected to review the Loss Prevention and Safety Manual as it pertains to this and other topics. Additional requirements may be contained in the Safety Manual, and employees should also abide by any hands-on training they receive.

WORKERS' COMPENSATION

As an employee, you are covered by workers' compensation insurance for injuries which occur on-the-job and are determined to be compensable per state statute. Responsibility for claiming compensation is on the injured employee. You must give notice of the injury to your supervisor, safety manager, or other member of management immediately, and in all cases, no later than the end of your shift. Failure to do so may result in denial of the claim, and may result in disciplinary action, up to and including termination.

All filed workers' compensation claims are thoroughly reviewed and investigated. Fraudulent claims are grounds for termination and may result in prosecution.

Depending on state law, workers' compensation insurance covers the cost of medical expenses, hospital care, and compensation for lost wages. Compensation for lost wages is subject to the applicable state waiting period and amounts allowable under state statute. Employees may not use personal days, vacation leave, or other paid time off (if applicable) during the required waiting period, or during any other part of their workers' compensation leave if completely off of work, unless the employee is simultaneously on approved FMLA leave, and by mutual agreement between the employee and the Company, the parties agree to supplement such benefits under certain circumstances. The time during which you are absent due to workers' compensation will run concurrently with any FMLA leave to which you may be entitled.

All employees injured while in the scope and performance of their duties with the Company shall strive to return to work as soon as possible. Employees should further understand that all rules and regulations of the Company as outlined in this Handbook and other materials continue to apply to the employee while he or she is on workers' compensation leave, engaged temporarily in a light duty position, or working through the Reemployability Program.

During the time in which a physician indicates that the employee is not capable of returning to his/her normal duties, an employee may be required to fulfill a light duty assignment, work through the Company's Reemployability Program, or a combination thereof, at the discretion of management and based on the business needs at the particular facility where the employee worked prior to his/her injury. Light duty pay may be paid at a certain reduced percentage of the employee's full duty rate, with the percentage being determined by the Region or state in which the employee works. The length of time an employee may be eligible for light duty work also depends on the Region or state in which the employee works. Employees should contact the Risk Management department to obtain information specific to his or her situation.

An employee who is assigned to light duty or the Reemployability Program will be required to periodically furnish a written statement from his/her treating physician that he/she is still incapable of performing normal duties. Failure to accept a light duty offer may result in termination of employment and forfeiture of workers' compensation income benefits.

COMPENSATION

WORK WEEK

The workweek refers to the period beginning 12:01 a.m. Sunday and ending midnight of the following Saturday.

The operating hours for administrative offices and facilities vary throughout the Company. Your work hours will be posted or communicated to you by your supervisor. You must obtain permission from your supervisor to start work earlier/later or to end work earlier/later than the posted or stated time. Operating hours may be changed or extended to better serve our customers or take advantage of daylight hours.

PAY SCHEDULES

Pay schedules may vary throughout the Company depending on applicable state law, your job title or classification, the Region in which you work, or some other determining factor. Currently, the Company pays employees on a weekly, bi-weekly, and monthly basis. If you have questions about your pay schedule, you should contact the Payroll or Human Resources Department.

OVERTIME FOR NON-EXEMPT EMPLOYEES

Employees who are classified as non-exempt are eligible for overtime pay for hours worked in excess of forty (40) hours in a workweek and will be compensated for overtime in accordance with federal and state laws. Paid time for holidays, vacation, personal days and other paid absences is not considered “time worked” for purposes of determining overtime compensation.

The nature of your job duties and business circumstances may require you to work beyond your scheduled hours on a regular or occasional basis. You are expected to work beyond your scheduled hours if required, unless excused by your supervisor or in situations where the additional work will cause an employee to violate DOT or other regulations.

However, working overtime is not a right. Accordingly, all hours worked in excess of your regular schedule must be approved in advance by your supervisor before they are worked. Working at home (including accessing the company system or reading and responding to e-mails) outside of your normal work hours, during unpaid lunch or break periods, or working any other overtime hours that have not been preapproved is prohibited and may subject an employee to discipline up to and including termination.

