



Employee Handbook

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About This Handbook

This handbook is supplied as a resource for you. It contains information about several policies that will relate to your time at Power Vision, INC. and its family of companies, referred to as the “Company”. The purpose of this handbook is to provide you with some important information about your employment. The handbook describes expectations, practices, programs, and benefits that you need to understand. It is your responsibility to review and be familiar with the policies contained within this handbook. If you have any questions about a policy contained within the handbook, you must contact the Human Resources Department.

Please note that because regulations and laws are constantly evolving, not all employee rights and benefits are covered by the policies of this Handbook. Similarly, not all of the Company’s policies are contained within the handbook. Many matters referenced in this handbook are either supported by or explained in greater detail in other Company documents. Company documents are always controlling over any statement made in the handbook or by any member of management. As such, we encourage you to consult with your Human Resources representative if you have any questions as to potential rights or benefits, would like to know if the Company has a certain policy, or would like more information about a particular policy not included here, you must contact the Human Resources Department.

Please note that your employment is at-will. This means that either you or the Company may choose to end the employment relationship at any time for any legal reason, with or without notice or cause. No company representative other than the CEO may modify your at-will status and such action must be done in writing.

The business we work in is a dynamic one, so there may be occasions where it is necessary to change or discontinue certain policies in the handbook. This handbook is meant to provide both the Company and you flexibility in order to respond appropriately in all instances. For that reason, the Company is always assessing ways to improve our policies, practices, and procedures. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice.

This handbook supersedes all prior handbooks.

Section 1 – Our Environment

1-1. Equal Employment Opportunity

The Company is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, genetic information, or any other characteristic protected by applicable federal, state or local laws. The Company is committed to this policy in all matters of your employment. The Company takes pride in being a great place to work. If you experience, witness, or suspect any violations of any of these policies, you must report them to your supervisor or human resources. If you are uncomfortable approaching either your supervisor or human resources, you must report it to a supervisor whom you feel comfortable with.

1-2. At-Will Employment

Your employment is at-will. This means that either you or the Company may choose to end the employment relationship at any time for any legal reason, with or without notice or cause. No company representative other than the CEO may modify your at-will status and such action must be done in writing.

1-3. Standard of Conduct and Ethical Practices

Everyone is expected to adhere to reasonable business and professional standards of behavior. This not only involves showing respect towards other members of our community, but also those that we come in contact with throughout the performance of our work. This includes refraining from any behavior that might be harmful to yourself, co-workers, or the public or behavior that might be viewed unfavorably by current or potential customers, the public, or anyone that you come in contact with as a result of your job.

Failure to conduct yourself in accordance with this standard may result in disciplinary action up to and including discharge. Whenever violations of Company policy become known, the Company will respond accordingly, including an investigation into any allegations.

1-4. Health and Safety

The health and safety of employees and others are of critical concern to the Company. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions, and that employees always perform their duties in a safe manner in compliance with safety standards and local laws. Employees are required to be conscientious about safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe

conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present at a worksite or on Company property, for example, in a delivery truck or process/ business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing health and safety. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any work injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of severity of the injury or accident. Failure to do so will result in disciplinary action, up to and including discharge.

1-5. Anti-Discrimination

In accordance with the Company's EEO Policy, the Company complies with all applicable federal, state, and local fair employment practice laws. As such, discrimination of any kind on the basis of a person's protected status is strictly prohibited. This policy prohibits discrimination against employees, applicants, and all other covered persons. If you feel that you have been a victim of, are currently experiencing, or have witnessed discrimination, you must immediately bring it to the attention of your supervisor or the Human Resources Department. You may also submit concerns, complaints, or information to Power.Vision.Acct@gmail.com. If you are uncomfortable bringing your concerns to any of those resources, you must immediately report them to another member of your management team. In order to assist the Company in its investigation, the Company may ask you to initially submit a written, signed complaint. The Company will investigate all claims and take actions pursuant to the outcome of the investigation.

