

Policy Statement

Ivy Lane Corporation doing business as Valvoline Instant Oil Change

IMPORTANT NOTICE

Each employee of Ivy Lane Corporation is an at-will employee. Employment with the Company is on an "at will" basis. Employment at-will may be terminated at the will of either the Company or the employee. Employment may be terminated with or without cause, and with or without notice, at any time by you or the Company. Terms and conditions of employment with the Company may be modified at the sole discretion of the Company with or without cause and with or without notice.

This policy statement is not intended to create a contractual relationship with you. No representative of Ivy Lane Corporation, other than the President, has the authority enter into any agreement of employment for any specified period of time or to make any agreement contrary to the foregoing.

Ivy Lane Corporation and Aureon

Whether you are a new or long-term employee, you are an important part of our present and future. Our success depends to a large extent on our ability to attract and retain dedicated and highly motivated employees. We want your employment with our organization to be rewarding and challenging.

We also want to provide you with attractive benefit programs. To do this, we have elected to utilize the services of Aureon. Aureon specializes in providing complete employee administrative services for companies such as ours. Aureon is a business referred to as a Professional Employer Organization or PEO, which serves as our off-site personnel/human resources department and they are responsible for many areas of your employment. In order for Aureon to be able to administer benefit plans, process payroll, and file payroll taxes it is necessary for Aureon to become your administrative employer. Aureon and Ivy Lane Corporation are considered co-employers for certain purposes and share some employment responsibilities.

Primarily, Aureon will be responsible for the payroll check processing, withholding and employment taxes, and 401(k) retirement plan administration. Ivy Lane Corporation will be

responsible for your day-to-day work activities, supervision, scheduling of work, the management of your work facility, workers' compensation insurance, and safety programs. Some employment activities, policies, and practices are shared by both Aureon and Ivy Lane Corporation.

Throughout this handbook, reference will be made to Aureon whenever the responsibility falls in an area for which Aureon is accountable, such as employment taxes or benefit programs. Remember, it is your supervisor who selected you for your job and directs your work activities.

Non-Discrimination and Anti-Harassment Policy

Ivy Lane Corporation is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Ivy Lane Corporation expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Equal Employment Opportunity

It is Ivy Lane Corporation's policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation, gender identity, veteran status, or any other protected class by federal, state, or local laws. Ivy Lane Corporation prohibits and will not tolerate any such discrimination or harassment.

Definitions of Harassment

Harassment on the basis of any protected characteristic is strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation, gender identity, veteran status, or any other protected class by federal, state, or local laws or that of their relatives, friends or associates, and that:

- has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Harassment can occur in many different ways. Below are examples of different types of harassment. These examples are not all-inclusive.

Physical Harassment:

- Pinching, patting or pushing
- Unwelcome touching in a sexual OR non-sexual manner

- Invading someone's personal space or blocking their way to make them uncomfortable

Verbal Harassment:

- Jokes of a sexual, racist, or derogatory nature
- Crude or offensive language or comments
- Name Calling
- Whistling, kissing sounds, or making other offensive or suggestive sounds

Visual Harassment:

- Pin-up pictures or calendars
- Gestures intended to be sexual or offensive
- magazines, posters
- Email

Hazing:

- Exclusion from the group or requiring specific behavior before becoming a member of a group
- Teasing

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Gender-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their Gender.

Sexual assault is a crime. Instances of reported sexual assault will be reported to the authorities, in addition to being thoroughly investigated by the Company.

Individuals and Conduct Covered

This policy applies to all applicants and employees, and prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to Ivy Lane Corporation (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Retaliation Is Prohibited

Ivy Lane Corporation prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination of employment.

