



## EMPLOYEE HANDBOOK

*OR Line Haul Driver Edition*

## **Welcome to Roman Freight Lines**

As a new team member at Roman Freight Lines, we welcome and thank you for choosing our company for what we hope will be a safe, prosperous, and fulfilling career. The company you choose to drive for is an important and sometimes difficult decision to make. As a team member for Roman Freight Lines, you represent our most important asset. For this reason, we believe your decision to join us was the right one.

Roman Freight Lines was founded by Matthew Pabon under the management Company, SPT Holdings. It is Matthew's mission to build companies that can help as many people as possible by creating new jobs while providing the best service to employees and customers.

Matthew has found his success in the logistics industry where the highest of standards are upheld and the most innovative business solutions are continually being developed. Most importantly, fostering a sense of community of friends and family in his businesses has created a desirable culture for all those involved.

We believe that by working together with honesty, respect, and trust, we can build a long-lasting, mutually beneficial, and rewarding relationship.

Our mission is to build & resource  
customized transportation solutions  
for market distributors.

# Roman Freight Lines Employee Handbook

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### **Disclaimer**

The information contained in this employee handbook are the company's policies and procedures. These policies are a condition of employment. If at any time a policy stated in this Employee Handbook conflicts with any federal, state, county, and/or city laws, then those laws will govern. Our company reserves the right to change or cancel employment policies, procedures, benefits or this Employee Handbook at any time. Our company will try to notify employees timely of any policy changes, additions, or deletions. It is the responsibility of the employee to stay up to date and current with all company policies.

### **Our Open-Door Policy**

Our company cares about its employees and values their continued input toward the improved operation of our company. Some of our best ideas and suggestions have come from our current employees and we promote this continued open exchange of ideas through a strong *Open-Door* policy.

Any employee wishing to meet with any member of management may contact that member of management directly to set up a mutually convenient time to meet. The member of management will schedule the requested meeting, discuss the areas of concern with the employee and take further action if they feel that it is necessary.

No employee will be coerced or threatened if they choose to meet with upper management and all management will keep the specific content of such meetings in strictest confidence to assure the well-being of the employee.

### **Responsibility**

It is the responsibility of each member of Management to make themselves accessible to employees whenever their schedule allows, and to interact with employees in a way that promotes continued success and professionalism within our company.

### **Survey**

To do our job well as a company, it's crucial that our team members tell us about their experiences and let us know how we're doing. When you provide us with this information, you'll help us improve the overall quality of service to our employees.

<https://www.sptholdings.com/staff>

### **Equal Employment Opportunity**

Our company is an equal employment opportunity employer. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. Our company will not engage in or tolerate any discrimination in the workplace prohibited by local, state or federal law. Specifically, no employee will be discriminated against based on his or her race, sex/gender, religion/creed, age, physical or mental disability, marital status, national origin, genetics/genetic markers, military or Veterans status, sexual orientation or any other characteristic protected by applicable federal, state or local law.

**At-Will Employment**

Your employment with our company is at-will. This means that neither you nor our company has entered into a contract regarding the duration of your employment. You are free to terminate your employment with our company at any time. Likewise, our company has the right to terminate your employment, or otherwise discipline, transfer or demote you at any time at the discretion of our company. The at-will nature of employment may be modified only in writing and signed by an approved company representative.

**Management Company**

*Roman Freight Lines* is owned and managed by *SPT Holdings*. While the company handles all of operations, SPT Holdings' corporate office handles all the management responsibilities such as payroll, recruiting, safety and fleet management.

**Administrative Hours**

For questions, concerns, or general inquiries please reach out to your immediate supervisor first. Should you require additional assistance, an administrator at SPT Holdings can be reached during office hours. During holidays however, listed hours may differ based on business needs. SPT Holdings' corporate office is closed on major holidays. For urgent needs, please contact your direct supervisor.

**Monday - Friday 8:00 AM - 5:00 PM PST**

**Contact**

Department	Email	Phone #
General Inquiries	info@sptholdings.com	(425) 256-2900
Recruiting	jobs@sptholdings.com	(425) 256-2037
Payroll	payroll@sptholdings.com	(425) 256-2911
Human Resources	hr@sptholdings.com	(425) 947-2061
Safety	accidents@sptholdings.com	(425)947-9035

**Affiliated Companies**

SPT Holdings is the management company for the following companies:

- Roman Freight Lines, Inc.
- BAC Enterprises, Inc.
- BSP Shipping, Inc.
- Wade Transport Company, Inc.

**Employee Information**

Upon hire, employees will be provided access to UltiPro\*, the company's HRIS portal, which is accessible 24/7 by computer or mobile device. (nw13.ultipro.com) There, employees will have access to pay statements, time-off request forms, employment documents, and health benefits summary amongst many other things.

The company requests that employees periodically review their file to ensure their information such as address is updated.

The default login is your personal email and 8-digit birth date. Should UltiPro ask for a company access code, it is 98208. Once logged in, you will be required to change your password. If there be any issues with accessing your account, please email our HR department.

*\*Employees will be given access to UltiPro once they have submitted their I-9 acceptable documents. All new employees must provide these documents within three (3) business days of their start date. If an employee does not present acceptable documents within that time frame, they will not be able to continue working for the company until the documents have been presented to the company.*

### **Driver Training & Support**

#### **Orientation**

Our company has a formal orientation program which all new team members are required to complete and will cover a variety of topics. Among those are our company's policies, procedures, and safety and regulatory compliance.

All new team members will be assigned to a driver trainer. The purpose of this time with a company driver trainer is to evaluate the new team member's overall driving skills and techniques and to become fully acquainted with the job duties and requirements. This time should also be used to familiarize the new team member with our customers, paperwork procedures, policies and procedures, and to answer any questions or concerns which were not addressed in the orientation training.

A new team member can expect to spend 1 to 3 days out with a driver trainer. The actual time will be determined by the new team member's overall skill level, experience, and how quickly the team member adapts and adheres to our company's methods and procedures.

**Additional Training:** Our company is committed to providing proper and adequate training to our drivers so that they can perform the duties and functions of their jobs in a safe, legal, and professional manner. Drivers may request, or a supervisor can recommend, additional training at any time. Drivers requesting or in need of additional training will be referred to the Safety Department for coordination.

**Career Development:** The employees of our company are our most valuable assets. Our company believes that as the length of service increases, so does the value our employees add to the organization. Therefore, our company is committed to providing the opportunity for career development to all our team members.

**Dispatch Operations:** Roman Freight Lines is committed to providing its drivers with a reasonable supply of work that can be safely and legally performed, that allows the driver the opportunity to achieve personal income and standard of living goals, and that provides adequate quality time at home. Our Dispatch professionals are available at **(206) 501-4380**.