1-6. Anti-Harassment

Harassment of any kind, including sexual, is strictly prohibited. The Company feels strongly that every member of the team has the right to work in an environment free from harassment. All employees are responsible for striving to maintain a workplace that fosters mutual respect and promotes harmonious, productive working relationships. If you feel that you have been, are being, or have witnessed harassment, you must immediately bring it to the attention of your manager or the Human Resources Department. You may also submit concerns, complaints, or information to Power.Vision.Acct@gmail.com. If you are uncomfortable bringing your concerns to any of those resources, you must immediately report them to another member of your management team. In order to assist the Company in its investigation, the Company may ask you to initially submit a written, signed complaint. The Company will investigate all claims and take actions pursuant to the outcome of the investigation.

1-7. Anti-Retaliation

The Company prohibits retaliation of any kind against employees, who, in good faith, report harassment and/or discrimination or assist in investigating such complaints. If an employee feels

he/she has been subjected to or witnesses any form of retaliation, the employee must report that conduct to his/her immediate supervisor, another member of management, or the Human Resources Department. You may also submit concerns, complaints, or information to Power.Vision.Acct@gmail.com. Employees are not required to approach the person who they feel is retaliating against them, and they may bypass any offending member of management.

1-8. Drug and Alcohol Free

The Company is subject to the federal regulations controlling transportation employers, including DOT mandated drug testing and policies. The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Company premises, while performing Company business (whether or not on Company premises) or while representing the Company, is strictly prohibited. Employees and other individuals who work for the Company are also prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances which may impact an employee's judgement and ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to and as directed by a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. It is the employee's responsibility to understand how any legally prescribed drugs may impact his/her ability to perform the functions of their job in a safe manner. If an employee is prescribed medication that will impact his/her ability to safely perform the functions of his/her job, the employee must contact the Human Resources department.

Violation of this policy will result in disciplinary action, up to and including discharge.

1-9. Workplace Violence

Threats, threatening language, or any other unacceptable acts of aggression or violence of any kind made by any Company employee will not be tolerated.

1-10. Guns at Work

To the extent permitted by law, employees and visitors are prohibited from the possession of weapons while performing job responsibilities.

1-11. Reporting Threats

If you feel that any of the policies meant to keep you safe are being violated or you become aware of any potentially dangerous situation, you must report it immediately to any member of management or Human Resources.

1-12. Workplace Injuries

All workplace injuries or illnesses, no matter how slight, must be reported immediately to your supervisor and the Human Resources department. Should you become injured on the job or become ill due to your job, you are required to notify the Human Resources department as soon as possible.

1-13. Safe Operation of Vehicles

This policy is in addition to the Fleet Policy found in Section 10 of this handbook. All employees authorized to drive Company owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license, or, if required, a valid Commercial Driver's License, and an acceptable driving record. Any change in your driving record or your license status must be reported to management immediately.

All employees must have their valid driver's license or, if required, Commercial Driver's License, in their possession while operating a vehicle. It is mandatory that the employee exhibit safe driving habits at all times while operating a vehicle and avoid exceeding any posted speed limits or other acts of recklessness. The use of cell phones or other portable devices is strictly prohibited while operating the vehicle, but responsible hands-free use will be permitted. The employee must abide by all applicable state and local driving laws and is responsible for any fines or penalties imposed as a violation of these laws.

If an employee receives any traffic or moving vehicle violations in a company vehicle or while performing any aspects of their job functions or duties, they must notify their manager of the violation. The company may take disciplinary action up to and including termination if the employee receives two (2) or more violations in a six (6) month period, if the employee routinely received violations, or if the employee's driving history gives the Company any reason to believe that the employee is unsafe in the use of a vehicle as part of his/her job duties.

You may only use Company owned or leased vehicles as authorized by management.

1-14. Application of FedEx Policies

In addition to the policies and procedures set forth in this handbook, you may also be subject to additional policies and procedures as set forth by FedEx from time to time. You are required to comply with both these policies and procedures and FedEx policies and procedures.

Section 2 – Compensation

2-1. Pay

The Company will compensate you for all time worked. Routes are paid with a flat, per diem rate. Each driver is paid based on his/her experience and job proficiency. To ensure proper payment, you must review your pay stubs promptly to identify and report any errors. If you believe that there has been an error with your pay or benefits, you must bring your concerns to the attention of your manager or the accounting department within ten (10) business days.