Complaint Procedure

Reporting an Incident of Harassment, Discrimination or Retaliation

Ivy Lane Corporation strongly urges the reporting of all incidents of harassment or discrimination regardless of the offender's identity or position. Any Employee who believes he or she has been discriminated against or harassed by a fellow Employee, a Supervisor, any other representative of the Company, or a visitor, or anyone who has a business relationship with the Company, such as a vendor, etc., or who witnesses the discrimination or harassment of another, should immediately report the facts of the incident or incidents to any of the following individuals: the Service Center Manager, Area Manager, a representative of Human Resources, or to the Employee Concerns Hotline. The Employee Concerns Hotline is a toll free telephone number answered by HR Professionals at Aureon; the number is (515) 334-6114. **DO NOT TOLERATE THE SITUATION, AND DO NOT ASSUME THAT IVY LANE CORPORATION IS AWARE OF AN INCIDENT. REPORT ALL INCIDENTS OF DISCRIMINATION AND HARASSMENT.** Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Ivy Lane Corporation designated representatives identified above.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Ivy Lane Corporation strongly urges the immediate reporting of complaints or concerns so that rapid and constructive action can be taken. The Company will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as Ivy Lane Corporation believes appropriate under the circumstances.

Individuals who have questions or concerns about these policies should talk with the Service Center Manager, Area Manager, or a representative of Human Resources.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Ivy Lane Corporation prohibit disparate treatment on the basis of gender or any other protected characteristic, with regard to the terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Americans with Disabilities Act (ADA) Policy Statement

Ivy Lane Corporation is committed to complying with all applicable provisions of the ADA and the ADA Amendments Act (ADAAA). It is Ivy Lane Corporation's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Ivy Lane Corporation will strive to provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made Ivy Lane Corporation aware of their disability, provided that such accommodation does not constitute an undue hardship on Ivy Lane Corporation.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their direct supervisor or their Regional Manager.

Employee Conduct and Work Performance

Employees are expected to conduct themselves in a professional manner at all times; demonstrating a positive attitude, respect for co-workers, our customers and their property. The following guidelines have been developed to communicate the Standards of Ivy Lane Corporation.

Each employee is expected to:

- Report to work punctually, as scheduled, and be ready for work, and be at the assigned work station and/or job site at the assigned time
- Notify the appropriate manager by phone, no text messages allowed, when unable to report to work, or unable to report for work on time in accordance with the Attendance Policy
- Actively work during all work hours
- Comply with all Company policies and procedures;
- Perform assigned tasks efficiently and correctly; job duties and responsibilities may change at the discretion of an employee's manager and based on the needs of the Company
- Address fellow employees, customers and visitors in a professional, courteous and respectful manner
- Maintain work place and work area cleanliness
- Refrain from behavior or conduct that may be considered offensive, inappropriate or undesirable
- Use company vehicles, equipment, cell phones, and other company property in a proper and responsible manner

Inappropriate behavior and misconduct includes, but is not limited to, the following items for which corrective counseling or other disciplinary action, up to and including immediate termination, may be taken:

- Excessive absenteeism, tardiness or failure to report to work
- Failure to meet performance and work quality standards
- Not attending mandatory meetings
- Abusive, unauthorized, or personal use of company supplies and equipment (including cell phones and vehicles)
- Failure to adhere to safety/security regulations, procedures and policies
- Reckless driving, including speeding, while operating company vehicles or while conducting company business in a personal vehicle.
- Failure to immediately report an accident or job-related injury or illness
- Reporting to work intoxicated/under the influence of alcohol or illegal drugs, or reporting to work under the influence of any other drug or substance which results in an inability to work safely
- Falsifying employment paperwork, time records, customer records, or any other company records
- Criminal acts, including, but not limited to theft, fraud, embezzlement, or acts of violence
- Failure to maintain the confidentiality of company information, personnel information or business records
- Harassing or discriminatory behavior
- Solicitation of outside work from customers, employees or vendors
- Fighting or otherwise physically or verbally assaulting another employee, customer or vendor
- Use of obscene, abusive, or threatening language and/or gestures