### **Code of Conduct**

Team members are to conduct themselves in a responsible, professional, and ethical

manner to ensure they maintain a high standard of service as they are representatives of our company.

### **Customer Service**

Customer service is our product. Our company is committed to achieving the highest level of customer satisfaction to ensure our continued success. Our goal is to consistently deliver zero-defect customer service.

Our team members are expected to pick up and deliver on time, with no cargo loss or damage. Team members are required to communicate all variances to scheduled pickup and delivery appointments promptly so our company can notify the customer and take any needed corrective action.

All paperwork and billing information is to be accurate, signed, and submitted promptly. Team members are expected to *always* be courteous, cooperative, and respectful. If a conflict does arise at a customer location, the team member should not attempt to resolve the issue. In such cases, the team member's immediate supervisor should be contacted to handle the situation.

### **Dress Code**

Our company requires all employees to present themselves in a professional manner, regarding attire, personal hygiene, and appearance. These standards are commensurate with our organizational practices of appropriate business conduct and professionalism. Our team members are our most visible company representatives to the general public and to our customers, and therefore, need to maintain the highest personal appearance and conduct standards.

### **Personal Hygiene**

Appearance and grooming shall appear neat and business appropriate. All hair, including beards and facial hair, must be neatly tied-up, trimmed, or maintained. Clothing and shoes shall be in good condition, laundered, and fitted. Any tattoos that are commonly found as offensive must be covered up.

Employees are expected to meet hygiene requirements. Washing hands after eating, using the restrooms, sneezing, or coughing, as well as showering routinely and daily use of deodorant, should be practiced.

### **Smoking and Vaping**

Smoking and vaping are strictly prohibited in **all** company vehicles. It is also prohibited on any delivery customer's property, whether in their driveway or in front of their house. Please keep in mind our company's image and message you are sending to our customer. Used cigarettes must be thrown out in public trash. Do not store them in the vehicle or litter the ground.

### **Personal Property**

Our company is not responsible for the personal property of employees in facilities, vehicles, or parking areas. Any personal items brought on company premises deemed inappropriate by our company will be removed without notice.



### **Company Property**

Necessary precautions must be made to protect equipment and to store it in a manner that provides adequate protection from theft or damage. Additionally, any products that are being transported in our company-assigned vehicles, especially perishable food, need to be adequately protected and handled to ensure no damage, theft, spoilage, or loss. In the case of damage, loss, or theft, the employee may be responsible for the cost of replacement if the damage, loss, or theft is the result of gross negligence on the part of the employee.

### **Vehicle and Equipment Maintenance**

Our company is committed to proper and regular maintenance of its equipment. All equipment used by our company will be safe to operate, properly licensed and permitted, and will be kept clean and professional in appearance. Drivers are expected to report any defects or unsafe conditions immediately. Our company has established breakdown and road repair procedures to safely and efficiently handle equipment failures while out on the road. These will be outlined in detail during your driver training program and is also described in the *Roman Freight Lines Safety and Compliance Manual*.

### **Company Vehicles**

It is the responsibility of all employees to make sure that their company-assigned vehicles, and any applicable work areas, are secure and locked. This includes, but is not limited to, securing all doors, setting the parking brake properly, removing keys from the ignition, and removing all extraneous items in the cab.

All employees are expected to keep their vehicles clean at all times. Employees need to remove all trash, debris, and personal items, and sweep out the back of the truck at the end of each day. Also, each assigned truck must be fueled at the end of each shift.

Assigned vehicles are not to be used for personal use. If an employee uses the vehicle for personal purposes without prior approval, it will be grounds for immediate termination. (See Company Vehicle Personal Use Agreement).

### **Work Schedule**

With variations in workload based on business demands, it is our responsibility to meet critical deadlines. As a result, you may be required to work longer hours be it pre-planned or spontaneous. This is mandatory and a condition of employment. It is expected that a normal work week is 40-50 hours.

Hourly, non-exempt employees are paid according to time worked and submitted for payroll using our company's timekeeping application, UltiPro. Hourly employees will be paid one-and-one-half (1.5) times regular "straight-time" hourly rate of pay for the following circumstances:

- Each workweek's pay period begins on Sunday 12:00AM and ends on Saturday at 11:59PM.

- All time worked in excess of forty (40) straight-time hours in any single (1) workweek.

Note that hours paid but not worked (i.e. Paid Time Off or paid holiday), will not be considered hours worked for the purposes of calculating overtime.

### **Attendance**

Team members are expected to have reliable transportation to get to and from their home terminals. Team members may not use company vehicles for personal use, or for transportation to and from home unless permission to do so is specifically granted by an authorized company official.

Punctual attendance is mandatory for efficient job performance. All employees are required to be at work at the agreed upon time. In cases of absence for any reason, notify your immediate manager as soon as possible. Absenteeism will be taken very seriously. Due to the nature of this business, every employee is relied upon and must understand the responsibility they carry. Absences or tardiness without enough notice or excuse may result in discipline up to and including termination.

### ***Call Outs***

If you are unable to come into work for your scheduled shift, you must notify your manager at least two (2) hours before the start of your shift. If you do not provide this reasonable notice, you are subject to disciplinary action up to and including termination. The company understands there are some circumstances in which a full two (2) hour notice cannot be given. In these circumstances, please notify your manager as soon as you are able to. If you call out three (3) days in a row, the company requires you to present a doctor's note, if applicable.

### ***No Call No Shows***

A no call no show is any time you do not notify your manager you will not be at your scheduled shift. No call no shows are taken very seriously at this company. We have a very strict schedule, no call no shows put hardship on the company. If you no call no show three (3) days in a row, the company will consider this a voluntary termination and you may not be eligible for rehire.

### **Rest and Meal Breaks**

All employees are required to take rest breaks throughout the day depending on hours worked. Since breaks are not usually monitored due to the nature of the work, all employees are entrusted to be responsible for taking a break. Any abuse of this policy may result in appropriate disciplinary action including permanently scheduled breaks, write-ups, and including termination for multiple infractions.

### ***Rest Breaks***

Hourly, non-exempt employees are entitled to 10-minute paid breaks for shifts of 3.5 to 6 hours; 20 min of paid rest breaks for shifts of more than 6 hours up to 10 hours; 30 min of paid rest breaks for shifts of more than 10 hours up to 14 hours and so on.

**Meal Breaks**

Hourly, non-exempt employees must take an unpaid meal period of no less than 30 minutes when they have worked a period of more than five (5) hours. If you are scheduled to work only six (6) hours or less, you and your manager can mutually agree, in writing, that the meal period may be waived. The Human Resources Manager has the appropriate form for waiving meal periods that you must request, complete, and submit timely to Human Resources as applicable.

When your workload prevents you from being relieved of all work during your meal period, you may be paid for your meal period when you and your manager mutually agree, in writing, that an on-duty meal period is agreeable to you.

