



EMPLOYEE HANDBOOK

2007-2008

1401 S. GRAND AVE. SANTA ANA, CA 92705
WWW.MYASPHALTASSAULT.COM



Welcome to Asphalt Assault!

Thanks for joining the Asphalt Assault team!

Here at Asphalt Assault we strive to be a friendly, fast, and fun place to work and shop. I would like to personally welcome you to the company. Asphalt Assault will provide great benefits and give you an inside look at the world of extreme sports. I encourage you to use this handbook to learn what Asphalt Assault expects from you, and how you can better serve your customers.

At Asphalt Assault we believe that no one employee is more important than another. Feel free to ask questions. We want you to feel comfortable working here at Asphalt Assault.

We plan to keep on growing not only as a company itself but as a team as well.

I know you'll enjoy working at Asphalt Assault. Thank you for choosing our team.

Michael Arellano
Chief Executive Officer - Asphalt Assault



Mission Statement

Asphalt Assault's mission is to distribute, promote and provide bicycles and skateboards to young adults. We are focused on satisfying customers with our products. We are proud that the products and services provided are at the top of our industry's standards.

TABLE OF CONTENTS

TOPIC	PAGES
1. GETTING TO KNOW YOUR HANDBOOK	7
2. ASPHALT ASSAULT POLICIES AND PROCEDURE MAY CHANGE	7
3. EQUAL EMPLOYMENT OPPORTUNITY POLICIES	7
4. OUR VISION:	7-8
4.1 Our Values	
4.2 Speed is life	
5. GETTING TO KNOW YOUR JOB.....	8-9
5.1 What did I apply for?	
5.2 Expectations	
5.3 Do I get training?	
5.4 Traveling	
5.5 Deadlines	
5.6 Customers	
6. DIVERSITY	9
7. COMMUNICATION.....	9-10
7.1 Weekly executive staff meetings	
7.2 Using the phone	
7.3 Surveys	
7.4 E-mail	
7.5 Recognition	
7.6 Monthly Events	
8. JOB DESCRIPTIONS	10-14
8.1 Chief Executive Officer	
8.2 Chief Operating Officer	
8.3 Chief Technical Officer	
8.4 Chief Financial Officer	
8.5 Vice President of Human Resources	
8.6 Vice President of Sales	

9. TOTAL COMPENSATION	14-15
9.1 Growth, Development, and Opportunities based on performance	
9.2 Getting Paid	
9.3 Picking up your paycheck	
9.4 Overview	
9.5 Performance reviews	
9.6 Pay Increase	
9.7 Promotions	
10. INTEGRITY.....	15-16
10.1 False Claims Act	
10.2 Conflict of interest	
10.3 Dating other employees	
11. SCHEDULE	16
11.1 Time off	
11.2 If you are late or absent	
12. SAFETY	17-18
12.1 Safety Expectations	
12.2 How to report an emergency	
12.3 Right to know and alert one	
12.4 Personal belongings	
12.5 Accidents	
12.6 In Danger	
13. COMPANY POLICIES	18-20
13.1 Internet usage	
13.2 Gum, food, and drinks	
13.3 Cell phones	
13.4 Music in working hours	
13.5 Sunglasses	
13.6 Nails	
13.7 Make- Up	
13.8 Act Professionally	
13.9 Punctuality	
13.10 Attendance	
13.11 Employee Appearance and Dress	
14. INFORMATION.....	20-21
14.1 Confidential Information	
14.2 Using confidential information	
14.3 Storing confidential information	
14.4 Unauthorized access to confidential information	

15. EMPLOYEE JOB PERFORMANCE	21-23
15.1 Your job performance	
15.2 Performance review	
15.3 Progressive Discipline	
15.4 Termination	
16. BENEFITS	23-27
16.1 Health/ Dental	
16.2 Health Plans	
16.3 Dental Plans	
16.4 Disabilities	
17. COMPANY PROPERTY	27
18. LEAVE AND TIME OFF	28-29
18.1 Vacations	
18.2 Holidays	
18.3 Sick Leave	
18.4 Military Leave	
18.5 Family and Medical Leave	
18.6 Jury Duty	
19. DISCRIMINATION AND HARASSMENT	29
19.1 Harassment & Discrimination will not be tolerated	
20. COMPENSATION	30
21. DRUG-FREE WORKPLACE	30
22. ENDING EMPLOYMENT	30
22.1 Final paychecks	
23. CONTACT INFORMATION	31
24. APPENDIX	32

1. GETTING TO KNOW YOUR HANDBOOK

Use this Employee Manual as a guide to find about your training, schedules, paydays, your job and much more. This will help you understand what it means to be an Asphalt Assault employee.

2. ASPHALT ASSAULT POLICIES AND PROCEDURES MAY CHANGE

Change is a fact in life, and as business demand change, or if there is a change in law, the policies and procedures at Asphalt Assault may change. For that reason we emphasize that this handbook is guide, not a contract. This does not guarantee employment for any particular length of time or limit. If you have any questions regarding changes or what is a most recent handbook, ask the Vice President of Human Resources. If you have an earlier handbook please discard it. This is the one and only that counts.

3. EQUAL EMPLOYMENT OPPORTUNITIES POLICY

Asphalt Assault gives each employee an equal opportunity.. Every employee that works for Asphalt Assault will be treated equally with no regard for race, color, national origin, sex (including pregnancy), religious belief, age, disability, sexual orientation, citizenship status, military status, or any other protected by federal, state or local employment practice laws.

Asphalt Assault prohibits retaliations against applicants or employees who:

- File a lawsuit in federal or state court
- Oppose unlawful employment practices
- File discrimination charges with federal, state or local fair employment practice agencies
- Participate in investigations of such charges

The Asphalt Assault Equal Employment Opportunity Policy is an essential part of the company's overall commitment to attract, hire and develop a strong, talented and diverse work force.

4. OUR VISION: TO BECOME THE BEST COMPANY EVER

Being the best company ever is our on going commitment to improve all aspects of business for all divisions of Asphalt Assault. Becoming the best company ever means becoming the best in two key areas:

- Best with Employees
- Best with Customers

Being the best company ever is the ultimate way we'll set ourselves apart:

- Web site where everybody wants to shop
- Our stock will be the one that every investor wants to buy
- We'll be the place where the most talented, motivated people want to work

No matter what your job is, you have a role to play in making Asphalt Assault the best company ever. Every employee is an Asphalt Assault Manager.