- Theft, misuse, abuse, destruction or misappropriation of property belonging to co-workers, customers, Ivy Lane Corporation, or visitors to Ivy Lane Corporation
- Gambling on company property or during working hours
- Possession, sale, distribution or use of alcoholic beverages, illegal drugs, or illegally obtained drugs on company property or during work hours
- Consumption of alcoholic beverages while engaged in company business or while in company uniform, except where authorized
- Sale or use of firearms or other weapons on company premises during work hours, or while on Company business, or possession of firearms or other weapons in any company store or office
- Refusal to follow management's directions or instructions concerning any job-related function
- Accepting substantial gifts or excessive entertainment from an outside organization or agency.
- Using one's position in the Company or knowledge of its affairs for outside personal gain.
- Insubordination: Refusal to obey work orders of supervisors, refusal to perform job assignments, yelling, or the use of abusive or threatening language toward a supervisor or member of management.
- Deliberate concealment of another employee's misconduct
- Posting, removing or defacing notices, signs or writings on Company property without proper permission
- Any behavior or practice, whether or not mentioned in this Policy manual, inconsistent with the ordinary and reasonable conduct necessary for a productive work atmosphere

Corrective Action Process

Our corrective action policy applies to any and all employee conduct which the Company, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, the Company takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance or violation of the Company's policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, the Company need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation.

When a member of management determines that an employee should be counseled for their behavior or performance, the normal process may include some or all of the following steps (in no particular order):

- Verbal warning
- Written warning
- Final warning
- Termination

The steps taken and the time allowed for resolution are dependent upon the nature and severity of the problem. Any of these steps may be skipped or repeated in accordance with the severity of the performance or behavior being addressed. Acts such as fraud, theft, dishonesty, insubordination, disorderly conduct, violence or threats, unlawful acts, harassing or discriminatory behavior, violations of our Conduct Policy, and disclosing trade secret or proprietary information are examples of conduct that may result in immediate termination.

Personal or Romantic Relationships between Employees

Ivy Lane Corporation strongly believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships will progress during working hours and within the working environment. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information and their ability to influence others.

Policy Provisions and Requirements

1. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
2. Supervisors, managers, executives or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker whom he or she supervises (directly or indirectly) that has progressed beyond a platonic friendship. Disclosure may be made to the Service Center Manager, Area Manager or a representative of Human Resources. This disclosure will enable the organization to determine whether any conflict of interest exists because of the relative positions of the individuals involved.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on company premises, whether during working hours or not.
4. Employees who allow personal relationships with coworkers to affect the working environment and/ or work performance will be subject to the appropriate provisions of the company disciplinary policy which may include disciplinary action up to and including termination.

Vacation Time

Ivy Lane Corporation offers eligible full-time employees paid vacation benefits. Your vacation time is administered based on your full-time employment anniversary date and becomes available at the beginning of your anniversary year. Employees in their first year of service will be able to use vacation time after completing six months of service.

Completed Years of Service	Paid Time Off Days
1 Year	10 days (2 weeks)
5 to 9 Years	15 days (3 weeks)
10 Years and Over	20 days (4 weeks)

Requests for time off must be submitted a minimum of two weeks in advance. All Vacation time must be used by the end of your anniversary year. Any amount remaining in the pay period in which your anniversary falls will be lost. The Company reserves the right to deny vacation requests based on business and staffing needs. You should not make travel plans or purchase tickets prior to your vacation being approved.

Valvoline has vacation blackout periods throughout the year and during that time we may have difficulty accommodating any vacation requests. You can request a copy of the blackout periods from your Service Center Manager.

Employees who resign will be paid for accrued and available (unused) Vacation upon separation from employment only when a two week notice is provided and the notice period is completed, unless required by applicable state regulations. Employees who are terminated by the company will not be paid for accrued and available vacation time upon separation from employment, unless required by applicable state regulations.

Paid Holidays

Ivy Lane Corporation observes the following holidays.

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

To be eligible for holiday pay, you must be employed by the company as a regular full time employee on active status for a minimum of 90 days. To the extent allowed by state and federal law, unexcused absences on the work day immediately preceding and following a holiday will result in ineligibility for holiday pay. For the purpose of holiday pay, illness immediately preceding or following the holiday must be confirmed by a doctor's note.

An Iowa employee who is a veteran will be permitted to take the Veterans Day Holiday off if they would normally be scheduled to work, provided the day off is requested at least 30 days in advance. The day will be granted without pay.

You are not eligible for holiday pay if you are on a personal or medical leave of absence or disciplinary suspension.