TIME CARDS FOR NON-EXEMPT EMPLOYEES

Non-exempt employees are required to correctly record their time worked, usually through the use of a time clock or a time sheet. Under no circumstances should you clock in more than ten (10) minutes before your scheduled start time without prior authorization from your supervisor or manager. You must record your own time, and it is every employee’s responsibility to ensure his or her time recorded is correct. You must not permit another employee to record your time, and you may not record the time of another employee. If you make a mistake recording your time, you must contact your supervisor or nearest member of management immediately to make the correction. The employee and supervisor or manager will document all corrections. Falsification and tampering with time records are serious matters that could lead to disciplinary action up to and including discharge.

PAY ADVANCES AND LOANS

Employees are expected to be responsible for their own financial affairs and to budget their expenses wisely. Company policies expressly prohibit pay advances and loans to employees without written approval from upper management, specifically the Company’s CEO or COO.

DEDUCTIONS

The Company is required by federal and state laws to make certain deductions from your gross pay. Additionally, you may authorize certain other voluntary deductions.

Deductions which the Company is required to make every pay period include federal and state (where applicable) income tax (withholding tax), social security taxes, and Medicare taxes. The Company may also be required to make deductions for past due federal and state income taxes, child support, garnishments, and other deductions as directed by the courts or government agencies.

Voluntary deductions may include group medical, life and long-term disability insurance, 401(k) plan contributions, Allstate and Lincoln coverage, flexible spending account contributions, charitable contributions, additional federal or state income taxes, and other deductions for eligible employees.

The Company will also make the deductions described in the Meal and Rest Break Policy contained in this Handbook. Payroll deductions will be itemized on your paycheck stub or direct deposit notice. If you have any questions about your deductions, you should contact your supervisor or the Payroll Department.

ADMINISTRATIVE PAY CORRECTIONS

The Company takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

If you believe an error has occurred in the amount of pay you receive, you should immediately report this information to your supervisor, without fear of retaliation. Reports of improper compensation will be promptly and thoroughly investigated. If it is determined that improper compensation has occurred, you will be promptly reimbursed. The Company will in no way retaliate against any employee for making a good-faith complaint about any payroll discrepancies or problems.



SAFE HARBOR FOR EXEMPT EMPLOYEES

The Company prohibits deductions from the salary of an employee exempt from the overtime requirements of the Fair Labor Standards Act (“FLSA”) based on the quality or quantity of work performed or any other reason that is inconsistent with pay on a salary basis under federal wage and hour regulations. Subject to certain exceptions, an exempt employee must receive his or her full salary for any week in which he or she performs any work without regard to the number of days or hours worked.

If an exempt employee believes that the Company has made an improper deduction from his or her salary, he or she should report the alleged improper deduction to his or her supervisor or the Vice President of Corporate Human Resources. Reports of improper deductions from wages will be promptly investigated. If it is determined that an improper deduction has occurred the employee will be promptly reimbursed. The Company will in no way retaliate against any employee for making a good-faith complaint about any payroll discrepancies or problems.

WAGE AND SALARY ADJUSTMENTS

It is the intent of the Company to maintain wage and salary rates that are competitive for similar work offered by other companies in the geographic area where our Company operates. Wages and salaries are generally reviewed annually either on an anniversary or departmental basis. It is in the Company’s discretion whether and when to award increases.

PAY CALCULATIONS FOR BENEFITS

Employees may, in certain instances, receive pay for unused vacation and personal days. It is usually necessary to determine the employee’s daily or hourly rate to calculate the payment of this benefit. When the employee’s rate is not stated as a daily or hourly rate, the equivalent daily or hourly rate will be calculated. The equivalent pay for drivers who are compensated on an incentive basis will be calculated using an appropriate look-back period. Bonus pay and all other forms of additional discretionary pay will not be considered in the calculation of the rate used for the payment of benefits.

PAY UPON SEPARATION OR TERMINATION

Occasionally, it becomes necessary for an employee and the Company to end their employment relationship. To ensure you timely receive your final paycheck, a departing employee should:

- Return all Company property, including any keys, tools, handbooks, credit cards, cellular telephones, uniforms, etc., in your possession.
- Satisfy all financial obligations you have to the Company.