You will not be allowed to work for a period of more than fourteen (14) hours without taking a second unpaid, duty-free meal period of at least thirty (30) minutes. If you are scheduled to work twelve (12) hours or less, and you and your manager may mutually agree in writing that you will waive a second meal period, provided the first period was not waived. The Human Resources Manager has the appropriate form for waiving meal periods that you must request, complete and submit with your timesheet as applicable.

For employees in driver positions, rest breaks are not usually monitored while employees are driving and therefore, our company has the expectation that employees in driving positions will self-monitor and take their rest breaks as required. Meal breaks are monitored by clocking out/in for the meal period in the timekeeping system. All employees, regardless of their positions, are entrusted to be compliant and take their rest and meal breaks for the appropriate time required by law.

**Work Time Recordkeeping**

It is mandatory that all non-exempt employees accurately record work times excluding meal breaks for each shift. For ease of reporting, each applicable employee will be provided with login information for using the *UltiPro* mobile application that tracks hours worked.

**Compensation**

Our company has a pay-for-performance philosophy with performance, productivity, and tenure all factors considered in compensation decisions. Compensation adjustments are not guaranteed and are granted at our company's discretion.

***Safety & Service Incentive (SSI)***

Complementary to each team member's compensation plan is a Safety and Service Incentive based on qualification. The incentive is a bonus and used to reward drivers for driving safely. In an event where a driver is involved in an at-fault accident or another disqualifying event, a bonus will not be earned for an established period. Please refer to the *Service & Safety Incentive* document for more information.

***Wage Increases***

Drivers are eligible to receive a wage increase every six (6) months following their first anniversary if the employee remains at full-time status over the course of the

qualifying period and is in good employment standing.

### **Paychecks**

Paychecks will either be directly deposited (preferred method) or distributed via live check on the payday as established in the payroll schedule. Wages are subjected to deductions of all Federal, State, and any other required taxes and withholdings.

*If you elect for paper check rather than direct deposit, there may be a delay in receiving your paycheck.* All paper checks are sent your manager's address. You are responsible for making arrangements to pick up your paper check on the designated pay dates. Please be aware there may be extraneous circumstances, that are out of the company's control, where your manager may not be able to distribute your paycheck to you on the pay date. It is advised to enroll in direct deposit to avoid any delays.

### **Payroll Schedule**

The work week begins on a Sunday at 12:00AM and ends on Saturday at 11:59PM. Employees are paid weekly, nine (9) days after the end of each pay period on Tuesday. In the event payday falls on a holiday, employees will be paid the business day before the holiday.

### **Pay Statements**

Visit [nw13.ultipro.com](http://nw13.ultipro.com) to create an account by following the prompts after your first payday. This will allow you to view, print, and save your pay stubs at any time.

### **Expense Reimbursements**

For circumstances where there is an immediate operational need and an expense is incurred, those expenses must be approved in advance to receive reimbursement. Reimbursement requests, including receipts for supplies and related notes such as truck number, MUST be submitted to your immediate manager and to [accounting@sptholdings.com](mailto:accounting@sptholdings.com). Approved expenses are reimbursed on the next paycheck and are NOT subject to payroll taxes and deductions.

### **Benefits**

#### **Health Insurance**

Employees are eligible for health insurance on the 1st day of the month following completion of 60 days of employment. Health insurance options are available to employees for an affordable cost. Additional health insurance for qualifying dependents is available at full cost to the employee. Optional dental and vision is also available. More information on coverage and selections will be provided by Human Resources after 60 days of employment.

Monthly benefit premiums are paid in full at the beginning of each month by our company on behalf of the employee. The employee's contribution amount owed will

be deducted from each paycheck. Should an employee separate from our company before the end of the month, the full outstanding premium will be deducted from the final paycheck. The separated employee will have full access to use his/her benefits through the end of the month when the separation occurred.

***Paid Holidays***

Our company offers five (5) paid holidays after 90-days of employment. Holidays are paid at a flat rate of \$100, if you do not work the holiday. Those paid holidays are Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

***Holiday Premium***

Our company offers a premium for the listed holidays above worked by employees. If you have been employed longer than ninety (90) days, you will receive a flat amount of \$150 holiday pay. If you have been employed for less than ninety (90) days flat amount of \$50. This is in addition to your normal daily wage.

*\*Salaried employees must be asked to work the holiday in writing by their direct supervisor. If the employee was not asked to work, they must be completely offline. Any unauthorized work is subject to review.*

***Paid Time Off***

All employees qualify for Paid Time Off (PTO). Employees will begin earning PTO based on accrual on the first day of work and may begin redeeming earned PTO after 90 days of employment. PTO can be used for reasons such as illness, to care for a family member, doctor visits, and other related leave. You must request PTO in advance through *UltiPro* unless it is an unforeseen medical-related situation, which in that case, must be reported to HR as soon as possible. For any leave beyond three (3) days, a doctor's excuse note is required upon return.

An employee can earn up to 48 hours of PTO in a calendar year. Any unused PTO of up to 40 hours on December 31st may be carried over to the next calendar year. You are allowed a maximum of 80 hours of PTO at any given time.

***401(k) Retirement***

A 401(k) retirement savings program is offered by the company to employees with 90 days of work. Refer to your *Benefits Summary* to find out more.

***Time-Off Requests***

Approval of requests for time-off is based on a "first come, first served" basis except in instances of unforeseen illness, injury, or emergency. All requests must be submitted through [nw13.UltiPro.com](http://nw13.UltiPro.com). Only when an employee has accrued enough PTO will it be paid regardless of the type of time-off requested and/or approved.

Due to the high business demands, our company may enforce blackout dates during which time-off requests will not be granted. Requests for time-off during the said period will automatically be denied except in instances of unforeseen illness, injury, or emergency.

## **Leave of Absence**

If you require to be absent from your job for an extended time period, you must notify your manager as soon as possible so that arrangements can be made. Listed below are the types of leaves available to regular full-time employees. All leaves are unpaid unless noted or earned FPTO is available, which in that case, must be used.

### ***Family and Medical Leave***

An employee who has worked for our company at least 12 months, including at least 1250 hours in the last 12 months, and worked at a location where there are more than 50 employees in a 75-mile radius, may be entitled to 12 workweeks of unpaid leave in any 12-consecutive-month period (a rolling 12-month period as described in the Family and Medical Leave Act):

- to care for a newborn or newly-adopted child or newly-placed foster child
- to care for a child, parent or spouse who has a serious health condition
- because of the employee's own serious health condition

A "serious health condition" is an illness, impairment or condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider, any period of incapacity of three or more consecutive days and continuing care by a medical provider, as well as any period of incapacity due to pregnancy including prenatal care.