Use of Alcohol, Illegal Drugs or Controlled Substances

The past success and future growth of the Company is a direct result of our most important asset: Our people. The use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons. The Company has a vital interest in maintaining safe and efficient working conditions for its employees and ensuring that all company vehicles are properly maintained and operated in a safe manner.

Furthermore, the use of prescription drugs and/or over-the-counter drugs may affect an employee's job performance and seriously impair the employee's value to the Company. Any employee who is using prescription and/or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, should not report for work during the time the employee is using the medication. Employee must call the Service Center Manager or Area Manager to absence from work. You may be required to provide a doctor's note validating your need for time off due to the use of medication which interferes with your ability to safely perform your duties. You should use any accrued vacation or personal leave during this time period. If you do not have accrued leave, you should discuss your need for time off with their supervisor or Human Resources to determine if an accommodation may be made.

Proper use of prescription drugs directly prescribed to the employee is exempt from these restrictions so long as the employee is complying with physician orders and does not create a safety hazard for the employee or his/her co-workers.

The following rules and standards of conduct apply to all employees either on the Company's property (owned or leased) or during the workday (including meals and rest periods). The following are strictly prohibited by the Company:

1. Possession or use of alcohol, or being under the influence of alcohol while on the job.
2. Driving a Company vehicle while under the influence of alcohol or a controlled substance.
3. Distribution, sale or purchase of an illegal or controlled substance while on the job.
4. Possession or use of an illegal or controlled substance or being under the influence of an illegal or controlled substance while on the job.
5. Being under the influence of a controlled or prescription drug while at work if it in any way negatively affects the employee's ability to perform his or her job in a safe and efficient manner.

Being under the influence of drugs or alcohol on the job or during work hours will be presumed by the Company to pose a serious safety and health risk. Additionally, any use of alcohol or drugs during non-work time which results in a positive test of the employee during work hours may result in a similar presumption that the use of the drugs or alcohol poses serious safety and health risks.

Violation of the above rules and standards of conduct will not be tolerated.

Employee Responsibility for Safety

The company expects each employee, regardless of their position within the organization, to cooperate in every respect with the company's safety program. Therefore, we require each employee to:

- Understand and practice safety rules applying to his/her job so he/she does not endanger himself/herself, fellow associates or customers.
- Report all work related injuries, illnesses, and incidences to supervisor immediately, no matter how minor they are.
- Wear the proper personal protective equipment assigned. Maintain equipment to ensure proper working condition. Report any problems or damage to supervisor immediately.
- Use only equipment, tools, and machinery for which he/she is qualified and authorized to operate.
- Report any unsafe conditions and/or procedures that may cause injury or illness to supervisor immediately.

Safety Standards

Ivy Lane Corporation considers safe work and compliance with safety rules to be a critical responsibility and job duty for all employees. The below safety rules are not an exhaustive list of all safety rules applying in each area, but highlight some of the basic and most frequently applicable rules. The Company has a no-tolerance policy for violations of our basic safety rules, as there is no excuse for failure to follow these rules. Violation of company safety rules may result in disciplinary action, up to and including immediate termination.

Facility Safety

1. Backroom and store facility should be clutter free and safe to operate in.
2. Flooring should be in working order and in great shape.
3. Store should have all the correct tools and equipment to do the job.
4. Entry ways and rugs should have no dog ears or be flipped up.
6. Any ladder use in store should be secured by a holder.

Payroll and Time Records

It is Ivy Lane Corporation's company policy to accurately compensate employees in compliance with all applicable state and federal laws. To ensure all employees are paid correctly and properly for all time worked. It is your responsibility to accurately record all time worked and review your paychecks promptly to identify and report any errors. Ivy Lane Corporation prohibits engaging in off-the-clock or unreported work. The Fair Labor Standards Act requires overtime pay for an employee that works over 40 hours in a week, unless the employee is specifically exempted. This means if an hourly employee works 41 hours in one week they would get paid for 40 regular hours and 1 hour at their overtime rate. If an employee works 45 hours in the first week of the pay period and 35 hours in the second week they would get paid for 75 regular hours and 5 hours at their overtime rate. Employees will be required to submit their signed time records to the Service Center Manager at the end of every week.