4.1 Our Values

The core values of Asphalt Assault is to work together to achieve our Best Company ever vision.

4.2 Speed is Life

Speeding is the way we work. Thinking and taking fast actions to getting things done now... before our competitors have even thought about making a move. It means processes we've put in place to get things done faster, achieving results sooner by being smarter about the processes.

5. GETTING TO KNOW YOUR JOB

Asphalt Assault is an extreme bike company. We sell from BMX bikes to the unlimited free-style skateboards. We want our customers to leave satisfied; everybody in the company has an important role to play.

5.1 What did I apply for?

As part of the team, you play an important role in the company. No matter how little you think your job is it isn't. There is no little job in this company.

5.2 Expectations

By being part of the Asphalt Assault team you are expected to put in your best effort possible. In order for us to be the best company we have to work together. It's not always easy when many things are going on in the company. So that the company can succeed we ask for full cooperation when decisions are to be taken or when we need to assist those person in the company with personal problems with another employee. For the company to succeed, we must all cooperate when decisions need to be made or employees need assistance. Asphalt Assault can not have employees that are not working, we have to work as a team to be able to succeed. What we see in your performance will tell us how much dedication you have in this company.

5.3 Do I get training?

Asphalt Assault will offer training to all new employees. If any employee needs assistance or training they will get the opportunity to get it. You will just need to ask your supervisor or the Human Resources Department. If we notice that you need help in any subject we will offer it to you.

5.4 Traveling

If employees are required to travel for work, the company is not responsible for any expenses made in the traveling.

5.5 Deadlines

So that Asphalt Assault can succeed we need every employee to do their best for that reason we want deadlines to be met. The consequences of you not reaching your deadlines will consist of written reports, meeting with both your supervisor and a member of the Human Resources Department. Termination may and will be taken in its appropriate occasion.

5.6 Customers

Here at Asphalt Assault our goal to satisfy the customer. For that reason we expect that each and every employee or supervisor to do their best when receiving the customer. The way that you act shows how the company's diversity is. If there is a problem with a customer be patient, your supervisor will talk with the customer to find a solution and satisfy both you and the customer.

6. DIVERSITY

We define diversity as individuality; this individuality may include a wide spectrum of attributes like personal style, age, race, gender, ethnic heritage, sexual orientation, language, physical ability, religious affiliation, family, citizenship status, socioeconomic circumstances, education and life experience. To us, diversity is any attribute that makes an individual unique. Asphalt Assault has a strong commitment to diversity. Our definition is broad, inclusive and focused on recognizing and appreciating the individuality of every team member, and guest. As one of our core values, our commitment to diversity is not something we simply talk about: it is something we act on. The phrase we use to talk about our commitment to diversity is "the strength of many, the power of one." We are focused on continuing to make diversity an integral part of our culture from the way we relate to each other as team members; to the way we serve our guests, to the way we deliver for our shareholders by pursuing the right business opportunities. By attracting the best talent and creating an environment where individual differences are respected and high performing team members can excel, we build the competitive advantage that drives our success.

7. COMMUNICATION

Communication is not only important in the company but throughout the world. The path of success is communication. Without communicating with others, the people around you will not succeed.

7.1 Weekly Executive Staff meeting

Asphalt assault will have an executive staff every Wednesday, so that every department can tell the CEO and/or COO where they are, what they need and what they have accomplished. Having an executive staff meeting is very important. It's an opportunity to discuss financial needs, and

much more. The departments that will be in the meetings will be; the Chief Executive Officer, the Chief Operating Officer, the VP of Human Resources, the VP of Sales, the VP of Accounting, the VP of Marketing, and the Chief technical Officer.

7.2 Using the phone

Asphalt Assault will not allow any cell phone usage during working hours, except for any work related issues or emergency calls.

7.3 Surveys

Asphalt Assault wants to be the best company in the market. To do this we will be offering surveys to not only the company but the customers as well. We want our employees and customers to be satisfied with their payments, benefits, their experience and much more.

7.4 E-mail

When you first joined the Asphalt Assault team we asked you for your information, as well as your e-mail. E-mails in the company are very important. With them we get to communicate in working hours and also out of work. The employees will get the opportunity to check their e-mails in the beginning of work hours for personal issues, but if necessary they can check on it during work hours.

7.5 Recognition

Asphalt Assault want to recognize each an every employee working in the company but many times we don't get the chance to recognize everybody. The Human Resources Department will be working with your supervisor for a special recognize that will be given to an employee every single month. For this reason we want all the employees to step it up and do their best in every single project to be done.

7.6 Monthly Events

The purpose of our company is not to only work but also to have fun with each other. For this reason Asphalt Assault will have a monthly event that will take place in the company (or in another place).

8. JOB DESCRIPTIONS

There are many in the company itself that make an important role in the company. Below there are 6 examples of job descriptions: the CEO, COO, VP Human Resources, VP of sales, CFO, CTO, and the VP of Marketing.

8.1 Chief Executive Officer

Location:	Santa Ana, California
Base Pay:	\$100,000.00
Employee Type:	Full-Time Employee

Industry: Retail Merchandising
Job type: CEO- General Business
Required Travel: Minimal

This position directs that the organization's growth planning and business practice. This position will always supervise the external public image of the company and will work to maintain the company's mission. The CEO must be willing to lead an example for everybody else. This position will lead the marketing, sales, and IT department and will report directly to the company's board of directors. The CEO will be responsible for the general coordination and must willing and able to take a hands-on approach in lead in the company to the next level of the company's growth. This person requires high level multi-tasking, conducting regular leadership meetings and positive reinforcement of the company's staff, must motivate others to excel and should have good interpersonal skills.

Requirements

The CEO is required to have knowledge of not only the market and merchandise being sold but also the pricing of them. This position will need to maintain commission reports and monthly opening and closing numbers for sales territories. This position also needs to recruit, train, and guide sales personnel. This person is required to attend at all company's functions and the applicant should have excellent presentation skills. The CEO should be understood that its positions could require extra time beyond the workday to meet the company's deadlines.