2-2. Pay Periods

Payroll is paid on Fridays. All employees are paid one (1) week in arrears.

2-3. Pay Methods

Payroll will be completed by check. For your convenience, the Company offers direct deposit as a means for employees to receive their pay. This means that your pay will be deposited directly into your bank account(s). If you select this option, you must fill out the appropriate Direct Deposit forms. Once you authorize Direct Deposit, you will be provided a statement of wages, which is accessible online through Paylocity. To opt into Direct Deposit, contact Human Resources.

2-4. Deductions

Payroll stubs will itemize deductions from gross earnings. By law, the Company is required to make certain deductions, including Social Security, federal income tax, and other appropriate taxes, court-ordered garnishments, and other legally required deductions mandated either by federal or local laws. Other deductions the Company will make are those pre-authorized by the employees, such as insurance premiums. Federal and certain state laws permit other reductions.

Employees who, throughout the course of their employment, receive any kind of payroll or wage advancement and who have not reimbursed the Company for the same will, unless otherwise stipulated by state law, have the applicable amount of pay deducted from their final pay.

If you believe that you have been subject to any improper deductions, you must report these immediately to your manager. If your manager is unavailable, if you do not receive a prompt and acceptable response or if you believe it would be inappropriate to contact that manager, please contact Human Resources.

2-5. PLACEHOLDER

PLACEHOLDER FOR FUTURE INFORMATION.

2-6. Final Pay

DOT violations resulting in driver disqualifications, failing to return my uniforms, company equipment, stealing from the company, including but not limited to stealing a company vehicle, are all grounds for the company to reduce the employee's final paycheck to the smallest amount permissible by law.

Additionally, due to the resources used during the training process, I understand that if I resign within sixty (60) days of my original hire date or fail to provide at least a written two (2) week notice of my resignation, my final paycheck will be reduced to the smallest amount permissible by law.

Section 3: Employee Timekeeping

3-1. Employee Classifications

The Company classifies employees in accordance with the Fair Labor Standards Act and all applicable state and local wage and hour laws. All overtime pay and meal breaks are administered in accordance with these laws. If you have any questions about your classification, how it impacts your benefits eligibility, or any changes in classification, you must contact the Human Resources department.

3-2. Full-Time Employees

Full-time employees are those who are regularly scheduled to work thirty (30) or more hours or more than three (3) days each workweek. Full-time employees are eligible for all company benefits, subject to the terms, conditions, and limitations of each individual benefit program or policy.

3-3. Part-Time Employees

Part-time employees are those who are regularly scheduled to work less than thirty (30) hours each workweek. Part-time employees who work at least one thousand, two hundred and forty-eight hours (1,248) in a calendar year are eligible to participate in all legally-required benefits.

3-4. Employee Service Credit

“Length of service” refers to the length of time that our employees spend as active full-time or part-time employees with the Company. Service begins on the day you become a full-time or part time employee.

Length of service may be used in determining certain employee benefits, such as time-off benefits. Should there be a gap in your employment, service begins on the first day of your return, and will not be backdated to your original start date, unless otherwise required by applicable law.

3-5. Timekeeping Procedures

All hourly employees are required to report all time worked. Drivers are required to log into the Omnitracs system immediately upon arrival to the hub. This is essential for the proper processing of payroll and to ensure accurate accruals for vacation and benefits.

Altering, falsifying, or tampering with time records is prohibited.

Failure to comply with time reporting requirements may result in disciplinary action.

Section 4 – Available Job Postings and Employment Records

4-1. Available Job Postings

The Company recruits and hires individuals based on the skills and qualifications for the given position. Further, the Company may consider internal as well as external candidates.