Time Records

By your signature on your time sheet, you are affirming that all work and meal periods indicated on your time sheet are correct and that you have been given the opportunity and were expected to take your paid rest breaks. Punching or filling out another employee's time sheet, allowing another employee to punch your time sheet, or altering a time sheet, is considered a falsification of Ivy Lane Corporation documents and is grounds for disciplinary action up to and including termination.

If any manager or employee instructs you to:

- 1) incorrectly or falsely under – or over-report your hours worked;
- 2) alter another employee's time records to inaccurately or falsely report that employee's hours worked; or,
- 3) Conceal any falsification of time records, DO NOT DO SO but instead report immediately to your Service Center Manager, Area Manager, or a representative of Human Resources.

Paydays

There are 26 paydays every calendar year. Employees are paid every other Wednesday for work through the previous two weeks. The Company's seven-day work week is from 12:00 a.m. Thursday through 11:59 p.m. the following Wednesday.

If a payday falls on a holiday, paychecks will be available the prior business day unless the Company specifies otherwise.

The Company makes every effort to ensure employees are paid correctly. Occasionally, however, unintentional errors happen. Mistakes brought to our attention will be promptly corrected. Please review your pay stub upon receipt to ensure it is accurate and if you believe a mistake has happened you should report it as follows. If you believe your wages have been subject to any improper deductions, your pay does not accurately reflect all hours worked, or you have inadvertently been overpaid, you should report your concerns to your supervisor and/or human resources. The Company will promptly investigate and make corrections, as appropriate.

The Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in any investigation of such reports.

Aureon Employee Portal

You may view your past and current paycheck stubs online through the Aureon employee portal, which can be accessed through the Aureon website at www.aureon.com. Additional information regarding benefit plans, time off, annual benefit enrollment, and other resources can also be located on the employee portal.

Privacy

Ivy Lane Corporation provides furniture, desks, storage areas (e.g., drawers, lockers, files and cabinets), work areas, vehicles, other company-provided equipment/facilities and computers and communication systems (including land line and cellular telephones, electronic mail, instant messaging, text messaging and internet messaging systems, electronic bulletin boards, personal digital assistants and other systems). These assets are referred to collectively as "Company assets." These Company assets are provided to

employees at the Company's expense to assist you in carrying out company business. Unless otherwise authorized by management or by company policy, employees may not use company assets including using company resources to access the internet at work for non-work purposes. An employee may only use Company assets, including computers and the Company information accessible through their use, for purposes authorized by the Company in connection with the employee's job duties.

The Company assets belong to the Company and the Company reserves the right (at any time and without notice) to access, inspect, inventory, or search any Company asset. Items or information of a personal nature may be discovered in the course of any such exercise of the Company's rights if you use the Company assets for personal purposes. There is no right to privacy and you consent to such access by accepting and using the Company assets.

Attendance

A good attendance record is one of your regular contributions to the success of our organization, and a requirement of each position. Your attendance record will be taken into account when your performance is being reviewed and if you are being considered for advancement and/or pay increases.

Frequent absences and/or tardiness, whether scheduled or unscheduled, are grounds for disciplinary action up to and including termination.

Absences Due to Illness

While Ivy Lane Corporation recognizes that illnesses occur, depending upon the number and pattern of absences, employees could be disciplined for violating our attendance policy. In the case of excessive absence due to illness, Ivy Lane Corporation reserves the right to require a doctor's note for future absences due to illness. Employees who are planning a medical leave of absence are required to notify the Company as far in advance as possible and must request leave in writing, using the proper forms. Please refer to the Leave of Absence policies for additional information.

Call In Procedures for Absence or Tardiness

In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he or she must notify their Supervisor **prior to the beginning of their scheduled shift**. Employees should call their Service Center Manager or Area Manager's cell phone if necessary. If their Service Center Manager and Area Manager is unavailable, an employee should contact another Manager. Voicemail messages may be left for a manager; however employees must speak with a manager directly within one hour of the beginning of their shift to explain their absence. **Text messaging or emailing your manager regarding your absence or tardiness is not acceptable and will not qualify as an appropriate method of calling in late or absent.** Notification from another individual such as a fellow employee or relative is not acceptable, except in emergency situations.