8.2 Chief Operating Officer

Location: Santa Ana, California
Base Pay: \$85,000.00
Employee Type: Full-Time Employee
Industry: Retail Merchandise
Job Type: Negligible
Relocation Covered: No

The COO together with the CEO are responsible for the organization's growth planning and business practice. The COO will be in charged of the Human Resources, Administration, and Accounting Departments and will report directly to the company's board of director. The position will direct the organizations internal business practices business practice. The COO will be responsible to supervise the internal operations of the company and will work to maintain an efficient and positive work environment and be responsible for coordinating the company's special events.

Requirements

The COO must be willing and able to take a hands-on approach in leading the company to the next level of the company's growth. This person will have to have constant communications with the internal departments and supervise the overall operations of the company, strong emphasis will be in the development of the company business plan and coordination of communication between all of the departments. This position id required to have level multi-tasking, conducting regular leadership meetings and positive reinforcement of the company staff. The COO is

required to attend all the company's functions and the COO should have excellent presentation skills. Above all, this position must have a strong work ethic and leadership qualities are essential.

8.3 Chief Technical Officer

Location:	Santa Ana, California
Base Pay:	\$65,000.00
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising
Job Type:	Information Technology
Required Travel:	Negligible

The Chief Technical Officer will be part of the company's leadership team. This person must have great communication skills, the CTO will lead the development and articulation of the company's vision and scope and high level design recommendations on a new web-based business. This person will develop a site plan and will supervise the web development team to maintain consistency between product a catalog and the web site.

Requirements

The CTO needs to be well versed in internet technologies and will develop and oversee the company front end and back-end web site. This person must develop and conduct a biannual public interest survey on the company web site and based on the results make recommendations for site revisions.

Must have ability and experience to train others in application uses. Must have general knowledge of operation of databases, spreadsheets, and other industry standard applications. Must have a strong attention to detail. Must be able to work independently as well as in teams. Must know how to use Web authoring software and Photoshop.

8.4 Chief Financial Officer

Location:	Santa Ana, California
Base pay:	\$75,000.00
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising
Job Type:	Marketing- General Business
Required Travel:	Negligible

The Vice President of Marketing will be involved in the leadership team, where he/she as well as others will be in charge of making important decisions for the company. The VP will supervise the marketing employees and will be directly in charge of publications and design team within the marketing department. This person will be responsible for the strategic marketing plan component of the company's business plan. The sales VP and the CTO will both work together to develop a seamless company product line and marketing strategy. The VP will be supervising the marketing strategy and booth design for the trade shows.

Requirements

The Vice President of Marketing should be comfortable in dealing with high-end design and analysis organizations. The VP must also be able to build relationships and work as a team. This position is required to thrive in multi-cultural environment with a staff from diverse background.

8.5 Vice President of Human Resources

Location: Santa Ana, California
Base Pay: \$70,000.00
Employee Type: Full-Time Employee
Industry: Retail Merchandise
Job Type: Human Resources

Vice President of Human Resources will be part of the leadership team and will work under the supervision of the Chief Operation Officer. The VP will be responsible for reviewing, recommending and overseeing the implementation of the organizational employee relations within the company.

The Vice President is responsible for the direction of the planning, development, implementation and administration of salary and benefits, employee relations, training, development and performance management. This person leads the develop of an employee manual and dissemination of company policies and regulations to all employees.

Requirements

The Vice President must maintain regular avenues for both internal and external communication. Will have to develop strategies to build company morale and promote great productivity in the company. Must have great communication skills in order to write and present training programs to all levels of management and non management personnel; present policies and various company decisions to employee and managers; write communications to employees, proposals to executive management, and personnel policies.

8.6 Vice President of Sales

Location: Santa Ana, California
Base Pay: \$70,000.00 Plus commission of meet sales target
Employee Type: Full-Time Employee
Industry: Retail Merchandise
Job Type: Sales- General Business
Required Travel: Negligible

The Director Of Sales will help build and lead a sales team of covering the globe. This person must be able to recruit, train, and guide sales personnel, they must also maintain commission reports and monthly opening and closing numbers for sales territories. The Director Of Sales must also monitor sales personnel performance; develop the company's sales/ purchase forms and invoice and maintain company's commission reports to be given monthly to the accounting department for payroll commission. This position will also research shipping costs and options for the company and will make recommendations to the VP of Sales for these options.

Requirements

The Director Of Sales is required to have knowledge of the merchandise pricing, as well as knowledge of the market and merchandise being sold. The director must have the desire to work in a position where part of the compensation may be a direct result of the revenues of their department. This position also requires excellent verbal and written communication skills, exceptional interpersonal, communication and presentation skills. Possess integrity, self-motivated, professional and an ability to work with others.

9. TOTAL COMPENSATION

Asphalt Assault wants to make our employees happy by providing them with full benefits, promotions, salary and much more.

9.1 Growth, development and opportunities

Asphalt Assault is a performance-based company committed to growth and development. To support this growth, we look to provide opportunities to individuals who demonstrate an ability to achieve excellence.

9.2 Getting Paid

You will get paid every other Friday for the hours that you have worked during the previous weeks. If paydays fall on a holiday, you will receive your paycheck on the 1st workday immediately before paydays.

9.3 Picking up your paychecks

Your supervisor will give you your paychecks on paydays.

9.4 Overtime

You may be asked to work overtime, based on business needs. If you do, you'll be paid overtime as required by law. Your supervisor must approve overtime hours in advance. Ask your Human resources Department for more details. It is important to try to be flexible.

- All overtime work must be approved in writing, in advance, by the employee's supervisor. Working overtime without permission violates Company policy and may result in disciplinary action.

9.5 Performance reviews

At Asphalt Assault, we tell you how you're doing on a regular basis. When you've worked at Asphalt Assault for 90 days, your team leader will fill out a review form and go over it with you. This form lists things you do well; things you need to improve and set some goals for you to reach. You'll find out what you're doing well and what you can do better. The team leaders will go through that process as well.

if you feel that your supervisor has not been fair when it come to review please talk to the Human resources department so that an investigation can be processed.

9.6 Pay increase

You are eligible for a pay increase when your supervisor or a supervisor of the Human Resources sees that you deserve it. Team leaders are also eligible for pay increase.