To be eligible to apply for an open position, current employees must meet several requirements:

- Be a current full-time or part-time employee
- Maintain a performance rating of satisfactory or above
- Have no current employee conduct or performance-related probations or warnings
- Meet the job qualifications listed on the job posting
- Provide the employee's manager with notice prior to applying for the position

4-2. Employment Records

The Company relies on the accuracy of employment applications as well as other information provided by you during your application, onboarding and employment process. It is your responsibility to certify that all information provided is accurate at all times, including after your employment begins. An applicant's or employee's falsification or misrepresentation on an employment record or application is strictly prohibited and will subject such employee or applicant to discipline up to and including ineligibility for hire or discharge. If you need to change any information relating to your employment records, you must contact the Human Resources department.

4-3. Drug Testing Policy

Employees are the most valuable resource of the Company. We are required by law to comply with all DOT-mandated drug testing requirements as set forth in 49 CFR Part 40. Additionally, the work environment is safer and more effective without the presence or effect of illegal drugs, controlled substances abuse, or alcohol. Employees who abuse alcohol or drugs are a danger to themselves and others. It is a condition of employment that employees pass the DOT-mandated drug screening test and be, and remain, free of illegal drugs, controlled substance abuse, and alcohol while at work or while performing job functions related to employment. Any current employee who feels that he or she has a drug or alcohol related problem is encouraged to seek professional help.

This policy establishes rules and procedures for drug and alcohol testing:

Conditions Requiring Testing:

All candidates and employees will undergo either a drug, or drug and alcohol test under the following conditions:

- Pre-hire testing. It is a condition of employment that all candidates submit to a pre-hire drug screen.
- Reasonable suspicion/cause
- Random testing
- Return-to-duty after a violation of drug and alcohol rules. You can't return to any DOT job before being tested and may be subject to unannounced testing at least 6 times in the first 12 months. These tests must be conducted under direct observation.
- Follow-up testing that takes place after return-to-duty. A Substance Abuse Professional (SAP) manages the follow-up testing for up to 5 years, determining how many times an employee is tested, and for what substance. These are completed in addition to other DOT required testing.
- Post-accident testing is required if you're involved in an accident meeting certain DOT criteria. An alcohol test must occur within eight (8) hours of the accident, and a drug test within thirty-two (32) hours.

Specimen Collection:

- Candidates and current employees will be required to bring their photo ID.
- Candidates and employees who undergo either a drug, or drug and alcohol test will be screened for the following:
 - Amphetamines
 - Cocaine metabolites
 - Marijuana metabolites
 - Opioids
 - Phencyclidine (PCP)
 - Ethanol (alcohol)
- Any conduct that clearly obstructs the collection process is prohibited.

Section 5 - Safety and Security in Communications

5-1. Technology Policy

The Company's communication and technology systems, including Portable Communication Devices (PCD), are intended primarily for business purposes. However, limited personal use is allowed only if it does not hinder job performance or violate Company policy. When using Company communication and technology systems, you should have no expectation of privacy. The Company may access the voicemail, e-mail, and other communications systems to obtain communications within the systems, without notice to users of the system.

All communications must be professional and legal. This includes the use of PCDs while driving.

If you are supplied with company owned communication devices, these devices are, at all times, the property of the company and must be immediately returned upon termination of your employment in a condition which will allow the Company full and complete access to all data, files and other property which has, at any time, been owned by or within the control of the Company.

5-2. Privacy Policy

Our Privacy Policy will always comply fully with the laws of the region where the work is being performed. For more information, please contact Human Resources. However, as a general rule, you may have access to confidential information, or information that is not readily available to the public. During the course of work, employees may become aware of confidential information. You are prohibited from making any unauthorized disclosures of private, confidential or trade secret information.

5-3. Media Relations

Only employees who are authorized or required to give statements to the media as a result of their job duties, may provide any statement regarding the Company to the media. All media inquiries must be referred to Power.Vision.Acct@gmail.com.

5-4. Social Media

All rules regarding confidentiality and proprietary information you receive from or learn as a result of your employment with the Company apply to your social media use.

Anything that may be understood by a reader to be an opinion or position of the Company should not be posted unless you are authorized to post such content.

In addition to Power Vision, INC. policy, FedEx Ground mandates the following policy, which should be observed by Power Vision, INC. employees at all times:

In general, its service providers and its personnel should not make comments or publications on behalf of FedEx Ground or affiliated companies, without prior consent from FedEx Ground.

