

Employee Incentive Programs

We appreciate all that you do,



your hard work and dedication

and we want to reward you for

PASS Time

Earn paid time off with Perfect Attendance!



Set Sail with Safety



Chance to win a cruise vacation package & hundreds of other prizes

Bright Ideas

Employee Suggestion Program



All valid ideas earn an entry into the jackpot

Earn a \$100 bonus and a chance to win a 42" HDTV

Perfect Attendance



5th Annual Christmas Party



Service Awards



Recognizing 5, 10 & 15 years

You can earn 4 extra
paid days off per year!



Program

ESS wants to reward employees for perfect attendance, safety awareness and superb work performance by awarding P.A.S.S. Points to employees on a regular basis. P.A.S.S. points can be saved and redeemed for paid days off! We appreciate all that you do and we want your reward to reflect our appreciation. You no longer have to wait for your reward, you can redeem "PASS Time" as soon as it is accrued!

The Program

Associates will earn P.A.S.S. Points that can be redeemed for Paid Time Off (Pass Time). The number of paid days off is up to you! The criteria for earning P.A.S.S. points is as follows:

- 1. Perfect Attendance:** Each two week pay period that an employee has *perfect attendance will receive 1000 P.A.S.S. points. *Perfect attendance: working your normally scheduled shift every day of your scheduled week. The only exception is when an employee has an APPROVED paid day off (either vacation or PASS time). **Employees can earn up to 4 or more paid days off per year. Part-time employees will also earn paid time off!**
- 2. Points:** Points awarded for perfect attendance will be listed on the employees earning statement/paystub.
- 3. Redeeming Points:** Once an employee has earned 6,000 points, they may redeem their points in the ESS Office with their request for a paid P.A.S.S. Time day. P.A.S.S. Time requests must be turned in at least 2 weeks in advance (with Area Manager Approval) and cannot be used for sick days, etc. Must be scheduled time off.
*The earlier that the request is turned in, the better the chance is that it will get approved. Approval is based on job coverage for that particular day. Not valid for any day that is directly prior to or following a holiday. Full-time or Part-time employees who do not have paid holiday time earned may use accrued P.A.S.S. points for holidays if their assigned account is closed on that day.
- 4. Paid Day:** Your paid day off is determined by the average hours/day worked for each individual employee. *If you average an 8 hour work day, then you will receive 8 hours of pay for a P.A.S.S. day. If you average a 2.5 hour work day, then you will receive 2.5 hours of pay for a P.A.S.S. day.
- 5. "Cashing In" your P.A.S.S. Time:** Employees will have the option of cashing in their P.A.S.S. Time for a cash bonus. Points can only be cashed in at 6,000 point increments and will appear on your next payroll check. Your cash bonus will be equal to your average paid day (note: this will differ by employee).
- 6. Termination:** Upon termination of employment, employees that give at least 1 week notice can cash in their P.A.S.S. points balance which will appear on their final check. *Points can only be cashed in at 6,000 point increments.



Set Sail with Safety



The Safety of our employees is extremely important to ESS. We are committed to providing clean, safe and healthy work environments for our employees. To help us achieve this goal, we use a comprehensive safety awareness incentive program that rewards our employees for participating in workplace safety initiatives.

The *Set Sail with Safety* program launched in 2010 is a participation-based programs that offers employees monthly, quarterly and annual opportunities to win.

PARTICIPATE

Each month, a safety itinerary activity will be distributed with paychecks. Employees will have until the end of the current month to complete and submit the activity to earn entries into two (2) separate drawings.

How do I submit activities? There are three (3) ways to submit monthly safety activities. Choose the option that is most convenient for you. Employees will only be given credit for one submission per month.

- 1.) Online: Follow the link on our website www.essclean.com/safety to complete and submit safety activities online.
- 2.) Fill out the activity form on the backside of the safety itinerary and bring it to the nearest office.
- 3.) Fill out the activity form on the backside of the safety itinerary and mail it to the Urbana office. Address submissions to the attention of the safety coordinator. Mailing address is: ESS Clean, Inc. PO Box 17067, Urbana, IL 61803.

How long do I have to submit safety activities? In order to be eligible for the monthly participation drawings, all safety activities must be received by the last day of each month.

MONTHLY WINNERS

On the first Tuesday of each month, a drawing will be held to reward individuals who have documented participation in the *Set Sail with Safety* program. A total of five (5) winners each month will be drawn. Each monthly winner will receive his or her choice of prizes from a catalog. Monthly winners will be notified by the safety coordinator at the earliest convenience.

Eligibility: In order to be eligible for the monthly participation drawings, employees must complete the current months' safety itinerary activity and submit it using one of three methods outlined above by the last day of the month. Employees who receive a safety violation will not be eligible to win the drawing for the same month in which the violation was received.

Prizes: A variety of merchandise prizes are available for the monthly winners. Please be advised that the award catalogue is continuously updated and ESS Clean, Inc. is not responsible for changes in the availability of prize merchandise.

SAFETY JACKPOT

In 2010, ESS Clean, Inc. will be giving away a cruise vacation package to your choice of destinations. The jackpot drawing will be held during the 2010 ESS Employee Christmas Party. Employees must be present in order to win.

What does the Cruise Vacation Package include? The jackpot award package has been designed to give the most flexibility to the winner by allowing them to choose the destination and dates of travel.