For unscheduled absences, an employee must call their supervisor each day unless other arrangements have been made. For unscheduled absences longer than three days, employees may be required to submit a leave of absence request. Good communication is absolutely essential in order to keep Ivy Lane Corporation informed of your availability.

Failure to call in or show up for work for three or more consecutive days will be considered job abandonment and Ivy Lane Corporation will consider the employee to have voluntarily resigned from his or her position without giving proper notice.

Disciplinary Action

Excessive or frequent absence, tardiness, or failure to notify your supervisor of an absence in accordance with our call-in procedures will be cause for disciplinary action up to and including termination.

Leaves of Absence

A leave of absence is generally a planned period of time away from work for purposes other than vacation or holidays. A medical leave is also generally planned unless it is for a medical emergency. (Short periods of minor personal illnesses are not considered a leave of absence.) If the time off is going to be a leave of absence of any type, a request needs to be submitted in writing and approved by Ivy Lane Corporation.

It is the intent of Ivy Lane Corporation to comply with any regulations established by applicable federal or state laws regarding employee leave. Ivy Lane Corporation will follow the guidelines below for leaves of absence.

To request a leave of absence, you must submit a request or notice in writing to your supervisor at least 30 days prior to the beginning of the leave, or as soon as the need for leave is known. Additional request forms or other paperwork may be required, and employees must cooperate and comply with the employer's process and requests for leaves of absence in order for leaves to be approved. All leaves of absence are subject to approval, and job protection is not guaranteed for employees on leaves of absence, unless required by state or federal regulations. Leaves of absence have certain considerations, stipulations, and guidelines which include such items as compensation, length of the leave, extensions, availability of the position upon return, insurance premium payment and continuation, and paid time off accrual. It is important that employees requesting a leave of absence fully understand the terms of the leave before it begins.

Specific documentation from a physician may be required prior to an employee being permitted to return from a medical leave of absence with or without work restrictions or reasonable accommodation.

Employees who do not follow the proper procedures for requesting leaves of absence or who do not submit requested documentation in a timely manner may be subject to disciplinary action, up to and including termination or may have their leave of absence request denied.

Leave under the Family and Medical Leave Act (FMLA)

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or

- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

(1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due

to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Except for the qualifying FMLA leave to care for an injured or ill service member, the 12 month period is a rolling 12 month period measured backward from the date an employee uses any FMLA leave. The entitlement to 26 weeks of qualified FMLA leave to care for an injured or ill service member during a 12 month period will only be granted once.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies. **Ivy Lane Corporation requires employees to use all available accrued paid leave while taking FMLA leave.**

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

Military Reserve/National Guard Training

A military leave of absence will be granted to full-time and part-time employees to attend scheduled drills and training or if called to active duty with the U.S. armed services. Additionally, in 1994 Congress passed the Uniformed Services and Reemployment Employment Rights Act of 1994 (USERRA).

USERRA requires that service members provide advance written or verbal notice to their employer for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. Additionally, service members are able, but not required to use accrued vacation time while performing military duty.

Military Leave of Less Than Thirty-One Days

Employees on a two-week active duty training assignment or inactive duty training drills must return to work for the first regularly scheduled shift after the end of the training, allowing reasonable travel time plus an eight hour rest period. If an employee fails to return to work in a timely manner, he/she will be deemed to have resigned.

Military Leave of More Than Thirty Days

Under USERRA, an individual may be absent from work for military duty and retain reemployment rights for five years. However, there are exceptions to the five year limit, including initial enlistments lasting more than five years, periodic training duty, and involuntary active duty extensions and recalls, especially during a time of national emergency. Further, under USERRA, returning service members will be reemployed in the job that they would have attained had they not been absent for military service with the same seniority, status, and pay. Thus, a returning employee will be treated as though continuously employed for determination of benefits based on length of service, such as vacation and sick day accruals.

Contact Aureon for additional information regarding the status of insurance and retirement benefits during your leave and upon your return from military leave.

Return from Military Leave

If an individual is on military leave for less than 31 days, the service member must return to work at the next regularly scheduled work day on the first full day after release from the service, taking into account safe travel home plus an eight hour rest period.