Service providers and their personnel should not publicly disseminate content that is materially false in connection with its agreement or that wrongfully disparages the services, brand, or reputation of FedEx Ground or its customers. Any media inquiries can be directed to station representatives to be sent to FedEx Ground Corporate Communications.

5-5. Violations

Any violation of this policy may result in disciplinary action, up to and including termination of employment. Power Vision, INC. reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity. Power Vision, INC. does not consider conduct in violation of this policy to be within an employee's or partner's course and scope of employment, or the direct consequence of the discharge of the employee's or partner's duties. Accordingly, to the extent permitted by law, Power Vision, INC. reserves the right not to defend or pay any damages awarded against employees or partners that result from violation of this policy.

Section 6 – Benefits

6-1. Overview

This should be used as a guide to explain some of the benefits that may be available to you as a Power Vision, INC. employee. For more information or to learn about other potential benefits, please refer to the Benefit Enrollment Guide. More detailed descriptions of the specific employee benefit plans are available in the Summary Plan Descriptions or plan documents available through the Benefit Enrollment Guide or Human Resources. The terms of such Summary Plan Descriptions (SPD) are controlling over the terms of any and all of the policies below or elsewhere.

Please note that Family and Medical Leave benefits are described in Section 8.

6-2. Breaks

Each employee will receive all meal and refreshment breaks to which they are entitled. If you have any questions regarding these breaks, you must speak with your management team or the Human Resources department.

Lactation breaks are available to eligible employees in accordance with and to the extent required by law. Please contact Human Resources for more information.

6-3. Personal Days

Drivers will receive five (5) days of Paid Time Off (“Personal Days”) on their one (1) year anniversary of employment. Personal Days must be taken during the year received, unless otherwise required by law. Unused Personal Days do not roll over to the following calendar year, unless otherwise required by applicable state or local law.

Personal Days must be scheduled with management at least four (4) weeks in advance.

No personal days may be used from November 1st thru December 31st without extenuating circumstances and at least six (6) weeks’ notice and approval by management.

Sick days may be used as Personal Days at the driver’s request. If you will miss work due to illness or due to any other emergency for which notice could not be provided, you must call in and notify your supervisor as early as possible, but at least by the start of your workday. If you call out sick, you may be required to provide a doctor’s note and/or fitness for duty certificate on the day you return to work.

If your employment with the Company ends for any reason any unused Personal Days are not eligible to be paid out, unless otherwise required by applicable law.

6-4. Workers' Compensation

Workers' Compensation is a no-fault insurance plan that is supervised by the state in which an employee works and is fully paid. Workers' Compensation provides employees with benefits for any injury or illness suffered in connection with their employment. Under the provisions of the law, if an employee is injured while at work, they are generally eligible for Workers' Compensation. However, please note that the Company requires that you report all work-related or on-the-job injuries to your supervisor and Human Resources as soon as reasonably possible. Coverage begins immediately, and has no length-of-service or compensation eligibility requirements.

Unless otherwise prohibited by applicable state or local law, Power Vision, INC. is unable to guarantee your return to employment upon your return from Workers' Compensation leave.

6-5. Jury Duty & Victim/Witness Leave

If you are summoned for Jury Duty or to be a witness in a criminal proceeding, it is your responsibility to provide proper notice of your summons and verification of your service to your management team. Proper notice is notice that is given within four (4) working days of receiving your summons. The Company will not compensate you for time spent on Jury Duty or spent serving as a witness, unless otherwise required by applicable law.

You are also expected to keep your management team informed of the expected length of jury duty or witness service and to report to work for the major portion of the day if you are excused by the court.

If you or a member of your immediate family have been a Victim of a crime and would like to attend any criminal proceedings associated with the crime, you may take unpaid leave to do so. However, it is your responsibility to give proper notice to your management team. Proper notice is notice that is given within four (4) working days of learning of the court's scheduling order.

Witness leave does not apply if you are required to appear as a Defendant in any proceeding.