Employees may also take up to 12 weeks of *unpaid* FMLA leave when they experience a qualifying exigency arising out of the fact that their spouse, parent or child is either a member of the Armed Forces or has been called to active duty in the Reserves or National Guard by the federal government and is being or was deployed to a foreign country. A qualifying exigency is a non-medical activity directly related to the relative's deployment to the foreign country. It includes attending certain military events and related activities, attending family support and assistance programs, arranging for temporary childcare, addressing legal and financial arrangements, attending counseling related to the deployment, rest and recuperation with the service member on leave from deployment and attending post-deployment briefings. Such employees may be required to provide certification that their family member is in the Armed Services, National Guard or Reserves, and has been called to active duty/deployed to a foreign country.

In addition, eligible employees are entitled to up to 26 weeks of family medical leave to care for a, child, parent (as defined under FMLA) or next of kin (defined as a person for whom the employee is the nearest blood relative) who is either a member of the Armed Forces (including members of the National Guard or Reserves) or a qualified veteran, and is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a qualified injury or illness which was either incurred by the service member in line of duty on active duty in the Armed Forces or aggravated by military service in the line of active duty.

Leave to care for a newborn, newly adopted child or newly placed foster child must be taken within 12 months of the birth, adoption or placement. If our company employs both parents, they are together entitled to 12 workweeks of unpaid leave



under this paragraph.

If the need for the leave is foreseeable, employees must give at least 30 days' written notice in advance of the anticipated date the leave is to begin stating the reason for the leave and the dates during which the leave is to be taken. If the need for the leave is not foreseeable, the employee must give notice as soon as possible after the need for the leave is known. Health care provider certifications/recertification, as well as second/third opinions and fitness for duty reports/releases, may be required in accordance with the FMLA regulations.

Upon returning from the leave, an employee is entitled to return to the same position held when the leave began or to an equivalent position with equivalent benefits and pay, unless the position would have been eliminated had the employee not been on leave. Additionally, an employee on leave is not immune from discipline, up to and including termination, if the information is uncovered during the leave which would have normally resulted in discipline had the employee been actively working.

The employee must use any other accumulated leave, paid or unpaid, to which he or she is otherwise entitled while on this leave. Otherwise, the leave is unpaid. If leave pursuant to this policy would also qualify as leave under any other benefit or policy, the period of the leave will apply toward the entitlement for each type of leave that may apply.

By taking the leave, the employee will not lose any benefits that accrued before the start of the leave. The employee will not be entitled to accrue further benefits during periods of unpaid leave. Our company will maintain its contributions to your health insurance premiums during the leave, whether it is paid or unpaid. The employee will be required to continue his or her share of the premiums for the employee and his or her dependents, if applicable. The employee will also be required to arrange in advance self-payment of other group insurance benefits. If the employee does not return at the end of the leave, the employee may be required to repay our company for the health insurance premiums paid during the leave.

This policy will be administered according to the Family and Medical Leave Act and the regulations interpreting it and any applicable state law. Employees should contact the Human Resources Department with questions about eligibility for leave or other leave benefits that may be available.

### ***Non-FMLA Medical Leave***

Employees who are ineligible for FMLA leave but need time off from work due to their own serious illness or injury may be granted a non-FMLA medical leave. The leave is unpaid unless the employee has available vacation and sick leave (which must be used during this leave). Where the employee's condition qualifies as a disability, this policy will be administered according to general principles of reasonable accommodation. Employees should contact the Human Resources Department with questions about non-FMLA medical leave.

### ***Domestic Violence Leave***

Employees may take reasonable leave from work, work a reduced schedule or take intermittent leave from work to take care of legal or law enforcement needs or obtain medical treatment, mental health counseling or social services assistance when

employees or their family members are victims of domestic violence, sexual assault or stalking. Employees taking this leave may use any available paid time off (sick leave, vacation, etc.) while on this leave. On request, the employee may be required to provide verification of the need for the leave. For the purposes of this policy, "family member" includes a child, spouse, [state-registered] domestic partner, parent, parent-in-law, grandparent, or person who the employee is dating.

### ***Maternity/Disability Leave***

Employees are entitled to leave for the actual period of disability team members with pregnancy and childbirth face. The leave is unpaid unless the employee has available vacation and sick leave (which must be used during this leave). This policy will be administered according to any applicable state and federal law. Employees should contact management with questions about these available leave benefits.

### ***Additional Parental Leave***

Employees may also be entitled to up to an additional 12 workweeks of unpaid leave following the period of disability for a team member with pregnancy and childbirth under applicable state law. To qualify for this leave, the employee must have been employed by our company for 12 months and worked 1250 hours in the 12 months preceding the leave. The leave must be taken within 12 months of the birth of the child. This leave also may run concurrent with leave under the Family and Medical Leave Act but does not run concurrently with any leave for disability for a team member with pregnancy/childbirth.

Employees must use any accrued paid leave during any leave under this policy. Issues of benefit eligibility and return-to-work rights will be governed by applicable laws.

### ***Bereavement Leave***

Employees will be allowed reasonable time off to attend funerals of friends and loved ones. In the event of a death of an immediate family member, employees are granted one (1) paid day to attend to family matters and funeral arrangements. An immediate family member includes a spouse or domestic partner, children, siblings, parents and parents-in-law, grandparents, and grandchildren. Accrued, unused FPTO may be used to take additional time off with manager approval. Unpaid time off may also be elected with manager approval. Employees must notify their manager as soon as possible if they wish to take time off.

### ***Jury Duty***

If you are summoned for jury duty, unpaid time off from work will be granted as required to be compliant with applicable laws. Accrued, unused PTO may be used during this time.

### ***Military Leave***

Our company supports the public service provided by employees who are a member of a branch of the Armed Forces of the United States or a member of the National Guard participating in Reserve or National Guard training programs. In addition, our company complies with the leave and reinstatement requirements of the Federal Uniform Services Employment and Reemployment Rights Act (USERRA). Employees directed to participate in active military duties in the U.S. Armed Forces will be placed on an unpaid military leave of absence for the period allowed by



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federal law and will be entitled to reinstatement as provided under federal law.

***Reservist and National Guard Training Leave***

An Armed Forces Reservist or a member of the National Guard shall be granted leave annually to meet the training requirements of his or her Reserve or National Guard units. Non-exempt and exempt employees who are absent for an entire work week on military leave may use accrued, unused PTO during this leave of absence; the remaining time on leave will be unpaid. A copy of the official orders should be furnished to your manager and Human Resources.