For service of more than 30 days but less than 181, the service member must submit an application for reemployment within 14 days of release from service. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

Employee Acknowledgment – Behavior Standards

Please carefully read and initial each item below. It is important that you understand what constitutes inappropriate behavior and misconduct so this type of behavior can be avoided.

Inappropriate behavior and misconduct includes, but is not limited to, the following items for which corrective counseling or other disciplinary action, up to and including immediate termination, may be taken:

- Excessive absenteeism, tardiness or failure to report to work
- Failure to meet performance and work quality standards
- Not attending mandatory meetings
- Abusive, unauthorized, or personal use of company supplies and equipment (including cell phones and vehicles)
- Failure to adhere to safety/security regulations, procedures and policies
- Reckless driving, including speeding, while operating company vehicles or while conducting company business in a personal vehicle
- Failure to immediately report an accident or job-related injury or illness
- Reporting to work intoxicated/under the influence of alcohol or illegal drugs, or reporting to work under the influence of any other drug or substance which results in an inability to work safely
- Falsifying employment paperwork, time records, customer records, or any other company records
- Criminal acts, including, but not limited to theft, fraud, embezzlement, or acts of violence
- Failure to maintain the confidentiality of company information, personnel information or business records
- Harassing or discriminatory behavior
- Solicitation of outside work from customers, employees or vendors
- Fighting or otherwise physically or verbally assaulting another employee, customer or vendor
- Use of obscene, abusive, or threatening language and/or gestures
- Theft, misuse, abuse, destruction or misappropriation of property belonging to co-workers, customers, Ivy Lane Corporation, or visitors to Ivy Lane Corporation
- Gambling on company property or during working hours
- Possession, sale, distribution or use of alcoholic beverages, illegal drugs, or illegally obtained drugs on company property or during work hours
- Consumption of alcoholic beverages while engaged in company business or while in company uniform, except where authorized
- Sale or use of firearms or other weapons on company premises during work hours, or while on Company business, or possession of firearms or other weapons in any company store or office
- Refusal to follow management's directions or instructions concerning any job-related function
- Accepting substantial gifts or excessive entertainment from an outside organization or agency.
- Using one's position in the Company or knowledge of its affairs for outside personal gain.

- Insubordination: Refusal to obey work orders of supervisors, refusal to perform job assignments, yelling, or the use of abusive or threatening language toward a supervisor or member of management.
- Deliberate concealment of another employee's misconduct
- Posting, removing or defacing notices, signs or writings on Company property without proper permission
- Any behavior or practice, whether or not mentioned in this Policy manual, inconsistent with the ordinary and reasonable conduct necessary for a productive work atmosphere

Employee Name (print)

Date

Employee Signature

Employee Acknowledgement and Policy Statement

I have received and read a copy of the Ivy Lane Corporation dba Valvoline Instant Oil Change Policy Statement. I understand the policies contained therein, and I have had an opportunity to ask questions about and discuss the policies. I fully understand the policies governing my employment with Ivy Lane Corporation and I agree that I will conform to these policies.

I understand that these policies take precedence over any previous policies issued by Ivy Lane Corporation.

I also understand and agree that Ivy Lane Corporation reserves the right to change or alter at any time the terms of these policies, without prior notice and without reissuing this handbook.

I also understand and agree that my employment is for no definite period and may, regardless of the time and manner of payment of my wages or salary, be terminated at any time by Ivy Lane Corporation, or by me, with or without cause, and without any previous notice.

I also understand that no representative of Ivy Lane Corporation, other than the President, has authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

Employee Name (print)

Date

Employee Signature

Property Rights Agreement

During the course of my employment, I may learn or have access to certain trade secrets and proprietary information belonging to Ivy Lane Corporation, its customers and prospective customers. I acknowledge that such trade secrets and proprietary information are important and unique assets of Ivy Lane Corporation.

Therefore, I agree that during my employment, or at any time thereafter, I will not disclose to others or utilize for my own benefit, or for the benefit of another, any such trade secrets or proprietary information, without the express prior written consent of Ivy Lane Corporation. I further acknowledge that if I am found violating this policy, I will be subject to disciplinary action, up to and including termination.

Employee Name (print)

Date

Employee Signature