Unless required by applicable state law, the monetary equivalent of accrued but unused vacation will not be paid out to any employee (regardless of FLSA exemption status) who is terminated for cause, who receives a severance as part of a layoff, or who resigns without providing two weeks’ notice. Non-exempt employees only separating under any other circumstances will receive the payout of the monetary equivalent of accrued but unused vacation days at termination. Unused personal days are not paid out to departing employees under any circumstances, unless required by applicable law.

The final paycheck for departing employees will be processed with the next regularly scheduled payroll, unless required sooner by applicable state law.

BENEFITS AND PAID TIME OFF

Your paycheck is important but it does not represent all of the compensation you receive from the Company. Not only do you receive your wages each payday, but you may also receive a substantial amount of employee benefits, which, while not paid in cash, still represent real dollars to you and your family. These benefits include various types of insurance, paid vacations, paid holidays, and other paid time off for eligible employees.

Work schedules and routes are made in advance, so please request time off well ahead of time and have it approved by your supervisor.

HOLIDAYS

Part Time employees are not eligible for paid holidays. The Company observes the following six (6) paid holidays for all Full Time employees:

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



The following rules apply to the holiday pay benefit:

- Full time employees are eligible for holiday pay immediately upon hire.
- In some locations where the Company operates, local government ordinances or business circumstances may require the observation of additional holidays or the observation of certain holidays at different times, and in such instances it may be necessary for the holiday schedule to be altered in those locations.
- If a paid holiday occurs on a Saturday or Sunday, the holiday may be observed on that day and paid during that pay period.
- You must work the day before and the day after a holiday as well as any “make up” day to receive holiday pay, unless you are taking an approved personal day or vacation or otherwise have been excused by your supervisor.
- Because of the nature of our business and requirements of our customers, it may be necessary for employees to work on holidays. If a non-exempt employee works on a holiday, he or she will receive pay for all hours worked in addition to holiday pay. If you are scheduled to work during a holiday and fail to do so, you may be subject to disciplinary action.
- Employees on family and medical leave, military duty, workers’ compensation leave (excluding light duty), or other approved unpaid leaves of absence will not receive holiday pay.

VACATION

The Company encourages its Full Time employees to periodically take time off for rest and relaxation and provides its Full Time employees with a paid vacation benefit based on length of service with the Company.

All Full Time employees hired at or after the printing of this Handbook will earn vacation based on completed full years of Full Time service as of January 1st of each calendar year, unless provided otherwise in an Offer Letter. This policy effectuates no change for the accrual of vacation benefits for those employees who worked for IWS or Veolia as of November 2012. For at least the remainder of FY2014, however, legacy Advanced Disposal employees who were accruing vacation benefits on an anniversary schedule as of November 2012 will continue to accrue on an anniversary schedule. All legacy Advanced Disposal employees will be transitioned to a calendar accrual no later than the start of FY2015.

Years of Continuous Service as of January 1	Annual Vacation Days
Less than 1 year as of January 1	Pro-rated (see chart)
After 1 year	Five (5) days*
After 2 years	Ten (10) days
After 5 years	Fifteen (15) days
After 12 years	Twenty (20) days

*** Employees who were employed with Veolia at the time of the Advanced Disposal acquisition in November 2012 and who enjoyed a more generous vacation benefit than that provided in this Handbook will maintain that benefit only as it relates to the days provided at one year of continuous full time employment. All other aspects of the Vacation policy contained in this Handbook shall apply to all employees.**

Pro-Rated Vacation Chart

If an employee has less than one (1) year of continuous Full Time service on January 1st, vacation time is earned at the rate of one-half (1/2) day for each month of service, based on the following chart. Vacation days are granted after an employee’s one year anniversary, unless provided otherwise in an Offer Letter.