***Maximum Leave Exceeded***

If an employee's leave of absence exceeds twelve (12) weeks, the company will email and mail the employee stating their maximum leave has ended. The employee will have thirty (30) days to respond to the company regarding their employment status. If the company does not receive a response, it will be considered a voluntary termination. Should the employee choose to reach out after the thirty (30) days, the company will review their eligibility to be rehired. If the employee is eligible for rehire, the employee will need to reapply and go through the necessary new-hire onboarding steps. Any benefits accrued (Paid Time Off Hours, Health Insurance, etc.) accrued will reset should the employee be rehired.

***Operations Apps & Devices***

On a daily basis, drivers must access a variety of mobile applications to complete tasks successfully. This is a requirement of employment as it not only serves the company's needs, but those of our customers'.

***Amazon Relay***

This app allows drivers to track their hours as well as their routes.

***Samsara***

This app allows the company to track trucks via GPS to monitor locations of trucks as well as the health of the trucks. Also, Samsara internet-connected dash cameras are mounted and utilized in all our company vehicles. Our company has found that these devices keep our drivers safe by rewarding good behavior and exonerating innocent team members against false claims. In addition, they help to prevent accidents using alerts and lower our accident-related costs through real-time incident detection.

Unauthorized modifications, or tampering with any company vehicle are strictly prohibited, including, but not limited to any "Dash Cam" and/or "AI-driven reporting tools." This includes the covering of or intentional or inadvertent misalignment of a camera's field of view. For more information, see *Samsara Internet-connected Dash Cam Policy and Procedures*.

***Pre-and Post-Trip Inspections***

Our company is committed to ensuring all our trucks are in tip-top shape before they join others on the road, and thorough pre-trip inspection can go a long way toward ensuring that they are. The pre-trip inspection performed using the *Samsara* mobile app is both a mandatory and an integral part of every road trip for our operators. It is designed to be a thorough check of every single part of your vehicle before you hit the road.

Like a pre-trip, a post-trip inspection is mandated by Federal Motor Carrier Safety Administration (FMCSA) Section 396.11: “Every motor carrier shall require its drivers to report, and every driver shall prepare a report in writing at the completion of each day's work on each vehicle operated.”

Any damage or issues needing attention are to be addressed **before** your departure. Drivers are required to use the *Samsara* app to “write up” a vehicle for any safety or equipment issues. A driver must not leave the yard until any/all safety defect(s) have been addressed/repared or they are given another vehicle.

### **Safety Compliance**

All team members are expected to perform all functions, duties, and assigned work in a safe, legal, and professional manner.

Any incidents of a team member who is instructed to operate in an unsafe or illegal manner should be reported to the team member's immediate supervisor *immediately*.

Our company is committed to its defensive driving policy, and all team members are expected to drive accordingly. New team members will be trained in safe driving techniques, as defined in the company's defensive driving policy. While on duty for our company, all team members are always expected to drive in a safe and professional manner. Doing so will minimize the likelihood of accident or injury and will promote a positive image to the motoring public.

Team members require a high level of skill and alertness to consistently operate their vehicles safely. Drivers who are, or are suspected of being, ill or fatigued will not be permitted to operate a company vehicle or other equipment until the condition no longer exists or proper rest has been taken.

### **Safety Committee**

Our company has a Safety Committee and the members of the Safety Committee act as a liaison between management and team members. Meetings of the Safety Committee are scheduled once per month to discuss all safety concerns voiced by employees and to collaborate with our company in creating updated safety plans as applicable.

### **Statement of Intention to Comply with All Government Regulations**

Our company will comply with appropriate safety and security laws and regulations such as those established by:

- The Occupational Safety and Health Administration (OSHA);
- The FMCSA (Federal Motor Carrier Safety Administration);
- EPA (Environmental Protection Agency);
- The DOT (Department of Transportation); and
- All other applicable federal, state, and local safety and health regulations.

### **Workplace Safety**

Our company believes that the safety of our employees is of utmost importance and will help drive the quality of our service, the productivity of our employees, and the

profitability of our company. Therefore, our company is guided by the following safety principles and firmly believes:

- All injuries and accidents are preventable through the establishment and compliance with safe work procedures.
- The prevention of bodily (lost time) injury and safeguarding of health are the first considerations in all work activities and are the responsibility of every employee at every level.
- Written safety policies describing the safe work practices and procedures to be followed in all work activities are an essential element of the overall workplace safety program. All employees at every level are responsible for knowing and following all our company's safety policies and related procedures.
- Off the job, all employees should be similarly safe and demonstrate awareness of potential hazards.

### ***Company's Role***

All company supervisors, managers, directors, and officers will help ensure that:

- Their staff members are trained in appropriate safety procedures.
- They promptly notify Human Resources and the Safety Department and complete the necessary forms if an accident or work-related health problem occurs in their department.
- Company equipment and property are properly maintained in a safe and hazard-free condition.

### ***Employee's Role***

All employees are responsible to follow safety rules, policies, and related procedures and always work safely.

All employees have a responsibility to both themselves and our company for their safety and the safety of coworkers. All employees are required to:

- Comply with all federal, state, and local rules and regulations relevant to their work.
- Observe all company rules and regulations related to the efficient and safe performance of their work.
- Integrate safety into each job function and live by this philosophy in the performance of job duties.
- Wear all required personal protective equipment (PPE) as required by the Occupational Health and Safety Administration (OSHA) including Class 2 high-visibility clothing to ensure the safety of our drivers when outside their vehicles in freight/distribution yards.
- Report or correct unsafe equipment and practices as soon as practicable.
- Immediately (or as soon as practicable) report any accidents that occur while on the job.
- Monitor the working conditions and equipment around them and to notify management immediately if an unsafe situation arises.

### ***Safety Department's Role***

The Safety Department will head up the Company's overall safety program. The

Safety Department is responsible for:

- Crafting and overseeing company-wide safety standards, policies, and programs designed to meet federal, state, and local requirements and regulations.
- Developing, completing, and filing all necessary safety documentation to meet local, state, and federal reporting and recordkeeping requirements.
- Audit all work processes to look for potential safety hazards by physically inspecting work areas, job sites, and job risks.
- Maintaining the master Safety Data Sheets (SDS) resource and ensure that all are kept up-to-date.
- Design, author, and present safety training programs including driver development and other safety disciplines for team members and management.
- Analyze the company's safety program to identify the trends, problem areas and compliance within the organization.
- Provide expert resources and direction to supervisors tasked with investigating all vehicle and staff incidents/accidents and take the lead when necessary.
- Work in cooperation with insurance claims and loss control representatives in the investigation of claims, analysis of potential hazards and development of methods to reduce losses in our company.
- The written Hazard Communications (Right-to-Understand) program for all team members.
- Serve as subject matter expert in environmental health & safety,

### ***Unsafe Equipment or Working Conditions***

Our company believes in providing a safe workplace for all its employees, whether at the terminal or on the road. No employee will be required to perform unsafe work tasks, to work in unsafe working conditions, or to use unsafe equipment.