9.7 Promotions

As member of the Asphalt Assault team, we want you to stay happy and motivated and grow with us. If you are promoted, you'll have a chance to earn more money and receive more benefits. As positions become available at the next level, we'll let you know by posting the openings. You must be supported by your supervisor and have worked in Asphalt Assault for a period of time to be eligible for a promotion.

10. INTEGRITY

Integrity plays an important role in the company. Without integrity the company would be nothing.

10.1 False Claims Act

Asphalt Assault does not except any false claim from no employee or costumers. If you do claim something that is after proven false consequence will be taken like, suspension or termination.

10.1 Conflict of Interest

The Asphalt Assault Conflict of Interest Policy highlights a number of ways and situations in which a conflict could develop between Asphalt Assault and a team member. Some examples of such conflict may include:

- Customers:
 - The most important part of our company here at Asphalt Assault are our the customers, they are what keep us going and succeeding. If you happen to have a problem with a customer please take these steps:
 - 1) Try to calm them down and call your supervisor or the Human Resources so the customer can talk to.
 - 2) Arrange a meeting with the customer, the employee and the CEO/ COO
 - 3) Find out if the customers reason for getting upset is reasonable.
 - 4) Find a solution.
- Disclosing confidential or "inside" information to unauthorized individuals;
 - All information consisting customers and employees will be kept confidential if otherwise authorized by the employee or the customer.
- Accepting gifts or favors from someone who does business, or wants to do business, with Asphalt Assault.

- Recognitions
 - * If any of the Asphalt Assault team members feel that they have not been recognized of there dedication to the company please talk to your supervisor about it. If then your supervisor takes no action talk to any member of the Human Resources department. After all, the employee's and the customers are what keep the company going.
- When any employee/s have conflicts within staff we ask for these steps to be taken:
 - 1) Talk with the employee/s or supervisor/s to try to find a solution to the conflict
 - 2) Find higher authority that can help you find a solution.
 - 3) Have a talk with both the Employee/s and/ or supervisor/s directed by the Hr Department and the CEO and/or COO.
 - 4) Consider moving the individuals from each other by placing them in different departments.
 - 5) Because working in a team is very important we need to make a very important decision in letting go an employee is problem is not resolved.

Note: All these steps will be documented and will go in your personal file.

10.2 Dating other employees

Team members sometimes develop a romantic interest in each other. As long as the relationship is between equals, isn't coercive or forced, and is handled professionally and appropriately in the workplace, it shouldn't be a problem. When a team leader is dating someone he or she supervises, however, it presents special challenges. Team leaders are responsible for writing reviews, scheduling, recommending raises, even discipline those who work for them. If there is a romantic relationship with a subordinate, personal feelings may affect the team leader's actions. It's a no win situation. For all of these reasons and more, Asphalt Assault leaders may not date those they supervise. When such a relationship begins to develop, it is a team leader's responsibility to let his or her supervisor know. Often, one of the two can transfer and end the reporting relationship. If that's not possible, one of the two may choose, or be asked, to leave employment at Asphalt Assault. Executives, and those whose unique responsibilities may trust and credibility especially important, (for example Human Resources), may have direct and indirect reporting relationships, or even district, group or region wide responsibilities. Because of the power inherent in indirect reporting relationships, and/or because of unique position responsibilities, the same rules may apply. Asphalt Assault will evaluate each situation on a case-by-case basis. It is the team member's responsibility to bring the situation to the attention to his or her supervisor.

10.3 Written Reports

So that Asphalt Assault can keep a record of each employee, there will be written reports for any misbehavior or other issues like, tardiness, employee conflicts, supervisor conflicts, and other conflicts.

11. SCHEDULE

Scheduling your life is so important, you want to keep track of when you have to go here or there. Being tardy or absent can cause you many issues.

11.1 Time off

You may take time off if your team leader and the Human Resources approve it in advance.

11.2 If Your Late or Absent

We realize there may be times when you won't be able to come in because of an illness or an emergency. If that happens, call your team leader, the Human Resources or the leader on duty as soon as you can. Keep in mind that you could lose your job if you're frequently late or absent without prior approval or excuse. If you are absent three days in a row without calling your team leader, the Human Resources or the leader on duty, you will be considered to have voluntarily terminated your employment with Asphalt Assault.

12. Safety

Safety plays a very important role in the company Asphalt Assault.

12.1 Safety Expectations

We have certain rules to protect our team members and our guests. The ones that every team member should know are called the "Do's" and the "Don'ts"

Do share any safety ideas with members of the safety team. Your ideas can help make the company a safer place to work and shop.

Don't Assume that you don't need help or that other employees don't need to know what is happening.

12.2 How to report an emergency

- A. Stay Calm.
- B. Call for help with phone, cell phone, etc.

12.3 Right to know and alert one

Asphalt Assault sells a lot of bikes, skateboards, accessories, etc. You may also be asked how to use some of those things in the course of your job. The federal government says you have a right to know about any hazardous or non-hazardous bikes, skateboards, accessories, etc. We use as display. Please talk to your supervisor if you:

- Have a question of a product
- Need additional help cleaning a product
- Need to give first aid

12.4 Personal belongings

Asphalt Assault is a normal company, which means that many employees are employed in

this company. To keep your valuable belongings safe, it's best not to bring them to work. Of course, you may have to bring some items to work, like a coat, backpack, lunches, bag or purse. Remember, Asphalt Assault is not responsible for these items if they're lost or stolen. In addition, cell phones are not allowed during working hours.

12.5 Accidents

Because Asphalt Assault is a company where extreme sports equipment will be sold, there may be accidents that may happen. Asphalt Assault wants to make employees feel safe working here, if any employees get hurt while managing merchandise Asphalt Assault will take actions into helping the employee. Like said in the Equal Employment Opportunity Policy, nobody what race you are, where you are from or other things like that we will help you. So if you know of any co-worker, employees... that have injured themselves because of work related issues, please tell your supervisor and/or the Human Resources Department. You will be kept anonymous if you wish.