Month of Hire	Vacation Time Earned
January	40 hours (5 days)
February	40 hours (5 days)
March	32 hours (4 days)
April	32 hours (4 days)
May	24 hours (3 days)
June	24 hours (3 days)
July	16 hours (2 days)
August	16 hours (2 days)
September	8 hours (1 days)
October	8 hours (1 days)
November	0 hours
December	0 hours

The following rules apply to the vacation benefit unless stated otherwise:

- The Company’s vacation policy for **all employees** (regardless of FLSA exemption status) is a “use it or lose it” policy. Any unused days that an employee has left from the previous year as of his or her accrual date will not roll over into the next year.
- All employees are required to use vacation time each year. However, if managers are unable to schedule all of a **non-exempt employee’s** vacation time, accrued unused vacation can be paid out to a **non-exempt employee** at the end of an accrual year. This is often referred to as “selling” vacation. Exempt employees cannot sell vacation. The selling of vacation can only be done in the fourth quarter of the non-exempt employee’s accrual year. At least five (5) vacation days must be used each year – these cannot be sold. Requests to “sell” vacation must be submitted in writing and given to your supervisor.

- Unless required by applicable state law, the monetary equivalent of accrued but unused vacation days will not be paid out to **any employee** (regardless of FLSA exemption status) who is terminated for cause, who receives a severance as part of a layoff, or who resigns without providing two weeks' notice. **Non-exempt employees only** separating under any other circumstances will receive the payout of the monetary equivalent of accrued but unused vacation days at termination.
- Vacation time for **all employees** must be scheduled in advance and approved by your supervisor. Employees should submit vacation requests in writing to their supervisors for approval as soon as they know their desired vacation dates.
- Your supervisor has no obligation to approve your vacation for the time you request. Consideration will be given to business needs, personnel requirements, and other requests for absences. However, you may be required to take vacation at another time.
- **All employees** must work the day before and the day after their vacation to receive vacation pay, unless they are taking a holiday, an approved personal day, or otherwise have been excused by their supervisor, as applicable.
- Vacation time must be taken in minimum increments of one (1) day, unless the employee's position would allow for ½ day increments.
- Paid vacation time accruable in future periods may not be advanced.
- If a Company-observed paid holiday occurs while you are on an approved, scheduled vacation, you will be paid for the holiday and will not be required to use one of your vacation days.

PERSONAL DAYS

The Company recognizes that employees need to have occasional paid time off for illness, religious holidays, or other personal reasons. All employees (regardless of FLSA exemption status) will receive up to four (4)* paid personal days per year.

All employees must work three (3) months in order to receive one (1) personal day.

Personal days must be scheduled in advance and approved by your supervisor. Employees should submit personal day requests in writing to their supervisors for approval as soon as they know their desired dates.

Your supervisor has no obligation to approve your personal days for the time you request. Consideration will be given to business needs, personnel requirements, and other requests for absences. However, you may be required to take your personal days at another time.

The personal day benefit is a "use it or lose it" benefit. In other words, unused personal days will not accrue year-to-year, unused personal days at the end of an employee's accrual date will expire

(no carryover), and employees may not elect to "sell" their unused personal days. **Moreover, unused personal days are not paid out to departing employees under any circumstances, unless required by applicable law.**

*** Non-exempt employees who were employed with Advanced Disposal as of November 2012 and who enjoyed a more generous personal day benefit than that provided in this Handbook will maintain that benefit only as it relates to the number of personal days offered. All other aspects of the Personal Day policy contained in this Handbook shall apply to all employees.**

SICK DAYS

The Company does not provide "sick days" for its employees. The provision of Personal Days as described above is meant to accommodate employees' approved absences due to illness.

VOTING

The Company encourages all employees to exercise their right to vote. Employees are permitted a maximum of two hours unpaid leave to vote in any municipal, county, state, or federal primary or general election. Employees must provide reasonable notice to their supervisor of their intent to take such leave, and supervisors may designate the specific hours to be taken. This policy does not apply in instances where an employee commences work more than two hours after the polls have opened or leaves work more than two hours prior to the closing of the polls.