6-6. Insurance Programs

Employees may participate in the Company's insurance programs if otherwise eligible. Under these plans, eligible employees may receive health and other insurance coverage for themselves and their families.

Please see the Benefit Enrollment Guide or Human Resources for more information.

6-7. Voting/Election Leave

The Company encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are encouraged to vote either before or after their regular work schedule; however, if employees are unable to do so, the company will grant the amount of leave required by the state in which the employee resides. Such leave will be unpaid unless otherwise required by applicable law.

Employers who are chosen to serve as election officials at polling sites will be permitted to take Personal Days to serve in this capacity. It is incumbent on the employees who are chosen to act as election officials to notify their manager a minimum of seven (7) days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods.

6-8. More Information

For more information about the benefits listed above or to learn whether the Company offers other benefits, contact the Human Resources department.

Section 7 - Family and Medical Leave

7-1. Family and Medical Leave Overview

Family and Medical Leave (FMLA) is available to eligible employees. Eligible employees must meet all of the following requirements: (1) have been employed by the Company for at least twelve (12) months (which need not be consecutive); (2) have been employed by the Company for at least one thousand two hundred and fifty (1,250) hours of service during the twelve (12) month period immediately preceding the commencement of the leave; and (3) be employed at a worksite where fifty (50) or more employees are located within seventy-five (75) miles of the worksite.

FMLA leave includes personal and military leave, and may be used to care for the employee's child after birth or after placement for adoption or foster care, to care for the employee's spouse, son, daughter, or parent (but not in-law) who have a serious health condition, for the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care of childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job, or because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

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 healthcare 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, or incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits 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.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

Please note that an employee must use all accrued paid time off (PTO) before receiving unpaid leave and disability benefits.

For more information about the FMLA, including your eligibility, please contact Human Resources.

Section 8- General Standards of Conduct

8-1. Solicitation and Distribution

Employees may not solicit other employees during work times. Distributing literature during working hours is prohibited. However, solicitations and distributions are permitted during non-working hours and/or in non-working areas.

8-2. Appearance & Dress Code

All employees are expected to dress and groom themselves in accordance with the professional standards of our industry and the requirements of their job. Employees, including temporary employees, are supplied with three (3) sets of FedEx uniforms for all seasons. Employees must wear the approved supplied uniform at all times while performing work for the Company.

8-3. Attendance

You are expected to maintain a good attendance record. This means that you consistently arrive on time and do not have unexcused absences. Due to the nature of our business, one (1) no call /no show can be considered job abandonment. Additionally, excessive absenteeism or tardiness may negatively affect your performance and potential for advancement, as well as lead to disciplinary action.

If you expect that you will be tardy or absent, you are required to notify your supervisor at the earliest time possible via telephone or other prearranged communication method. If your immediate supervisor is unavailable or fails to respond in a timely manner, you must contact another member of your management team or the Human Resources department.

Unauthorized absences exceeding three (3) consecutive shifts or working days is a violation of this policy, and will be considered job abandonment. Specifically, your employment with the Company will be terminated.

8-4. Credit Card & Fuel Card Restricted Use

You may be supplied with a Company Credit Card and/or Fuel Card. This card is for professional, approved purchases only. No personal or private expenditures shall be charged to the Company's account. Each expense charged must be accompanied by the actual itemized receipt.

Violation of this policy will result in disciplinary action, including termination of employment and/or prosecution.

Section 9 – Fleet Policy

In addition to the policies and procedures set forth by FedEx, the following rules apply to operating a Company-owned, Company-leased, or personal vehicle while conducting Company business:

9-1. Driver Selection and Retention

All employees authorized to drive Company-owned, Company-leased, or personal vehicles while conducting Company business, on or off Company property, must possess/meet the following requirements:

- A current, valid driver's license.
- An acceptable driving record. Any change in license status or driving record must be reported to management immediately.