### ***Procedure***

If an unsafe situation arises or the expectation of using unsafe equipment by an employee is presented, the employee should contact their supervisor immediately for further instructions.

If a team member comes into an unsafe working condition or is expected to use unsafe equipment for loading, unloading, etc., they should immediately stop what they are doing and contact their supervisor to receive further instructions. The dispatcher will then contact the worksite and arrange to have the condition corrected or to use alternative means or equipment to complete the loading and/or unloading process.

No employee is expected to operate in an unsafe manner or operate unsafe equipment to satisfy a customer's needs or desires.

### ***Distracted Driving***

*Distracted Driving* is defined as any action deemed distracting while driving such as using hand-held devices, eating, reading, or of anything similar in nature. Our company prohibits distracted driving due to higher chances of causing accidents and traffic violations. "Dangerously distracted" means a person who engages in any

activity not related to the actual operation of a motor vehicle in a manner that interferes with the safe operation of such motor vehicle on any highway.

### ***Electronic Equipment Use When Driving***

Although the company requires employees to use mobile apps to perform their job, the company also prohibits the employee to use any type of handheld electronic device while operating a company vehicle or while driving their personal vehicle on company business. This includes, but is not limited to, cell phones, laptops, GPS systems, AI-driven reporting tools, dash cameras, etc. Bluetooth devices are allowable in only one (1) ear.

Employees are only allowed to use a handheld device when their vehicle is in park, away from traffic. It is advised that employees conduct required mobile app tasks before leaving and after arriving at a delivery destination. An operator may use a personal electronic device **only** under the "Emergency Exception" of 49 U.S.C. Sec. 31136 and FMCSA Parts 392.80 and 392.82.

### **Prohibited Actions**

#### ***Passengers and Animals Prohibited***

Unless specifically authorized in writing by our company, the transporting of any unauthorized passengers is strictly forbidden in any company vehicle and is prohibited by Sec. 392.60 of the Federal Motor Carrier Safety Regulations (FMCSRs). If authorization is issued, it shall state the name of the person to be transported, the points where the transportation is to begin and end, and the date upon which such authority expires.

Transporting of unauthorized animals is strictly forbidden in any company vehicle. The transporting of an unauthorized animal poses a serious safety risk.

Any team member who is reported or is found to have an unauthorized passenger or animal in a company vehicle without prior written approval from the company is subject to discipline up to and including termination.

#### ***Driving Laws***

All team members are required to obey posted speed limits on all roads traveled. This policy correlates with our company's overall expectation that its team members will operate in a safe, legal, and professional manner.

It is our company's policy that team members are required to obey all posted speed limits, therefore the use of any type of radar detection device is prohibited. In addition, federal regulations prohibit the use/possession of radar detectors in all commercial motor vehicles, and it is the policy of our company to comply with all federal and state regulations.

Our company requires the use of seat belts while driving any company vehicle. Our seat belt policy is in accord with federal regulations which require the use of seat belts while driving any commercial motor vehicle.

### **Traffic Violations**

It is the policy of our company that all moving violations incurred by any company driver will be paid by the driver as well as any fine that is determined to be caused by

acts or omissions of the driver. Our company does not condone actions that would warrant any type of moving violation and issuance of moving violations to any driver may result in disciplinary action up to and including termination of employment with our company.

Our company strives to have its entire driver fleet run legally and professionally, with safe, up-to-date equipment. Because of this, fines are not usually an issue. However, should a fine be issued, our company takes the issuance and resolution of that fine seriously. Any fine that is determined to be caused by acts or omissions of our company will be paid for by the company.

### ***Notifying the Company***

Should any team member receive a moving violation, they must contact the dispatcher and their supervisor **immediately following the issuance of the infraction/citation**. This includes non-commercial vehicle violations as well.

The team member must then send a photocopy of the violation directly to the company office, and the team member shall proceed according to the instructions on the infraction/citation. If arrangements need to be made for a future court appearance relating to a specific violation issued, the team member must inform the dispatcher of this as well.

### ***Incident/Accident Reporting***

Our company's duties for operators following a vehicle incident/accident is outlined in detail in our *Safety Manual*. To summarize, there are two (2) main concerns at the scene of an incident/accident:

1. Deal with the immediate problem(s); and
2. Gather and report the pertinent driver, vehicle, and location information to your supervisor as soon as is practicable.

### ***Following a Vehicle Collision***

1. Stop immediately.
2. Place your vehicle in a position to protect the scene and help prevent further incidents/accidents.
3. Call 911.
4. Report the incident/accident to your supervisor by phone.
5. Provide appropriate care to the injured (based on your level of training).
6. First take photos of things that may change (such as vehicle position(s) on the roadway), followed by photos of vehicles, drivers, road conditions, etc.
7. Gather driver(s) and witness(es) statements, and insurance information, and exchange all information with the other driver(s)/involved party.
8. Complete the company's *Incident/Accident Report Form* before completing your shift and submit it and your photos to your supervisor.
9. If your incident was not investigated by a police officer, it must be reported within forty-eight (48) hours.

The law requires the filing of a police report (even if the accident seems minor) because:

- Injuries may not become apparent for a few days or weeks.



- A driver may not notice all the damage to their vehicle immediately.
- The other party may make false claims about the accident later.
- The other party may admit fault to you but change their mind as time passes.
- A police report helps facilitate the claims process with our insurance company.
- It generally means a quicker payout on claims (as fault and accident details will be easier to determine with the report).
- If an accident escalates into a court case, our attorney will need a copy of the police report.

### ***Emergencies***

For most emergencies, please dial 911. For emergencies caused by a natural disaster, please also review the proper safety precautions in our *Safety Manual*.

### ***Injuries***

We require employees to notify their manager **and** Human Resources as soon as practicable when medical attention is needed for any reason, and especially due to an on-the-job accident or illness. If there is a medical condition that will affect your ability to perform your work as required, it is mandatory that you report this fact to your manager and Human Resources as soon as possible, including any illness or prescribed medications. This is critical for employee safety and the safety of others.

If an employee requires transportation to a medical facility while at work, he/she must be taken by trained medical personnel. Unless the medical condition is the result of a work-related injury or illness, transportation and medical costs are the responsibility of the employee.

### ***Worker's Compensation***

If you are injured on the job and must seek medical care, you are to immediately stop all work to attend to your injuries as outlined above. Our company carries worker's compensation insurance that covers work-related injuries or illnesses and associated costs. Please notify your attending physician that your injury or illness is work-related so that the physician will complete the necessary paperwork. Please coordinate with Human Resources on what is required for filing a worker's compensation claim.