BEREAVEMENT LEAVE

The Company recognizes the need for absence because of a death in the family. In the event of the death of a member of the immediate family (spouse or domestic partner, child, step-child, parent, or sibling), a three (3) day absence with pay will be automatically granted. In the event of the death of a son-in-law, daughter-in-law, parent-in-law, grandparent, or grandchild of the employee, a two (2) day absence with pay will be automatically granted, and if the funeral is held more than two hundred and fifty (250) miles from your home, a third day absence with pay may be granted. It is further recognized that in some cases this is not sufficient time to handle necessary details and in such cases you may use your available personal or vacation days or you may request additional time off, which may be with or without pay. Absences for bereavement must have the prior approval of your supervisor and may require additional documentation upon your return to work.

JURY DUTY AND SUBPOENAED APPEARANCES

If you are subpoenaed for involuntary jury duty or as a witness in a court of law, you must notify your supervisor promptly of the time and place you are to appear. You are expected to return to work if you are dismissed from jury duty or complete your appearance before the end of your regularly scheduled workday.

LEAVES OF ABSENCE

A leave of absence is an excused absence without pay. It may be granted to maintain continuity of service in cases that require you to be absent for a prolonged period. Accrued vacation and personal days will be used at the beginning of any leave of absence. A leave of absence should be requested in writing at least two (2) weeks in advance or with as much notice as practical and be approved by your supervisor. The decision to grant an unpaid leave of absence is at the discretion of management.

MILITARY LEAVE

Advanced Disposal complies with The Uniformed Services Employment and Reemployment Rights Act (USERRA). An employee will be granted unpaid time off from employment to satisfy military reserve obligations and/or active military duty in accordance with federal and state law. Employees are required to give advance written or verbal notice of an absence for military service, unless circumstances make it unreasonable or impossible to do so. Employees should provide written notice as soon as possible to their immediate supervisor **and** the Vice President of Corporate Human Resources.

Employees are entitled to take a cumulative leave of absence for military service for up to 5 years. An employee may elect to use any accrued vacation or other paid leave during the military leave. If an employee elects to use accrued vacation, he or she will receive full vacation pay.

At the conclusion of military service, employees who wish to return to work with the Company must report to the Company, or submit an application for re-employment, within a certain time frame. The time frame required depends on your length of military service, so you should contact the Vice President of Corporate Human Resources immediately to discuss your deadline for re-employment. The Company, of course, will comply with all federal and state laws concerning employees' military rights and obligations, including those laws dealing with re-employment and benefit continuation rights. If you have any questions regarding such issues, you should contact the Vice President of Corporate Human Resources.

FAMILY AND MEDICAL LEAVE

The Company's leave policies include benefits provided by the federal Family and Medical Leave Act (FMLA) and any state law versions thereof, if applicable to a particular employee. Indeed, where the state version of a policy offers more protection, the state law will be followed. Under the FMLA, an eligible employee may take up to twelve (12) weeks of unpaid leave during a rolling calendar year:

- (a) for the birth and care of the newborn child of an employee;
- (b) for the placement with the employee of a child for adoption or foster care;

(c) to care for an immediate family member (spouse, child, or parent) with a serious health condition;

(d) to take medical leave when the employee is unable to work because of a serious health condition; or

(e) for any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"

Under certain conditions, an employee may be entitled to take intermittent leave or to work on a reduced leave schedule. Moreover, an employee may be eligible to take off up to twenty-six (26) workweeks of leave during a single twelve (12) month period if the purpose is to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

To be eligible for the leave, an employee must have worked for the Company for at least twelve months, and for 1,250 hours over the previous twelve (12) months.

An employee must give notice of the need for FMLA leave by advising his or her immediate supervisor at least thirty (30) days before the leave when the leave is foreseeable. If thirty (30) days' notice is not practicable because of an emergency or other circumstances, then the employee must advise the Company of the need for leave as soon as practicable. The employee will be required to explain the reason for the leave. The Company may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the Company's expense) and a fitness for duty report to return to work. Periodic reports may also be required during any leave.

During FMLA leave, the Company will maintain the employee's health insurance coverage on the same basis as coverage would have been provided if the employee had been employed during the leave. Employees must make arrangements with the Human Resources Department to pay for any benefits normally deducted from payroll while on leave, such as premium payments for group health insurance. Although other benefits will not accrue while on FMLA leave, the employee will not lose any benefit already accrued prior to the start of FMLA leave.