9-2. Driver and Vehicle Safety:

All employees are expected to drive in a safe and professional manner at all times. Employees should follow these basic/fundamental safe driving procedures:

- The driver and all passengers must wear seat belts.
- Employees are to refrain from the use of portable communication devices while driving. If acceptance of a call is absolutely necessary while employees are driving, and permitted by law, they must use a hands-free option. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their portable communication device while driving will be solely responsible for all liabilities that result from such actions. Texting and emailing while driving is prohibited in all circumstances.
- Employees must obey all traffic and parking laws or regulations.
- Employees must not eat or drink while driving.
- Drivers must never operate a Company-owned, Company-leased, or personal vehicle while under the influence of alcohol or a controlled substance.
- The vehicle must be maintained/operable, licensed, and safe at all times.
- Drivers and occupants are not allowed to possess, transport, or consume alcohol, illegal drugs or firearms in the vehicle at any time.
- Employees are not to pick up hitchhikers or allow an unauthorized person to be a passenger in or to drive a Company-owned, Company-leased, or personal vehicle while conducting Company business.

9-3. Accident and Theft Reporting

While employee safety is our first concern, all accidents or incidents that result in personal injury and/or damage/loss to Company vehicles and property, shall be properly reported immediately and will be investigated. All at-fault accidentals must be reported to management within thirty (30) minutes of the accident's occurrence. Failure to report any damage to a Company vehicle is grounds for termination.

Employees must report any theft from the vehicle or of the vehicle immediately to management.

Failure to comply with this Policy will result in disciplinary action, up to and including termination.

Section 10 – Ending Your Employment

10-1. Voluntary Resignation

Although employees are free to terminate their employment at will at any time, employees are expected to provide a minimum of two (2) weeks advance notice. Written notice should be given to the employee's supervisor, stating the reason for the resignation. Separating employees must be actively working on their last date of employment and cannot use Personal Days to extend separation dates,

Employees who resign may be requested to participate in an exit interview.

10-2. Involuntary Resignation

Although the Company may terminate the employment relationship at-will where consistent with applicable state laws, it may exercise discretion to administer a disciplinary system that may involve one (1) or more formal warnings. However, in some instances, it may be determined that immediate termination is appropriate. Employees who are involuntarily separated are not eligible for rehire.

10-3. Final Paycheck

Separating employees must submit outstanding timesheets for all pay periods up to their last date of employment. Following the employee's last active day of work, the final paycheck will be issued as soon as is practicable and in compliance with applicable state laws. Health, dental and vision insurance coverage will continue until the end of the month of the date of termination. Eligible approved bonus/incentive payments and expense reimbursements will be issued according to the normal payroll and accounts payable cycle, subject to applicable state laws.

Employees who have unused Personal Days will forfeit such days and not be paid for unused Personal Days, unless otherwise required by applicable law.

Employees who, throughout the course of their employment, receive any kind of payroll or wage advancement and who have not reimbursed the Company for the same will, unless otherwise stipulated by applicable law, have the applicable amount of pay deducted from their final pay.

DOT violations resulting in driver disqualifications, failing to return my uniforms, company equipment, stealing from the company, including but not limited to stealing a company vehicle, are all grounds for the company to reduce the employee's final paycheck to the smallest amount permissible by law.

Additionally, due to the resources used during the training process, employees who resign within sixty (60) days of their original hire date or fail to provide at least a written two (2) week notice of resignation, will have their final paycheck reduced to the smallest amount permissible by law.

10-4. Company Issued Equipment

Employees are required to return company equipment within forty-eight (48) hours or two (2) days from the last day of employment. Unless otherwise prohibited by applicable state or local law, the company will withhold the employee's final paycheck until equipment is returned. Should an employee fail to return any equipment that was company issued, the company may take legal action to recover all company owned property and/or damages.

10-5. Verification of Employment

The Company will respond to reference requests through the Human Resources Department. The Company will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Please refer all requests for references to the Human Resources Department.

Section 11 – Conclusion

Please remember that this handbook is intended only as a convenient source for you to retrieve information that may be relevant in the day-to-day of your employment with the Company. The Human Resources department will always have the most up-to-date information about all company policies, including those that are not included in this handbook. If you have any questions about the policies contained within this handbook, or if you would like to learn about other policies not included in this handbook, you must contact the Human Resources department.