### ***Modified Duty Work***

If an employee is injured in a work-related accident (and is still able to work with restrictions), modified duty work may be available. The benefits of using modified duty (where allowed by the treating doctor) are many – both for our company and the injured worker. It has been proven that injured workers who return to work on modified duty (until they are released from treatment and returned to full duty) tend to heal 30% faster than those injured workers who sit at home until released. Returning to work keeps the employee in the loop with co-workers. They are part of the team, not left out because of their injury.

Modified duty work means our company gains the experience and expertise of a valued worker. Even if the injured worker cannot perform some of their normal duties, the productivity gained by the part of their job that they *can* do benefits everyone. It will allow the employee to return to work sooner and provide a continuing income. Ask your attending physician for a written physical restriction note for consideration in this program.

## **Reasonable Accommodation**

### ***Disabilities***

Our company recognizes that employees with physical or mental disabilities may need reasonable accommodations to enable them to perform their essential job functions. Any employee who believes s/he needs reasonable accommodation should notify his/her supervisor. Generally, our company and the employee engage in an interactive process with the employee and the employee's healthcare provider(s) to confirm the existence of the condition, its limitations in the workplace and possible reasonable accommodations. The employee has an obligation to cooperate with our company in this process, which may include authorizing our company to communicate with the employee's healthcare providers concerning the employee's condition, its limitations, and possible reasonable accommodations. The need for accommodations is determined on a case-by-case basis.

### ***Religion***

Our company respects the religious beliefs and practices of all employees. An employee who sincerely believes that his or her religious beliefs or practices conflict with his or her job, work schedule, or with the Company's policy or practice regarding dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must request in writing accommodation from his/her immediate supervisor. The request should explain religious conflict that exists and the employee's suggested accommodation.

Our company will evaluate the request considering whether a work conflict exists, whether an accommodation is available which is reasonable, and which would not create an undue hardship on the Company's business or for its other employees.

## **Corrective Action**

Employees typically meet or exceed performance expectations. There are times, however, when performance problems can occur. Managers are expected to provide timely coaching and guidance to employees if an employee is failing to sufficiently meet expectations. This supports the employee in becoming more successful in their responsibilities and limits the negative impact poor performance can have on the company.

If coaching fails to provide a necessary and timely improvement or an employee conducts themselves in a manner that requires immediate disciplinary action, our company will attempt to employ progressive disciplinary steps. Our company values a progressive approach because in many cases, it is well within the employee's abilities to improve in a short amount of time with appropriate counsel. If reasonable improvement does not occur, or an employee is involved in an incident or behavior that is unacceptable and of a serious nature, immediate termination can occur. Whether progressive discipline or immediate termination is utilized will depend on the individual circumstances and the current and/or potential impacts of what has transpired.

### ***Serious Violation of Company Policy***

Vehicle operators for our company are required to maintain their driver qualifications at all time. Due to the nature of our business, violations of company policies in this regard may result in immediate termination. It is understood that all employees of our



company are subject to acceptance by customers to fulfill its' contractual obligations.

## **Disciplinary Policy**

### ***Problem Resolution***

All team members are expected to conduct themselves in a professional manner while at work or on duty. Courtesy and mutual respect for others will always be demonstrated. Team members who feel they are not being treated in this manner will often find a solution to most problems is through effective communication.

For disputes between employees, first, discuss the problem between the two of you and make every attempt to resolve it. If no resolution is reached, both employees together should seek resolution by involving their direct manager. If a problem persists, it should be turned over to the Human Resources department. Upon investigation, a solution with the best interest of all parties will be issued. Our company will make reasonable efforts to assist in solving problems or disputes amongst employees or management. Decisions of the Human Resources department will be final.

### ***Disciplinary Actions for Noncompliance with Company Rules***

Upon violation of any company rule, the violating employee will be disciplined. The list of possible disciplinary actions includes:

***Verbal reprimand*** — A discussion of the incorrect behavior should take place as soon as possible after the supervisor has knowledge of safety misconduct. All verbal reprimands are to be documented including date and signatures of all involved parties.

***Written reprimand*** — A written form documenting the misconduct, to be presented to the employee and placed in the employee's personnel file.

***Warning of probation*** — A written form documenting the misconduct and warning the employee that another incident will lead to probation, to be presented to the employee and placed in the employee's personnel file.

***Probation*** — A trial period during which the employee is given specific rules and goals to meet, if he or she cannot meet the rules and goals, he or she is subject to termination.

***Warning of suspension*** — A written form documenting the misconduct and warning the employee that another incident will lead to suspension, to be presented to the employee and placed in the employee's personnel file.

***Suspension*** — An unpaid period during which the employee is barred from attending work.

***Dismissal/termination of employment*** — The permanent separation of an employee from the company, initiated for disciplinary reasons, or safety misconduct. The severity of the discipline will be in direct correlation to the severity of the violation. Injury or damage is not necessarily an essential component to warrant disciplinary action. It is the violation of the rule itself and not necessarily its result that is the subject of possible disciplinary action.

## **Zero Tolerance**

### ***Violence***

Threats and acts of violence are strictly prohibited at our company. Employees threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination.

### ***Weapons***

Possession of weapons is prohibited on company property and while on duty performing company business at any location. Weapons are generally defined as guns, knives and other objects universally considered a weapon. A "weapon" can also be an object which would do harm to another when used as such. Our company shall deem any such object a "weapon" if it poses a physical threat.

### ***Alcohol, Drugs & Illegal Substance Abuse***

The Federal Motor Carrier Safety Administration (FMCSA) has issued regulations which require our company to implement an alcohol and controlled substances testing program.

The purpose of FMCSA-issued regulations is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Federal Motor Carrier Safety Administration (FMCSA) has issued regulations which require our company to implement a controlled substances testing program. Our company will comply fully with these regulations and is committed to providing all its employees with a safe and drug-free workplace.

Our company is dedicated to the health and safety of our team members and is firmly committed to a drug and alcohol-free environment. Drug and/or alcohol use may pose a serious threat to a team member's health and safety. Therefore, it is the policy of our company to prevent the use of drugs and abuse of alcohol from having an adverse effect on our team members.

Possession of alcohol, illegal drugs including marijuana or other illegal substances, including marijuana, are not permitted on company property, or while on duty in the employment of our company. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, drugs, or other illegal substances.

The use, sale, purchase, transfer, possession, or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on company premises, engaged in company business, while operating a company vehicle or other equipment, or while operating under the authority of our company is strictly prohibited.

Our company will not consider any applicant for employment who, under a DOT-required drug and alcohol testing program, refused a drug or alcohol test, failed a random, reasonable suspicion, post-accident, return-to-duty, or follow-up drug or alcohol test, or tested positive for controlled substances while with a previous employer. For procedures on the hiring of team member applicants who have failed DOT-required alcohol or drug test(s), or have refused to be tested, at a previous employer, see our *Drug and Alcohol Policy* in our *Safety and Compliance Manual*.