12.6 In danger

If you know someone or you are being treated or harassed by any staff including employee and supervisors, you have the responsibility to talk to some one about it. This can save someone's life. If you are the person that is going through this we ask you to talk to some one in the company about it, there are many things and solutions that can be taken to fix your problem. Asphalt Assault wants to have a safe atmosphere we all the employees and supervisors can feel safe. If you decide to keep the person anonymous, for any reason they will for a period of time, but of course your safety is first.

13. COMPANY POLICIES

Asphalt Assault has many policies that the employees have to follow. Take in mind that these are not rules but steps into success. Making a good impression is very important for you're benefit and also the company's.

13.1 Internet Usage

The internet is not to be used in any appropriated ways. No Pornography, or other inappropriate sited may be visited. You are given a great amount of responsibility when you are using the company's equipment. If you in any way break these steps, consequence will be taken like such, the internet usage will be deducted.

13.2 Gum, food, and Drinks

No food, drinks or gum will be allowed in working hours. During the year we will be having monthly events were food, and drinks may be provide. The consequence of the breaking of this will be a warning, but if we still have this problem the events may be considered to cancel.

13.3 Cell Phones

Cell phones are usable during work hours for only work related issues and emergencies. There are no cell phones allowed for any personnel usage, like talking with a friends or such. If we notice

that these steps have not been followed your cell phones may be confiscated by your supervisor or a member of the Human Resources Department.

13.4 Music in working Hours

So that everybody in the work area can concentrate and work better, we have decided that no music will be allowed either in your computer or any ipods, Mps3 or any other music.

13.5 Sunglasses

Asphalt Assault wants all the employees to not only perform well during working hours or so, but also look good. With that said no sunglasses will be allowed during competitions like trade fairs or when talking to a customer.

13.6 Nails

Should be clean and in a not exaggerate.

13.7 Make Up

We want each employee to look well during working hours. That's why we want a natural look in the employees.

13.8 Act Professionally

People who work together have an impact on each other's performance, productivity, and personal satisfaction in their jobs. In addition, how our employees act toward costumers and vendors will influence whether those relationships are successful for our company.

Because your conduct affects many more people than just yourself we expect you to act in a professional manner whenever you are on company property, conducting company business or representing Asphalt Assault at business or social events.

13.9 Punctuality

You are a very important part of the Asphalt Assault team. When you are not here at expected times or on expected days, someone else must do your job or delay doing his own job while he waits for you to arrive. If you work with customers or vendors, they may grow frustrated if they can't reach you during your scheduled work times. As a result, we expect you to be regular attendance and to be on time and ready to work at the beginning of each scheduled workday.

Of course, things will sometimes happen that will prevent you from showing up to work on time. For example, weather, a sick child, or car trouble may delay you. If you are going to be more than 15 minutes late please call your supervisor or the human resource department. Please give this notice as far in advance as possible. If you must miss a full day of work for reasons other than vacations, sick leave or other approved leave (such as leave to serve on a jury or for a death in a family). You must notify your supervisor in advance. If you fail to follow these steps, termination will be taken in the 3rd notice. After of course a meeting ill be taken, so you can understand why those actions were taken. If an employee is here before his work time, there time will/ can be counted for overtime if approved by supervisor, but that time can not be taken for lunch time or other breaks during the work hours.

13.10 Attendance

You are part of the Asphalt Assault's team, for that said each and every employee needs to be at work when you are expected to be. Without an employee being at work a whole process can get stopped. If you have a very important reason why you can't assist to work please call your supervisor to in for him/her. If you fail to do so termination will be considered. Remember that every team member in the company has equal rights and opportunities, that means that no employee is guaranteed to have the position they have had because of the period of time that they have worked here. NO exceptions will be given, no matter if you have work here for 3-4 years.

13.11 Employee Appearance and Dress

Asphalt Assault will have a uniform with the colors of the company, each employee is required to buy their own uniform for work. You are required to buy a maroon red shirt and black dikkies. You are also allowed to dress casual for work but the uniform must be worn during events such as trade fairs. Shirts are provided to buy in the company itself, but you will have to purchase your black dikkies by yourself in your own time. No other clothing will be allowed, if so we take in fact that the employee does not care about his/her job and will be terminated.

14. INFORMATIONS

Asphalt Assault is a company where you can be confident that your information will not be spread around without your permission. Any given information's that you give us, will be stored in a cabinet where only your supervisor, or the human resources department will be eligible to read, or use.

14.1 Confidential information

All Asphalt Assault information that is not public must be treated as confidential. Here are some examples of confidential information:

- Non-public company information
- Financial information (for example, store sales)
- Strategic plans (for example, proposed store expansions and new markets)
- Vendor information (for example, pricing and capabilities)
- Marketing plans (for example, circular prices prior to public distribution)
- Team member information, including:
 - Compensation
 - Benefits
 - Other personnel information
 - Personal health information obtained through our pharmacy operations or medical plans

If you have access to confidential information, it is your job to prevent its unauthorized disclosure,

both outside of Asphalt Assault and to team members at Asphalt Assault who do not need the information to perform their job. Sometimes Asphalt Assault receives confidential information from a third party, such as a vendor. You must also keep that information confidential if we have a confidentiality agreement, if we have a legal duty to keep the information confidential or if our policies require it.

if for any reason you know somebody or you are being treated by anybody you should consult this with your supervisor or the department of Human Resources. THIS CAN MAKE A BIG DIFFERENCE.

14.2 Using confidential information

Don't use confidential information for your own personal gain or misuse it in any other way. Access confidential information only for business reasons. Accessing confidential information for non-business reasons is a violation of company policy. Handle all company information as required by company policies and standards. If you have access to personal health information, you will be required to take additional training.

14.3 Storing Confidential Information

Confidential information may be taken off desks, from computers and even from dumpsters and wastebaskets. Help keep this information secure by doing the following:

- Secure information-Store confidential information in areas that are not accessible by people who don't have a need to know the information to their job.
- Lock it up-Don't leave confidential information on a counter, desk or other open area. Lock it up in a drawer or cabinet.
- Shred it-shred confidential information. Don't store in recycle bin or throw it away.
- Secure your computer screen-Use a screen-saver lock to prevent unauthorized persons from accessing your computer. Log off from your computer when it is not in use.

14.4 Unauthorized Access to confidential information

If you believe there may have been unauthorized access to confidential information or that confidential information may have been misused, it is your responsibility to report that information to your supervisor or any member of the Human Resources Department.