Failure of the employee to pay his or her insurance premiums will result in loss of coverage.

Upon timely return from FMLA leave, the employee will be restored to his or her original or an equivalent position with equivalent pay, benefits, and other employment terms, except where not required by the FMLA. Employees who do not return to work promptly at the conclusion of approved leave, unless otherwise approved or excused, will be presumed to have voluntarily resigned.

In order to return to work, employees must secure a doctor's release indicating that they may return to work. If the physician places

BENEFITS AND PAID TIME OFF

restrictions on an employee's ability to return to work, Human Resources will evaluate whether the employee can return to his or her former job and whether an accommodation is necessary to permit the employee to perform the essential functions of his or her job.

Unless a state's FMLA law provides otherwise, an employee must use available vacation time, personal days, or other paid time off (if applicable) prior to using any available and/or approved unpaid leave. Notwithstanding this statement, if an employee is receiving benefit payments from a disability insurance plan or workers' compensation, then accrued paid leave will not be substituted for unpaid FMLA leave, except to supplement such benefits under certain circumstances by mutual agreement between the employee and the Company. FMLA leave runs concurrent with workers' compensation leave. We welcome questions about FMLA leave, which should be directed to the Human Resources or Benefits Department.

HEALTH AND INSURANCE BENEFITS

Full Time employees will receive an Employee Benefits Handbook upon hire. The handbook will explain how the enrollment process works, when an employee becomes eligible for certain benefits, and will include details about the options an employee is eligible to choose and the cost. If you want to participate in any or all plans, employees must follow the directions in that handbook and complete the enrollment process by the deadline specified in the enrollment materials.

Employees should reference their Employee Benefits Handbook for a full description of the benefits offered to Advanced Disposal employees. However, a very general description is as follows:

The Company provides all Full Time employees with basic Life and Accidental Death and Dismemberment ("AD&D") insurance and Long Term Disability insurance at no cost to the employee. **The Company does not provide short term disability ("STD") insurance.**

At a cost to Full Time employees, the Company also provides the opportunity to enroll in the following programs: medical and prescription drug coverage; dental coverage; vision coverage; supplemental life and AD&D insurance, long term disability; and STD insurance through Lincoln.

Additionally, the Company provides the opportunity for Full Time employees to enroll in a Flexible Spending Account and Dependent Care Account. Finally, employees who enroll in the medical coverage will also have access to Teladoc (a benefit that provides employees with 24/7/365 access to U.S. board-certified doctors who can resolve many of your medical issues via phone or online video).

COBRA

COBRA refers to the Consolidated Omnibus Budget Reconciliation Act of 1985. If you are an employee of the Company covered by our

medical insurance plan, you have the right to choose continued coverage at your expense if you lose your group health coverage because of a certain reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part). Your eligible dependents may also have the right to elect and pay for continuation coverage for a temporary period in certain circumstances where their coverage under the insurance plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law. State versions of this law may also apply to an employee.

EMPLOYEE ASSISTANCE PROGRAM ("EAP")

In times of stress or crisis, it is good to know that help is available. Whether you are struggling with a family problem, the loss of a loved one, financial or debt crisis, drug or alcohol problems, child care or aging parent worries, stresses of the job or legal issues, the Employee Assistance Program ("EAP") can help.

At not cost to the employee, Advanced offers EAP through a third party vendor, which provides confidential assistance to employees who use the service. The EAP's contact information is listed in the Employee Benefits Handbook.

RETIREMENT SAVINGS

The Company offers Full Time employees the opportunity to save for their retirement through a 401(k) administered by Voya if they so choose. **Employees should reference their 401(k) Enrollment information for a full description of the plans offered to Advanced Disposal employees.** In general, if an Employee elects to participate, the Company will match a percentage of an Employee's contributions, which matching funds will vest over a period of time according to the schedule outlined in the Enrollment documents.



**Blank page
inside of
back of handbook**

A D V A N C E D D I S P O S A L
N O V E M B E R 2 0 1 4
E M P L O Y E E H A N D B O O K



 Follow us on Facebook
www.AdvancedDisposal.com