### ***Anti-Discrimination & Anti-Harassment***

Our company is committed to maintaining an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Accordingly, our company is committed to enforcing a Non-Discrimination and Anti-Harassment Policy and Complaint Procedures at all levels.

Discrimination or harassment based on race, gender and/or gender identity or expression, color, creed, religion, age, disability, veteran or military status, sexual orientation, genetic information, marital status, citizenship status, or on any other legally prohibited basis is unlawful and undermines the character and purpose of the Company. Such discrimination or harassment violates our company policy and will not be tolerated.

Any form of retaliation against anyone who has complained of or formally reported discrimination, harassment, or sexual assault, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated, and violates both this policy and applicable law.

Our company prohibits discrimination, harassment, retaliation, and sexual assault. We expect management-level personnel to serve as models of appropriate conduct for other employees and will hold them to a higher standard of accountability. Management personnel must not only refrain from actions that violate this policy but also refrain from any activity that would give the appearance of impropriety.

This policy applies to all employees of our company and applies regardless of whether the alleged wrongdoer is an employee.

***Retaliation*** is any adverse action taken against an individual (applicant or employee) because he or she filed a charge of discrimination, complained to our company or a government agency about discrimination on the job, or participated in an employment discrimination proceeding (such as an internal investigation or lawsuit), including as a witness. Retaliation also includes adverse action taken against someone who is a team member with the individual opposing the perceived discrimination, such as a family member.

Examples of retaliation include termination, demotion, refusal to promote, or any other adverse action that would discourage a reasonable person from opposing perceived discrimination.

#### **Definitions:**

***Discrimination*** is adverse treatment of an employee based on the protected class or category of persons to whom he/she belongs, rather than on the basis of his/her individual merit, with respect to the terms, conditions, or privileges of employment including, but not limited to hiring, firing, promoting, disciplining, scheduling, training, or deciding how to compensate that employee.

***Harassment*** is unwelcome verbal or physical conduct prohibited by law directed toward, or differential treatment of, an employee because of his/her membership in

any protected group or on any other prohibited basis (e.g., race, gender and/or gender identity or expression, color, creed, religion, age, disability, veteran or military status, sexual orientation, genetic information, marital status, or citizenship status..

Examples of such conduct include, but are not limited to:

- Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, degrading or ridiculing another person or group;
- Racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols;
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets or demands;
- Physical assault or stalking;
- Displays or electronic transmission of derogatory, demeaning or hostile materials; and
- Unwillingness to train, evaluate, assist, or work with an employee.

A hostile work environment results from harassing conduct directed at an employee based on the employee's protected status that has the purpose or effect of unreasonably interfering with an employee's work performance.

**Sexual harassment** is a form of harassment that consists of making unwelcome sexual advances, requests for sexual favors, or engaging in other verbal or physical acts of a sexual or sex-based nature where such conduct interferes with the employee's work performance or creates an intimidating, hostile or offensive working environment (see the California Sexual Harassment Pamphlet).

Sexual harassment may also occur where a supervisor/manager demands that an employee/subordinate satisfy sexual demands in order to receive job benefits, to continue employment, or as a basis for making any other employment decision (referred to as "quid pro quo"). Such sexual harassment occurs between a manager/supervisor and an employee due to the nature of the manager/subordinate relationship. A manager/supervisor for this purpose is someone who can affect or impact an employee's terms, conditions, or privileges of employment because he/she can take or impact activities such as hiring, firing, promoting, disciplining, scheduling, training, or deciding how to compensate that employee.

**Sexual assault** is a sexual act against the will and without the consent of the victim or where the victim is incapable of giving consent. Discrimination, harassment, retaliation, and sexual assault are unacceptable in the workplace. This behavior violates our company policy even when it does not constitute a violation of the law.

### **Complaint Procedure**

#### ***Discrimination, Reasonable Accommodation or Harassment***

This complaint procedure should be utilized any time an employee has concerns regarding any of the equal employment opportunity policies outlined above, including unlawful discrimination, harassment, or reasonable accommodation.

Each employee is responsible for supporting and adhering to the Company's anti-harassment, equal employment opportunity, and reasonable accommodation policies. Employees should never tolerate inappropriate behavior. Regarding harassment, employees should make their feelings known to the offending

employees.

However, if an employee is not comfortable doing this, then he or she must promptly report any offending behavior, whether such behavior is directed towards him or her personally or to other employees at our company. Reports of offending behavior must be made to a supervisor or owner of our company. Employees are strongly encouraged to report concerns about discrimination, harassment or failure to accommodate as soon as they arise. Our company prefers to stop discrimination or harassment, or concerns about each of reasonable accommodation before they rise to the level of a violation of the antidiscrimination laws.

Our company will promptly and thoroughly investigate all claims of harassment, failure to provide reasonable accommodations and any other concerns related to unlawful discrimination. All complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that allegations of discrimination or harassment are shared with those who have a need to know so that our company can conduct an effective investigation. The complaining employee is usually requested to provide as many details as possible, such as the dates(s), location(s), names(s) of witnesses, and information about the alleged harasser(s) or decision maker(s). Persons with relevant information are interviewed as needed. During the investigation, steps may be taken, when appropriate, to minimize contact between a victim and the alleged harasser. After the investigation is completed, our company will summarize its findings with the victim, the alleged harasser, and others directly concerned with the incident.

If our company concludes that unlawful discrimination, harassment or a failure to accommodate occurred, prompt and effective remedial action will be taken. This may include the discipline of the harasser/decision maker and other actions to remedy the effects of the discrimination, harassment or failure to accommodate, and prevent further occurrences.

No action will be taken against any employee who in good faith files a complaint under this procedure or assists in the investigation of such a complaint. Employees who believe they have been retaliated against for having used this complaint procedure or participated in an investigation must promptly notify any member of management. Appropriate corrective measures will be taken if allegations of retaliation are substantiated.

### **Separation from the Company**

While we hope your employment with us will be long and mutually rewarding, your employment with the company may end at any time, for any reason with or without cause, voluntarily or involuntarily.

Should you wish to have your earned, but unused Paid Time Off paid out on your final paycheck\*, you must meet the following requirements: be in good standing with the company\*\*, provide a full three (3) week notice, work all scheduled shifts during those three (3) weeks, cannot take any requested time off during that time, and have been employed for a minimum of ninety (90) days.

The company may at its sole discretion determine your last day worked to be earlier than originally established.

*\*A maximum of forty (40) PTO hours will be cashed out.*

*\*\*The company will review the entirety of your employment at time of PTO cash out to determine if you are in good standing with the company.*

Employees are required to return all company-owned or leased property to their immediate manager before leaving the premises on their final day of employment.

## **Acknowledgment and Receipt**

**I have received the Roman Freight Lines Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date