We are serious about the appropriate use, storage and communication of confidential information. A violation of Asphalt Assault's policies regarding confidential information will result in corrective action, up to and including termination. You also may be subject to legal action, including termination. You also may be subject to legal action, including criminal prosecution. The company also reserves the right to take any other action it believes is appropriate.

15. EMPLOYEE JOB PERFORMANCE

Asphalt Assault would want to become one of the best companies ever, but if we want that to

happened every employee has cooperate.

15.1 Your Job Performance

Each and every employee at Asphalt Assault contributes to the success or failure of our company. If one employee allows his or her performance to slip, then all of us suffer. We expect everyone to perform to the highest level possible.

Poor job performance can lead to discipline, up to and including termination.

15.2 Review

Because our employees' performance is vital to our succeed, we conduct periodic reviews of individual employee performance. We hope that, through these reviews, our employee performance, we hope that, through these reviews, our employee will learn what we expect of them and we will learn what they expect of us.

We require all employees to participate in the review process. Failure to participate could lead to discipline, up to and including termination.

To learn more about performance review system, contact your supervisor.

15.3 Progressive Discipline

Any employee conduct that, in the opinion of the company, interferes with or adversely affects our business is sufficient ground for disciplinary action.

Disciplinary action can range from oral warnings to immediate discharged. Our general policy is to take disciplinary steps in the following order:

- Oral warning(s)
- Written reprimands(s)
- Suspension, and
- Termination

However, we reserve the right to alter the order described above, to skip disciplinary steps, to eliminate disciplinary steps or to create new and/or additional disciplinary steps.

In choosing the appropriate disciplined action, we may consider any number of the following things:

- The seriousness of your conduct
- Your history of misconduct
- Your employment record
- Your length of employment with this company
- The strength of the evidence against you
- Your ability to correct the conduct

- Your attitude about the conduct
- Actions we have taken for similar conduct by other employees
- How your conduct affects this Company, its customers and your coworkers, and
- Any other circumstances related to the nature of the misconduct, to your employment with this company and to the affects of the misconduct on the business of this company.

We will give those considerations whatever weight we think appropriate. Depending on the circumstances, we may give some considerations more wight that other considerations-or no weight at all.

15.4 Termination

Some conducts may result in immediate termination. Here are some examples:

- Theft of company property
- Excessive tardiness or absenteeism
- Arguing or fighting with customers, coworker, manager or supervisor.
- Brandishing a weapon at work
- Threatening the physical safety of costumers, coworkers, managers or supervisors or verbally assaulting someone at work
- Any illegal conduct at work
- Using or possessing alcohol or illegal drugs at work
- Working under the influence of alcohol or illegal drugs
- Making false statements on a job application
- Violating Asphalt Assault rules and regulations, and
- Unlawful discrimination and harassment.

Of course, it is impossible to compile an exhaustive list of the types of conduct that will result in immediate termination. The ones listed above are merely illustrations.

You should remember that your employment is at the mutual consent of you and this company. This policy does not change this fact. This means that you or this company can be terminate our employment relationship at will, at any time

16. BENEFITS

As part of our commitment our employees and their well-being, Asphalt Assault provides employees with a variety of benefits plan: Health and Dental Plans.

16.1 Health/Benefits

Because your health and your dental are of great importance to us, we provide you with the following health care benefits: medical, dental, vision and alternative. If you have not already

received detailed plan documents about each of these benefits, contact Heriberto Casto in the Human Resources Department. He can provide you with all of the information that you need to start enjoying your health care benefits package and your dental plans right away. Even if you have received plan document, Heriberto can answer any questions you might have.

16.2 Health Plans

Individual Health Plan A- Kaiser Permanente
Estimated Monthly Premium- \$87.00

Procedure Description	Individual
Annual Deductible	5,000 (Hospital Only)
Annual out-of-pocket limit	7,500 (Hospital Only)
Lifetime Maximum	5,000,000
Office Visits	\$20.00 Per visit
Prescription drugs	\$10.00 generic
Laboratory and Radiology	30% In- Hospital
Annual Physical Exam	\$25 Copay at healthy Check Centers for Basic Screening
Annual OB-GYN Exam	30%- Deductible Waived
Well Baby Care	\$35.00
Outpatient Surgery	30% all charges except \$380 per day
Emergency Room	30% plus \$100 (waived if admitted)
Ambulance	30% (750 Maximum ground trip)
Home Health Care	not covered
Mental Health Services	not covered
Chiropractic Care	Only covered as In - patient only
Acupuncture/Acupressure	Not covered
Inpatient Hospital	30% all charges except \$650 per day

Maternity Care	Not Covered
Mental Health	Not covered
Chemical Dependency	Not covered

Family Plan A- Kaiser Permanente
\$25 Co-payment Plan

Procedure Description	Member Pays
Medical Calendar-year deductible	None
Pharmacy calendar-year deductible	\$250 for brand drugs
Annual out-of-pocket maximum	\$2,500/\$5,000
Lifetime benefit maximum	None
Primary and specialty care visits (Includes routine and urgent care appointments)	\$25 per visit
Well-Child visits from 0 to 23 months	No Charge
Scheduled prenatal care and first postpartum visit	No Charge
Eye exams and hearing tests	\$25 per visit
Chiropractic office visits	Not covered
Physical, occupational, and speech therapy visits	\$25 per visit
Outpatient Surgery	\$100 per procedure
Allergy injection visits	\$5 per visit
Vaccines (immunization)	No Charge
Most x-rays and lab tests	\$10 per encounter
Individual Visits	\$25 per visit
Group visits	No Charge
Room and board, surgery, anesthesia, x-ray, labs, and medical.	\$200 per day
Emergency department visits	\$100 per visit (\$100 co-payment if admitted directly to the hospital)
Emergency Ambulance Services	\$100 per trip
Covered items in according with our drug formulary obtained plan	\$250 drug deductible
Generic drugs	\$10 up to a day \$100 supply

Brand- name drugs	\$35 up to \$100 day supply
Group therapy visits	\$12 per visit
Durable medical equipment (DME)	Not covered
Inpatient psychiatric care	\$200 per day
Inpatient detoxification	\$25 per visit
Outpatient group therapy visits	\$5 per day
Transition residential recovery	\$100 per admission
Home health care	No charge
Skilled Nursing facility care	No charge
Hospice care	No charge