- **4 Day/3 Night Cruise Certificate** – from Carnival Cruise Lines, this certificate is valid for two (2) people sharing a stateroom and includes sleeping accommodations, food and onboard entertainment expenses.
- **\$250.00 Fun Ship Dollars** – can be used for shore excursions or shopping.
- **\$600.00 Airline Credit** – to cover round-trip airfare for two, to and from the port city.
- **5 Additional Paid Vacation Days** – Awarded to either a full- or part-time employee. Amount of pay for vacation days will be calculated based on your average number of hours/day. For example, an employee who works 8 hours/day will receive 8 hours/day of pay for vacation days. An employee who works 3 hours/day, will receive 3 hours/day of vacation pay.

How do I earn entries for the Safety Jackpot? Entries for the annual jackpot drawing are earned on a participation basis. Individuals will earn one (1) entry for each completed safety activity. Individuals who participate regularly throughout the year will increase their chances of winning by earning more entries.

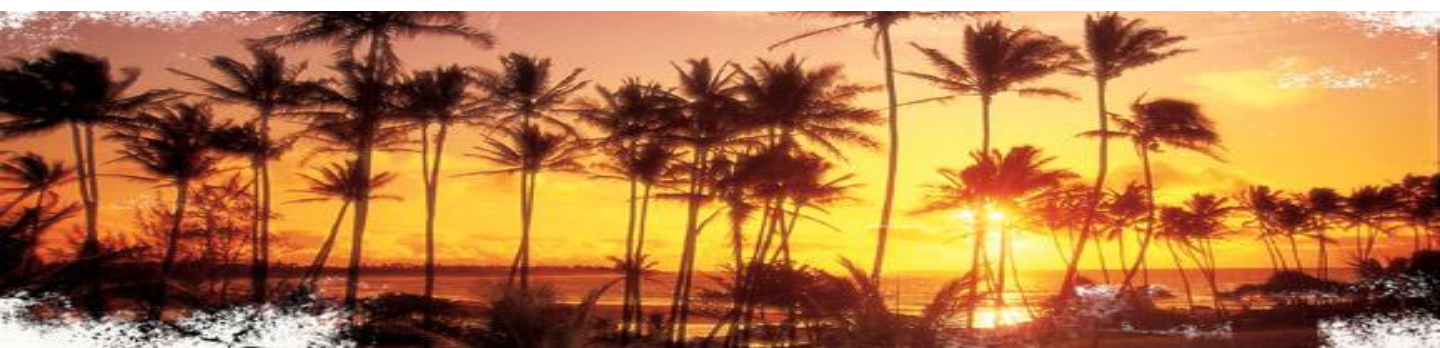
ADDITIONAL WAYS TO WIN

In addition to the monthly and annual drawings, employees will also have a variety of opportunities to win cash and gift cards throughout the year.

Safety Week: To be held in June, ESS will dedicate one entire week to workplace safety. During this week, all ESS employees will be visited at their job sites and presented with additional ways to win with workplace safety.

Captains Challenge: Throughout the year, the Safety Coordinator will be visiting employees at random to conduct a series of safety awareness surveys. If the Safety Coordinator visits your job site and you successfully complete the safety awareness survey – you will receive a \$5 gift card.

Port Safety: Throughout the year, ESS will be developing a resource of safety information on our website. Once the web portal is complete, look for new and exciting opportunities to win by participating online!





Bright Ideas

What is the Bright Ideas program? It is an employee feedback/suggestion program that rewards employees for sharing their ideas that will improve our operations. Ideas can be submitted in one of four (4) categories:

1. Increasing Efficiency
2. Reducing Costs
3. Improving Workplace Safety
4. Improving Employee Benefits

How does it work? Come up with an original idea that will improve our company's operations and submit the idea using one of the postcards provided at your account. ESS Management will then thoroughly review your idea and decide whether or not to implement it. If your idea is implemented, you will earn an entry into the Bright Ideas Jackpot AND receive a \$100 cash bonus. Even if your idea is not implemented, you will still earn an entry into the jackpot drawing for any valid, idea that is submitted.

What do you mean by "valid idea"? In order for submissions to be eligible for the jackpot drawing, all ideas must be original and not currently in use by ESS Clean, Inc.

How will I find out if my idea was valid/implemented? Once your idea has been submitted and reviewed, you will receive a letter from the Safety Coordinator regarding the decision. Please allow 6-8 weeks for confirmation letters to arrive. If it has been more than 6-8 weeks and you have still not received a confirmation letter, please contact the Safety Coordinator directly at (217) 337-6701 to inquire about the status of your submission.

What is the Bright Ideas Jackpot Prize? The 2010 Bright Ideas Jackpot prize will be a 42" HDTV Home Theater system with Blu Ray Player. Only one winner will receive the jackpot prize. Individuals must submit a valid bright idea in order to be eligible for the jackpot drawing. The Bright Ideas Jackpot drawing will be held during the 2010 ESS Employee Christmas Party. Employees must be present in order to win.



42" HDTV + 5.1 Channel Home Theater System with Blu Ray Player

The pictures shown above are used for illustrative purposes only and are not actual pictures of Bright Ideas jackpot prize. ESS Clean, Inc. reserves the right to make substitutions of equal or greater value based on availability at the time that the prize is awarded.