16.3 Dental Plans

Dental Plan A- Aetna Dental Plan

Individual-\$99.95 per year

Family-\$149.95 per year

Procedure Description	Discounted fee (for plan members)	Usual fee	Member Savings
Routine 6 month check up	\$29	\$40	\$11
In depth check up	\$39	\$67	\$28
Full mouth x-rays	\$71	\$104	\$33
Four bitewing x-rays	\$34	\$49	\$15
Panoramic Film	\$57	\$87	\$30
Adult teeth Cleaning	\$55	\$75	\$20
Child teeth cleaning	\$41	\$53	\$12
Protective sealant/ tooth	\$24	\$43	\$19
1 surface white filling for back or 1 front tooth	\$80	\$121	\$41

Single crown-porcelain on high noble metal	\$593	\$867	\$274
Single crown-porcelain on noble metal	\$575	\$838	\$263
Root canal treatment molar	\$574	\$829	\$255
Perio scaling and root planning (per quadrant)	\$122	\$208	\$86
Full upper Denture	\$829	\$1,252	\$423

16.4 Disability

Sometimes, an employee suffers an illness or injury outside of the workplace that prevents the employee from working and earning income. If this happens to you, the state disability insurance may provide you with a percentage of your salary while you are unable to work. All employees are eligible for this coverage and pay for it through deductions from their paychecks. To find out more about states disability insurance, contact Laura Sanchez, form the Human Resources Department. If you suffer from an illness or injury that is work-related, then you may be eligible for workers’ compensation insurance instead of state disability insurance. See the Workers Compensation policy, to see this document contact the Human Resources Department.

17. Company Property

We have invested a great deal of money in the property and equipment that you use to perform your job. It is senseless and avoidable drain on this Company’s bottom line when people abuse Company’s Property, misuse it or wear it out prematurely by using it for personal business. We ask all employees to take care of Company’s property and to report any problems to your there supervisor or the human resources department. If a piece of equipment or property is unsafe for use, please report it immediately.

Please use property only in the manner intended and as instructed. We do not allow personal use of company property unless specifically authorized in this Handbook. Failure to use company property appropriately, and failure to report problems or unsafe conditions, may result in disciplinary action, up to and including termination. For more information on use of the computers, the internet and software see the human resources department.

When your employment with this company ends, we expect you to return company property- and to return it clean and in good repair. This includes this Employee Handbook, all manuals and

guides, documents, equipment, keys and tools. We reserve the right to take any lawful actions to recover or protect our property.

18. Leave and Time off

Asphalt Assault can agree that a little time off is good for everybody. For that reason we offer our employees the opportunity to vacations, holidays and much more.

18.1 Vacations

Asphalt Assault recognizes that our employees need to take time off occasionally, to rest and relax, to enjoy a vacation or to attend to personal matters. That's why we offer a paid vacation program. All employees that have worked for a period of time are eligible to participate in the paid vacation program.

18.2 Holidays

Our company observes the following holidays each year:

- Christmas
- Thanksgiving
- New Years
- Columbus Day
- Veteran's Day

If a holiday falls on a weekend, the company will inform you when the holiday will be observed. Ordinarily, holidays falling on a Saturday will be observed the presiding Friday; holidays falling on a Sunday will be observed the following Monday. If you would like take a floating vacation because of religious beliefs, birthdays or simply to take the day off, you have to talk to the Human resources Department and see if it is alright with your schedule. The major events like Christmas, New years and others, will get paid.

18.3 Sick Leave

Asphalt Assault provides paid sick days to any employees. Employees accrue 10 sick days per year at the rate of 1 per month. The company will not pay employees for sick days that have not been used when employment ends. Employee may use sick leave when they are unable to work due to illness or injury. Sick leave is not to be used as extra- vacation time, personal days or "mental health" days. Any employee who abuses sick leave may be subject to discipline. You must report your supervisor if you will need to take sick leaves. We ask that employees call in as soon as they realize that they will be unable to work, before the regular start of their work day. You must report to your supervisor by phone each day you are out on leave.

18.4 Military Leave

Asphalt Assault supports those who serve in the armed forces to protect our company. In keeping with this commitment, and in accordance with state and federal law, employees who must be absent from work for military service are entitled to take a military leave of absences. This leave will be paid. When employee's military leave end, that employee will be reinstated to the

position he or she formerly held, or to a comparable position, as long as the employee meets the requirements of federal and state law.

18.5 Family and Medical Leave

Employees who have worked with Asphalt Assault for a period of time are eligible to take unpaid family and medical leave for one or more of these purposes:

- Because the employee's own serious health conditions makes the employee unable to work
- To take care for a spouse, child or parent who has a serious health condition or
- To take for a newborn, newly adopted child or recently placed foster child.

The position of that person will get replaced will he or she is gone, when the employee comes back he or she may resume his/her position if able to catch up with work, as for that employee that worked during the other employee that was gone, he/she will be able to work in that department or other departments as well.

18.6 Jury Duty

If you are called for jury duty, you are entitled to take time off, as necessary, to fulfill obligations. This leave will be paid. No employee will face discipline or retaliation for jury services. You must immediately inform your supervisor when you receive your jury summons. If you are chosen to it on a jury, you must inform your supervisor how long the trial is expected to last. You must also check in with your supervisor periodically during your jury services, so that Asphalt Assault knows when to expect you back at work.

19. Discrimination and Harassment

Asphalt Assault wants the work place to be a safe place where every employee and customer is comfortable being in.

19.1 Harassment will not be tolerated

It is our policy and our responsibility to provide our employees with a workplace free from harassment and discrimination. Harassment on the basis of race, color, national origin, religion, sex, age, disability or citizenship status undermines our workplace morale and our commitment to treat each other with dignity and respect. Accordingly, harassment will not be tolerated at Asphalt Assault. Discriminating any employee or customer can cause us to take actions like termination. Harassment can take many forms, including but not limited to touching or other unwanted physical contact, posting offensive cartoons or pictures, using slurs or other derogatory terms, telling offensive or lewd jokes and stories and sending e-mail messages with offensive content. Unwanted sexual advances, request for sexual favors and sexually suggestive gestures, jokes, proposition, e-mail messages or other communications all constituted harassment.

If you experience or witness any form of harassment in the workplace, please immediately notify the company by following the steps outlined. We encourage you to come forward with companies-the sooner we learn about the problem, the sooner we can take steps to resolve it. Asphalt Assault will not retaliate or allow retaliation, against anyone who complains of

harassment, assist in a harassment investigation or files an administrative charge or lawsuits alleging harassment. All managers are required to immediately report any incidents of harassment, as set forth in our Complaint Policy.

Complaints will be investigated quickly. Those who are found to have violated this policy will be subject to an appropriate disciplinary action, up to and including termination.

20. Compensation

Asphalt Assault compensation philosophy is to establish programs designed to attract, retain, and motivate employees, and which:

- Recognize and reflect the market within its geographical, labor, or product marketplace.
- Compensate employees for results as measured against defined objectives.
- Recognize the economics of our business and provide flexibility to reinforce and reward the accomplishments of business unit initiatives.

21. Drug-Free Workplace

At Asphalt Assault we take pride in being a leading retailer whose team members are committed to superior guest service, productivity and teamwork. We also recognize that drugs, alcohol and tobacco use lead to possible health, safety and security issues. Consequently, Asphalt Assault chooses to maintain a work environment that is drug-, alcohol- and tobacco- free.

22. Ending Employment

Sometimes a member of Asphalt Assault takes the decision to leave the company for whatever reason or have to leave because the decision taken by the company. We want your experience here at Asphalt Assault to be the best.

22.1 Final Paychecks

Sometimes an employee may decide to quit or by the company's decision an employee may get dismissed, for this cause your final check will depend on the day that you move out of the company. If you quit or are terminated or decide to leave a few days after your last paycheck you will have to wait until the other week.

23. Contact Information

As being part of the team of Asphalt Assault we want you to be able to communicate with us any comments, questions or concerns. You can always talk to your supervisor, for advice or worries that may have during your time in Asphalt Assault. If you have any questions that you have and want to communicate with any other departments please communicate with us, and we will give you information that you need.

You can communicate with Asphalt Assault at:
www.myasphaltassault.com
1401 S. Grand Ave.

Santa Ana, Ca. 92705
(714) 568-7000

APPENDIX



Write-Up's Asphalt Assault

Employee Name: _____

Date: _____ Time: _____

Supervisor Name: _____

Reason of Write-Up: _____

Number of Warnings: 1 (just warning) 2 (talk w/ both employee & supervisor)
3 (Detention 15 min.) 4 (Detention 30 min.) 5 (Talk w/ Mr. Gersten & Essay)

Comments: _____

Signature of HR.: _____ Signature of Employee: _____

Signature of Supervisor: _____



ASPHALT ASSAULT AUTHORIZED LEAVE OF ABSENCE

EMPLOYEE NAME

EMPLOYEE ID#

JOB POSITION

Reason of request:

Justifiable Reasons:

- 1) Pregnancy (6 months) / Wife; 3 months/ Husband *
- 2) Death in family (3 Days) *
- 3) Death in Spouse (30 Days) *
- 4) Family Care (6 Days Per Years)*
- 5) Disability (as long as disabled) -
- 6) Regular Vacation *

DIS/APPROVED

HR. SIGNATURE DATE

EMPLOYEE SIGNATURE DATE

CEO/ COO SIGNATURE DATE

* = Payable



TRADE FAIR

Asphalt Assault

Name Employee: _____
 Job Title: _____
 Department: _____

Ratings

A Excellent
 B Above Average
 C Average

D Requires Improvement
 F Unacceptable

Evaluation

Trade Fair	A	B	C	D	F
Smiles & Attitude					
Presents customer with Invoice of their purchase					
Priorizes Work, and Customers					
Meets Customers requirements					
Self-Motivates, On time					



TRADE FAIR

Asphalt Assault

Name Employee: _____
 Job Title: _____
 Department: _____

Ratings

A Excellent
 B Above Average
 C Average

D Requires Improvement
 F Unacceptable

Evaluation

Trade Fair	A	B	C	D	F
Smile & Attitude					
Presents customer with Invoice of their purchase					
Priorizes Work, and Customers					
Meets Customers requirements					
Self-Motivates, On time					



Evaluations Asphalt Assault

Direct Supervisor: _____

Department: _____

Job Title: _____

Performance, Behavior, Managerial **Unacceptable..... Supreme**

1. Leadership	0	1	2	3	4
2. Understanding	0	1	2	3	4
3. Attitude	0	1	2	3	4
4. Communication with employee	0	1	2	3	4
5. Planning	0	1	2	3	4
6. Contribution	0	1	2	3	4

Comments: _____

Signature of Supervisor: _____ Signature of HR.: _____

Signature of Employee: _____ Date: _____



Confiscated Item Asphalt Assault

Date: _____

Employee Name: _____

ID# _____

Dept. _____

CD Player/
MP3

Make- Up

Cell Phones

Others: _____

Submitted by: _____

Employee Signature : _____



Confiscated Item Asphalt Assault

Date: _____

Employee Name: _____

ID# _____

Dept. _____

CD Player/
MP3

Make- Up

Cell Phones

Others: _____

Submitted by: _____

Employee Signature : _____



ASPHALT ASSAULT CLASSROOM REVIEW

NAMES	T	R	I	B	E	TOTAL
KARINA						
MICHAEL						
JESSICA						
CHRISTINA						
JOSE						
JACKIE						
LAURA						
ERNIE						
HERIBERTO						
JOSE						
AMY						
DAISY						
LUIS G.						
LAURA						
LUIS L.						
NADIA						
ERIC						
NOEL						
THOMAS						
AJ						
ANDREA						
ANGEL						
STUART						
JENNIFER						
CHRIS						
JONATHAN						
CINDY						
JACKIE						
ERIK						
ZOBEIDA						
BERTA						
JANNY						

Certificate of Recognition

In recognition of outstanding performance as a
Team member of Asphalt Assault
this certificate of recognition is presented to:

_____ in the month of _____

_____ Chief Executive Officer _____ Chief Operating Officer

